

## Kronos Q&A Summary as of 6/7/2023

**Q The Activity drop down only retains the four most recent project/org codes. Is it possible to increase the number of project/org codes retained?**

A We will contact Kronos to determine if this is possible. We also invite to our next Q&A session a long-time Kronos user who works on a large number of different projects in each period to share their tips and tricks.

**Q The categories for activities seem to very well defined. How do I find a miscellaneous org code that I don't use very often.**

A The categories are based on the Munis account. You can find a miscellaneous project or org code in Kronos by using the search functionality in the Activity field. For example, to find the Freakfest org project code you would enter **\*/\*Freakfest\*/\***.

**Q Are holidays automatically populated in Kronos?**

A Yes.

**Q The project I was searching for in Kronos did not show up. What do I do?**

A Contact Steve Danner-Rivers or Chase O'Brien to add the project in Kronos.

**Q Is there a way to eliminate old projects so they are not mistakenly selected when allocating time?**

A When a project is closed in Munis, it is also closed in Kronos. There is a lag as to when this occurs. If, however, you notice an older project still active in Kronos, let Steve Danner-Rivers or Chase O'Brien know.

Note that projects do carry over into future budget years so they may need to be kept active beyond the initial project year so time can continue to be charged to the older project. For example, we have annual projects such as 2022 GreenPower, 2023 GreenPower, etc. Work on a 2022 funded project may continue into 2023. As such, both projects will remain active in Kronos so time can be allocated to the correct project.

**Q What if I call in sick but want to use vacation time to cover my time off?**

A Vacation, floating holiday, and comp time must be taken at a time mutually agreeable to both the employee and the supervisor. As such, your supervisor would need to approve the use of any of these types of time off in lieu of sick leave.

**Q To what level of accuracy should I round my time when allocating to various activities?**

A In general, please feel free to round your time to the nearest quarter hour if that is more practical.

If however, your total hours worked for a given day are not exactly to the quarter hour you will need to adjust the time allocated to one of your activities so all time work is allocated to an activity.

For example, you start work at so 7:13 AM and end at 4:23 PM. After deducting your unpaid lunch break Kronos calculates your total hours worked for the day as 8.67. You allocate 6.25 hours to Activity 1 and 2.25 hours to Activity 2. Your allocated hours total 8.5. Kronos shows you still have 0.17 hours unallocated. You will need to add this 0.17 hours to one of the 2 activities you worked on that day so all your time is allocated.

**Q Employees in Comp Group 18, Ranges 14 and above are not compensated for any hours worked beyond their scheduled 77.50 or 80 hours. Should these extra hours be entered in Kronos?**

A Yes – we use this data to determine when additional salaried positions may be needed and to build a case for funding new positions.

Kronos will use the Pay Code "Addl Hour – No Pay" – 180 is used for hours worked in excess of the scheduled 77.5/80.

**Q Is there a mobile version of Kronos?**

A Kronos does have a mobile app that works on a smart phone. We are not currently using it as it requires additional licensing fees.

The version of Kronos that we are using is a web-based browser application which can be accessed and used in the field from a laptop or iPad with cellular or wifi access.

**Q Do I need to enter the start and end time for each activity I am allocating on a given day?**

A No – you only need to enter your start and end time for the day. You then enter the number of hours (to the nearest quarter hour) for each activity.

**Q What if I work my scheduled day, leave work, and then resume work later that evening?**

A You can enter multiple start and end times on any day. First, you enter your initial start and end time on the line for that date. Then, you can use the + sign to enter additional lines to enter additional start and end times.

+   X	Tue 10/18	6:30AM-4:30P...	6:40AM	3:11PM
+   X			4:33PM	8:54PM

Kronos will calculate your total hours worked that day.

**Q Are accruals up-to-date in Kronos?**

A Accruals in Kronos are updated from Munis on the Thursday after you receive your pay check.

Paid leave used and entered in Kronos during the current pay period will be deducted from these balances.

The only exception to note is the Comp Time Earned balance. Any Comp time you earned in the current pay period will not be reflected in the Comp Accrual balance.

**Q Can I still flex my work hours to use comp time earned for attending an evening meeting to have a shorter work day the next day?**

A Yes – just be sure to discuss your schedule with your supervisor.

**Q What is the process for an employee cashing out earned comp time?**

A Employees can cash out earned comp time during any pay period. The supervisor’s approval is not required to do so. To cash out earned comp time the employee should:

Use a Saturday or Sunday in the current payroll period for which no hours were worked to:

- Select “COMP TIME CONVERTED TO PAY – 339” from the Pay Code field.
- Enter the number of hours of comp time you want to cash out in the amount field.
- Click save.

**Links**

- Kronos (Live) - [Kronos Workforce Central\(R\) \(cityofmadison.com\)](http://cityofmadison.com)
- Kronos (Test) – <http://enmttimetrain.cityofmadison.com/wfc/htmlnavigator/logon>