KRONOS

TRAINING SESSION

SPECIAL PROCEDURES DURING COVID-19 PERIOD

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AGENDA

• Access Kronos Remotely
• Kronos Mobile App for Approvers
• Entering & Approving Time
• COVID-19 Emergency Pay
• Student Workers
• Questions
Access Kronos at [https://kronos.luc.edu](https://kronos.luc.edu)
– May need to enable Flash Player from home computer
Managers may also use the Kronos Mobile app
– Download from the Apple Store or Google Play
– Enter the server name: [https://kronos.luc.edu/wfc](https://kronos.luc.edu/wfc) and click the “Proceed” button
– The username is case sensitive and will need to be entered in all lower-case letters

Reminder: All timecards must be completed and approved by noon on Monday, after the end of the pay period
ENTERING AND APPROVING TIME

1. Employees working remotely should enter time as if they were working on-campus
   • Regular pay codes should be used for Exempt staff and In/Out times for Non-exempt staff

2. Employees who are able to work remotely but take time off should record their exception hours
   • Sick, vacation, personal/family-friendly days

3. Employees who are unable to work remotely should record time as sick, vacation, personal/family-friendly days
   • Managers/Supervisors should NOT approve the use of the pay code Regular Pay, when staff are not able to work remotely
COVID-19 EMERGENCY PAY

• Once all paid time off accruals have been exhausted, regular full- and part-time staff will be eligible to access up to 30 days of additional paid time off during this COVID-19 (coronavirus) period

• COVID-19 days must be requested using a specific COVID-19 Emergency Request Form from www.luc.edu/hr/forms/ and must be approved in advance by the manager/supervisor
  – Employees who have submitted the form and received approval from their manager/supervisor and Human Resources should work with their manager to record the time on their timecard in Kronos
  – Only managers have access to add this pay to an employee’s timecard

• COVID-19 emergency pay is a one-time special pay program, not an ongoing benefit

• All current accrued and unused PTO (including allocated Sick, Vacation, Personal/Family Friendly Days) must be exhausted prior to eligibility to access these additional COVID-19 days

• COVID-19 pay does not “accrue” on any schedule
  – No entitlement to the full 30 days nor to a “pay out” of any kind for unused days
STUDENT WORKERS

- We can only continue to pay student workers who continue to work remotely with supervisor/manager approval.
- Students who worked this spring semester are eligible to use their sick accruals.
- There is no pay continuation if student workers are not working and have exhausted their sick accruals.
- Only regular staff members are eligible for the 30 days of COVID-19 emergency pay.
QUESTIONS?

• For Kronos Timecard resources, visit the Payroll Services webpage at www.luc.edu/finance/payroll.shtml
• If you have any questions or experience any Kronos problems, contact the Kronos Help Desk at kronoshelpdesk@luc.edu
• If you have questions about COVID-19 Emergency Pay, contact Human Resources at benefits@luc.edu
Thank You

Preparing people to lead extraordinary lives