

# Timekeeping: Frequently Asked Questions

**If we want to ask employees to do a sign off is that an option in the system?**

Yes. Kronos is not setup to require an employee approval but does give them the ability to approve their timecard. As a leader, you can ask employees to approve timecards.

**Who will enter the prepopulated work schedules for exempt employees?**

The Human Resources Business Partner team will enter work schedules for exempt employees.

**Can employees request a shift off (RDO = request day off) without using PTO?**

All benefit eligible employees are expected to use PTO to cover days off if they have an available PTO balance. Days off without the use of PTO would occur for non-benefit eligible employees or benefit eligible employees who do not have a PTO balance to use. The exception to this is time off due to Low Census. During Low Census situations the employee has the choice to use PTO or not to cover that time off.

**Do staff have to submit PTO requests via Kronos? Currently I have a paper process that works better than this capability in Kronos.**

Kronos is not setup to require employees use the time off request process. **However, the use of the process is strongly encouraged.**

**If you are a current non-exempt associate that will be an exempt associate 8/1. How will that work?**

Aspirus will be notified of the change and update the employee's information in the systems accordingly.

**If associate is given a lay-off for low census, do they still have to take PTO?**

No. During Low Census situations the employee can chose to use PTO, or not, to cover that time off.

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**As exempt employee I go to multiple sites and my time is allocated in the schedule to each hospital will this occur in the Aspirus world?**

Yes. However, you will need to communicate with your Human Resource Business Partner team to make them aware that needs to be setup.

**I currently only use enough PTO to get the associate to their FTE, so if they requested a day off which would normally be 8 hours but only need 6.5 to get to their FTE I only put in 6.5. Will this be manager's discretion moving forward or will they have to use 8 hours?**

PTO must be used to achieve the employee's scheduled FTE each pay period before time without pay is used. Regular hours worked and PTO hours should not exceed normal scheduled hours for the day. In the event an employee takes scheduled PTO and is called into work within the same pay period, the employee may choose to be paid for their PTO in addition to hours worked.

**Ascension holiday PTO is loaded in their banks the week of the holiday pay period. How will Aspirus holiday PTO be loaded?**

There is not a separate load for holiday PTO. Regular accrued PTO is used to cover holiday time off.

**Currently we have a high frequency and critical on call pay do you know what will occur with this?**

Only the Aspirus premiums covered in training will be recognized.

**How do non-exempt and exempt employees get on call pay?**

Both Non-Exempt and select Exempt employees are eligible for on call pay. On call hours and applicable amount should be entered into exempt timecards. Even if the exempt employee works, they will only receive compensation for the on-call hours. Non-Exempt employees will also have the on-call hours and applicable amount entered into their timecards, however this amount decrements by any hours worked during this time frame. The hours worked will be paid at the called-in premium.

**PRN associates do not have a Kronos timecard, correct?**

PRN employees will have a Kronos timecard.

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**If I have 3 Charge RNs working on the same shift, only 1 that is designated as charge RN would receive the charge pay?**

Charge pay is reserved for regular RN's not in an RN-Charge position but for a shift are temporarily in charge. The 3 charge RN's mentioned receive a higher base rate of pay because they are always in a charge role and are not eligible for the Charge premium represented by the Charge work rules.

**Any RN that works in the ED receives a differential??**

The specialty pay differential is for non-exempt, direct patient care RNs working in an eligible department (ED being one of them).

**Will ED clinicians need to manually change their cost center when they work in different Emergency departments?**

Time will need to be expensed to the specific site each clinician works in. If punching in, the employee can enter this transfer as work time occurs. If they utilize a salary schedule the timekeeper will need to assist with entering the transfer in the timecard.

**Will Clinicians continue to have timecards in Kronos?**

Yes. However, time will be manually tracked outside of Kronos for those on shift pay or guarantee.

**If there are times where an associate misses a clock in or out, are they able to add on their own, with leader approval? Or do these need to be all added by leader?**

Missing punches will need to be corrected by the leader/timekeeper. Employees do not have the ability to fix these.

**When will the Group ID be activated for the email app and Kronos app?**

The Kronos App does not require group ID. Mobile App installation instructions are the first steps listed within the Kronos: How to Punch In & Out documents for Android and iOS available on the Welcome page > Job Aids & Training > Kronos & Timekeeping.

**We currently have Kronos app. Will this be the same one to use?**

No. You will need to follow the installation instructions on the Welcome page to link to the Aspirus Server connecting the UKG app to your Aspirus Kronos account.

# Timekeeping: Frequently Asked Questions

**Are pay periods changing? Or will we still fall on same pay days?**

Pay periods will be the same for employees whose employment will remain under a North Wood's entity. If an employee is transferring to an existing Aspirus entity and the transfer initiates a pay period change that will be communicated directly to the employee.

**When is payroll due?**

Leader/Timekeeper approval is due by 10:30 am CST the Monday of the employee's pay week.

**Is there an auto deduction for lunch? Or do associates punch in and out?**

Yes. Auto meal deductions are triggered at 6 and 14 consecutive hours.

**Is the on-call pay code the same for when they are low census on call?**

Yes. If low census and on call occur simultaneously there should be two pay codes entered for that time, On Call and the applicable Low Census pay code.

**Can an employee placed on low census have to use PTO to cover this? Is the policy that all employees regardless of reason will be brought up to hired FTE status?**

For Low Census Situations employees can choose to take PTO to cover that time off but are not required to do so. All other time off (for benefit eligible employees) requires the use of PTO if there is an available PTO balance.

**Currently I have access to employees' timecards throughout the region I am covering will that be the case or can another leader delegate timecards to another timekeeper to review?**

Leaders/timekeepers can delegate access to another timekeeper for a specified period of time. Instructions on how to request/accept delegation will be available on the Aspirus Kronos & Timekeeping intranet page as of 8/1. If long term access is required communicate this need to your Human Resource Business Partner team requesting setup.

# Timekeeping: Frequently Asked Questions

**Is clocking recorded at the exact time of clock in OR is there a rounding policy?**

Punch times visible in the timecard will reflect the actual punch time. The actual punch time is subject to a 7-minute rounding rule where time is rounded to the nearest quarter of an hour for calculating totals.

**If an employee takes a longer break (60 minutes instead of 30, ex: personal appointment over lunch hour) does the 60 minutes deduct only or do they need to cancel the lunch deduction too?**

If an employee takes an extended lunch, they should punch out and back in to reflect the long meal break. If the extended break is 23 minutes to 3 hours in length, the automatic meal deduction will not occur, and the length of the break will be deducted from the shift total.

**Currently EMS needs to cancel meal deductions daily as we need to be available for 911 calls 24/7. Will each employee now need to clock out to record "cancel meal deduction" currently we have a hot button in Kronos to "cancel meal deduction"?**

Automatic meal deductions are not setup for Medevac staff. They will need to manually cancel a meal deduction when punching out.

**Will we have access to all the timecards that we do now?**

Management timekeepers will have access to their direct report timecards. Non-Management timekeepers will continue to have access to department timecards they currently have access to within the Ascension Kronos system.

**Will our Kronos machines get removed from our building or will we still be using them as another option to a desktop or mobile app?**

Badge readers will not be used as of 8/1. **Kronos desktop or mobile app will be the only two options to when using Kronos.**

# Timekeeping: Frequently Asked Questions

**Is travel time to a satellite paid, so if an associate goes to an outreach location they punch in when they leave their house and then they ALSO submit mileage reimbursement?**

Travel time is paid if the location is not in their “home” set-up. So, if they hold positions at two location there is no mileage between the two but if they have one position and travel to outreach/offsite locations they will get paid mileage. Our policy is shorter distance from home to outreach/satellite or primary work to outreach/satellite.

**Are we unable to change the Labor Account Department and Job Code?**

Correct. Aspirus uses the position labor account. Positions are reflective of entity + dept + job code so a transfer would be pointing to the position representing the appropriate combination.

**Can exempt staff use PTO in half day (4 ) hour increments?**

No. Exempt staff must take PTO in full day increments.

**If an associate misses a punch but later punches and needs the time corrected, can the timekeeper adjust the start time. OR should the timekeeper simply add the missed punch?**

Depends on where Kronos places the subsequent punch. Timekeepers have the ability to alter existing punches and add new ones to correct missing/incorrect information.

**Is Holiday time off included in the PTO bank or is it added each holiday?**

There is no additional PTO for holidays. Employees use there accrued PTO to cover time off due to a holiday.

**We have different extra shift pay; regular, critical or special pay. Does Aspirus have this or only one extra shift pay code?**

Aspirus has one extra shift program with two extra shifts pay codes/work rules: licensed and non-licensed.

# Timekeeping: Frequently Asked Questions

**Does Aspirus recognize Holidays that fall on the weekend for Exempt associates on the Friday or Monday?**

There are situations where this occurs, but it is not specific to exempt staff but rather administrative departments. Administrative Departments will be closed on the proceeding Friday when a holiday falls on a Saturday and on the following Monday if the holiday falls on Sunday. With senior executive approval, Administrative Departments may choose to remain open with minimal staffing as operations necessitate.

An Administrative Department is a department of Aspirus with no direct patient or in-direct patient facing responsibilities. An administrative employee is an employee assigned to, and working regular status, in an Administrative Department.

Administrative employees must use PTO when their Administrative Department is closed in observance of a holiday. PTO is not automatically populated on the proceeding Friday or following Monday with the employee responsible for entering that time off in the timecard.

**If a non exempt associate is scheduled to work but placed on call, do they get the premium pay if they come in?**

No. If the employee is placed on call due to lack of work in a regular shift and work during that on call timeframe they are not eligible for the called in premium.

**I currently approve timecards for physicians, that don't report to me, rather they report to a medical director. That Medical Director has delegated manager access to me in Kronos. Will we continue to be able to have our medical directors complete the manager delegation?**

Manager delegation will be an option in the Aspirus Kronos system. However, existing delegation requests within the Ascension system will not be transferred to Aspirus and will need to be resubmit on or after 8/1.

**How do you view time transferred in from employees outside of your department? How do you correct errors by employees punching in to your department by mistake?**

Transferred in employees can be viewed under the All Home and Transferred In hyperfind. This hyperfind is available in the timekeeping screens within the quick find drop down. There is no set process for addressing accidental transfers. If this occurs please collaborate with either the employee, direct supervisor of the employee, and/or the HRBP team for correction.

# Timekeeping: Frequently Asked Questions

**Can you still enter call on the basic schedule where it will deduct hours that they are called in?**

Yes. If on call time is entered in the basic schedule that time will decrement by hours worked during that timeframe.

**So, if an exempt associate is called in they are paid for the entire day/shift?**

Exempt staff do not receive called in pay. They receive on call pay for the full number of hours they are on call, whether or not they actually work during the on call timeframe. If they also worked a regular shift the same day as on call, then they would receive regular pay for that shift.

**Do front load PTO associates need to use all of their PTO by January or will some of this carry over or get paid out?**

Employees on a current front-load PTO plan who will transition to an accrual plan will have through the pay period in which December 31, 2021, falls to use their front load bank hours. Aspirus will advance 40 hours of PTO into the accrual bank beginning with the start of the first pay period in 2022.

**Do you have SANE pay?**

This is not a separate premium but rather reflected in the employee's base rate of pay for that position.

**Can employees use PTO to supplement their pay when they are on call?**

No, PTO can not be used to supplement pay when on-call. See PolicyStat post-close for details on the On-Call Pay Policy.

**We cover door screening with current staff. We do not have "positions". The employee is working in the same job code they are normally paid. How will this work?**

Managers will need to identify who is performing screening roles and a secondary position will be set up to which the employee will need to transfer time when performing the screener role. This is for tracking purposes. The employee will be paid their current hourly rate in effect on their primary job for this position through 12/31/2021 to give ample time to review and determine appropriate staffing for this role.



# Timekeeping: Frequently Asked Questions

**I've found an error in our position with a duplicate. Who should I go to with that?**

Please inform your HR Business Partner team of the error.

**It does not appear that the position number in Kronos when looking at a specific staff member does not match the list we received.**

Many changes have been entered for both employee and position setup. A new position list has also been posted on the Aspirus intranet Kronos & Timekeeping intranet page. If the updates have not corrected the mismatched information, please make your HR Business Partner aware.

**How do we know which med/surg RN is the supervisor and the unit nurse?**

The position description will call out RN-Charge or RN to differentiate between the two.

**Tomahawk and Rhinelander are listed on the same list, but they are 2 separate facilities. How do we know which code is for each facility? Example: the position description starts with ATRN - we do not know which supervisor code goes with the individual supervisor - how do we differentiate between the 2 facilities?**

New position lists have been posted on the Aspirus intranet Kronos & Timekeeping intranet page. These versions have updated information including direct supervisor name and location description.

**In Kronos my accrual ending balance shows -8?**

At the time the PTO balances had not been loaded. Any PTO entered in the timecard (current or future pay period) would show as negative. This is reflecting the prepopulated time off for Labor Day.

**Do we need to utilize unpaid time to 'true up' an hourly provider's weekly time if it does not total their FTE status?**

Provider contracts will dictate this answer. Please reach out to the HR Business Partner team for review.

# Timekeeping: Frequently Asked Questions

**For front load associates, will holiday PTO continue to populate as it did with Ascension as the Holiday occurs? It did not come out of our PTO bank.**

Front load plans will be honored through the end of the year. During that time PTO will not be used to cover holiday time off for this group.

**How is the travel time entered in the timecard? What is the code? Can that be entered on the phone?**

The pay code name is "Travel Time." Pay codes can be entered via mobile app.

**How is travel time calculated? From the associates home?**

A detailed explanation of travel time can be located on the Aspirus intranet > Documents & Forms > Policy Stat > *Travel Time as Hours Worked Policy (System)*. For further clarification please reach out your Human Resource Business Partner team.

**Do we get a copy of this presentation?**

A copy of the slide deck is posted on the Welcome site, <http://aspirusintranet/wausau-aci/Kronos.aspx> under Job Aids & Training > Kronos & Timekeeping > Kronos Timekeeping Training. Additional timekeeper trainings are held every 3<sup>rd</sup> Tuesday of the month from 10-11:30am. Emails with WebEx information for the training will be sent to all who are a timekeeper in Kronos.

**What if an exempt employee works a holiday who changes that in Kronos?**

The timekeeper will need to alter the holiday if the exempt employee works.

**Do staff get paid for travel time to travel to different work locations?**

A detailed explanation of travel time can be located on the Aspirus intranet > Documents & Forms > Policy Stat > *Travel Time as Hours Worked Policy (System)*. For further clarification please reach out your Human Resource Business Partner team.

# Timekeeping: Frequently Asked Questions

**We currently have ICU Nurses that make more than our SCU nurses, will the ICU nurses get an additional amount if this is their home unit?**

Since timekeeper training, changes have been implemented to the Critical RN compensation. Please contact your HR Business Partner team for discussion.

**When employees travel from one site to the next during the middle of the day (as a routine schedule) does that need to be part of the separate document to complete? Is the travel time rate a fixed rate? What is that?**

Travel time pays the employee's base rate of pay. A detailed explanation of travel time can be located on the Aspirus intranet > Documents & Forms > Policy Stat > *Travel Time as Hours Worked Policy (System)*. For further clarification please reach out your Human Resource Business Partner team.

**If associates have a block schedule, we can enter into Kronos basic scheduler?**

Yes. Instructions on how to enter a basic schedule are available on the Aspirus intranet > Kronos & Timekeeping > Job Aids, Forms & Resources > *Timekeeper – Basic Schedule Entry*.

**When will we go to advanced kronos scheduler?**

We do not have a set date at this time. Work is underway to provide the advanced scheduler as an option. This is tentatively scheduled to be complete later this year.

**What does PEDS Therapist mean? I have Peds therapists and regular therapists. Do casual therapists enter a different position?**

Peds stands for pediatrics. If casual means "occasional" the answer is no, they do not have a separate position number.

# Timekeeping: Frequently Asked Questions

**We have our position lists, but Rhinelander and Tomahawk are in the same list. How do we know which code goes with each facility?**

New position lists have been posted on the Aspirus Kronos & Timekeeping intranet page. These versions have updated information including direct supervisor name and location description.

**How do we transfer hours into a new department that does not have any employee in it yet? Example: we have a new wound service department and are floating staff into it?**

A position transfer is still required to transfer time to the department, even though there are not employees housed in it yet. If you do not find these positions on the position list, please make your HR Business Partner team aware of the need for the position.

**How do we designate timekeepers? Are the current timekeepers for ascension also provisioned to do timekeeping for Aspirus?**

Aspirus received a list of non-management timekeepers from Ascension for provisioning. If you wish to designate a new timekeeper let your HR Business Partner know and they will gather information and submit a request for their access to be setup.

**Where or what is the direct supervisor number used for how do we know what that is?**

Each direct supervisor has a number on the position setup. While the position list was posted on the public facing site (<https://aspirus.org/together/welcome.aspx>) numbers were included to protect their identity but also help distinguish the difference between position numbers. Now that the position list has been moved to the internal Aspirus intranet the direct supervisor's name has been added to the list.

**Is there a way to enter on call hours into the schedule so that it will automatically deduct the hours worked from the on-call hours?**

Yes. If you schedule the called in work rule in the basic scheduler Kronos will automatically pull in the On Call pay code in the timecard and decrement worked hours from it if the employee works during that time frame.

# Timekeeping: Frequently Asked Questions

**If a position is not in the list - how do I get that added to the list?**

Please communicate the need for the position to your HR Business Partner Team.

**Where do I find PTO balances in Kronos?**

PTO balances are housed in the accruals tab under the timecard.

**Some of the position codes are identical for Rhinelander and Tomahawk except for department or supervisor number. How do I know which one to pick? I cannot tell from the document which department is which (Rhinelander or Tomahawk) and do not know my supervisor's number.**

New position lists have been posted on the Aspirus Kronos & Timekeeping intranet page. These versions have updated information including direct supervisor name and location description.

**Since PTO balances haven't transferred over yet, how do we enter PTO for associates that have vacation this week?**

PTO balances were loaded and available on Friday, August 6<sup>th</sup>.

**How do I know the manager number to pick if there is no name attached?**

Each direct supervisor has a number on the position setup. While the position list was posted on the public facing site (<https://aspirus.org/together/welcome.aspx>) numbers were included to protect their identity but also help distinguish the difference between position numbers. Now that the position list has been moved to the internal Aspirus intranet the direct supervisor's name has been added to the list.

**Please clarify when the PP ends. we are hearing the medical group is different.**

First pay period for AMG will run 8/1-14. North Wood's pay period will run from 8/1-8/7 with subsequent pay period running from 8/8-21

# Timekeeping: Frequently Asked Questions

**I share numerous employees with another site and have had access to their timecards. We have entered manager delegations for each other, but I do not see where to accept/approve this.**

Manager delegation instructions are located on the Aspirus Intranet Kronos & Timekeeping site> Job Aids, Forms & Resources section> *Timekeeper – Manager Delegation*. Delegations' setup in the Ascension system will need to be reestablished in the Aspirus system by the timekeepers.

**Are there going to be anymore educational sessions as I don't think our timekeepers signed up for this training. Or can they watch a recording?**

A copy of the slide deck is posted on the Welcome site, <http://aspirusintranet/wausau-aci/Kronos.aspx> under Job Aids & Training > Kronos & Timekeeping > Kronos Timekeeping Training. Additional timekeeper trainings are held every 3<sup>rd</sup> Tuesday of the month from 10-11:30am. Emails with WebEx information for the training will be sent to all who are a timekeeper in Kronos.

**Where does Business Health fall? Medical group or other?**

Business Health falls under AMG.

**how were insurance premiums removed? child support? with this first paycheck.**

Please reach out to your HR Business Partner team for further discussion.

**Can a manager enter PTO that was planned? Staff are on vacation this week. They did not enter the PTO as PTO was not loaded yet.**

Yes, PTO was loaded and available on Friday, August 6<sup>th</sup>.

**If they leave the building for lunch- should they be punching? If they enter an in and out- will it also deduct the meal?**

Yes, if the employee leaves the building, they should punch out and back in to record their meal break. If the break is 23 minutes or longer the automatic meal deduction will not occur. If the break is less than 23 minutes the automatic meal deduction will still occur.

# Timekeeping: Frequently Asked Questions

**What are the exceptions? So many minutes before the shift starts and end? Currently with ascension was 7 minutes before the hour was ok.**

There is a seven-minute rounding rule. The employee has 7 minutes to punch in before their scheduled work time to be considered on time. Punching before the 7-minute grace period will label the punch as early. Punching 7 minutes after the scheduled time will label the punch as late.

**For on call, how does Kronos know when you started you on call? And then how does it know to provide the call back during that period?**

Kronos only knows on call start time and to deduct call back if you schedule the called in time in the basic schedule. Instructions on how to do so are available on the Aspirus intranet > Kronos & Timekeeping > Job Aids, Forms & Resources > *Timekeeper – Basic Scheduler on Call Entry*.

**If the travel is in the middle of the day. Do they clock out of one location? Enter travel time. then clock into the new location?**

A detailed explanation of travel time can be located on the Aspirus intranet > Documents & Forms > Policy Stat > *Travel Time as Hours Worked Policy (System)*. For further clarification please reach out your Human Resource Business Partner team.

**Is there a place to find the criteria for clocking in as Charge?**

Yes, on the Aspirus intranet > Documents & Forms > Policy Stat > *Charge Pay Policy (System)*.

**Can you see a normal position number for a staff member? I see the department description, but not the position number.**

When in the timecard, right click on the employee's name in the upper left-hand corner. Leaders can also view their employee position numbers in GHR. Instructions on the GHR location are available at <https://aspirus.org/together/job-aids-training.aspx> > Job Aids & Training > Global Human Resources (GHR) > *Manager – Viewing Your Employees Position Number*.

# Timekeeping: Frequently Asked Questions

## Have Special Pay practices been shared yet?

Please reach out to your HR Business Partner team for questions on special pay practices not covered in the presentation. Any one-off accommodations would not be covered in general training.

## Locating Aspirus Intranet Job Aids:

- 1) Go to the welcome site: <https://aspirus.org/together/welcome>
- 2) On the homepage under **Applications & Systems** access "Citrix Workspace".
- 3) Log in using your network ID and password.
- 4) Click "Apps" and then "All Apps".
- 5) Access "Intranet".
- 6) On the Aspirus Intranet hover over **Life & Career** and select "Kronos & Timekeeping" under *Employee One Stop*.

## Locating Welcome Site Job Aids:

- 1) Go to the welcome site: <https://aspirus.org/together/welcome>
- 2) Select the "Job Aids & Training" tab.



# Timekeeping: Frequently Asked Questions

## Timekeepers/Leaders Job Aids

### Navigating Aspirus' Kronos

How do I view timecards for transfer employees?

Job aid on [Aspirus Intranet: Timekeeper - Transfer Employees](#)

### **Timecards**

How do I access my personal timecard?

Job aid on [Aspirus Intranet: Timekeeper - Accessing Your Personal](#)

### **Timecard**

How do I use mobile Kronos for performing manager tasks?

Job aid on [Welcome Site](#) & [Aspirus Intranet: Mobile Kronos -](#)

### **Performing Manager Tasks (Android & iOS)**

### Utilizing Timekeeping practices

How do I perform timecard approvals?

Job aid on [Welcome Site](#) & [Aspirus Intranet: Timekeeper - Timecard](#)

### **Approvals**

How do I act upon a time off request?

Job aid on [Welcome Site](#) & [Aspirus Intranet: Global Time Off](#)

### **Request - Timekeeper Actions**

How do I identify missing punches?

Job aid on [Aspirus Intranet: Timekeeper - Identifying Missing](#)

### **Punches**

How do I run Reports – Employee Transactions & Totals?

Job aid on [Aspirus Intranet: Timekeeper Reports - Employee](#)

### **Transactions and Totals**

How do I enter transfers?

Job aid on [Welcome Site](#) & [Aspirus Intranet: Timestamp - Entering](#)

### **Transfers**

How do I enter a basic work schedule?

Job aid on [Aspirus Intranet: Timekeeper - Basic Schedule Entry](#)

## Employees Job Aids

### Successful Time Entry

How do I punch in & out from my desktop?

Job aid on [Welcome Site](#) & [Aspirus Intranet: Timestamp - Punching In & Out](#)

How do I punch in & out from my mobile app?

Job aid on [Welcome Site](#) & [Aspirus Intranet: Mobile Kronos - Punching In & Out \(Android & iOS\)](#)

How do I enter a pay code?

Job aid on [Welcome Site](#) & [Aspirus Intranet: Timecard - Entering a Pay Code](#)

How do I enter transfers?

Job aid on [Welcome Site](#) & [Aspirus Intranet: Timestamp - Entering Transfers](#)

Where can I find the Kronos Timecard Correction Form?

Job aid on [Welcome Site](#) & [Aspirus Intranet: Kronos Timecard Correction Form](#)

### Utilizing Time Off Requests in Kronos

How do I submit a Time-Off Request?

Job aid on [Welcome Site](#) & [Aspirus Intranet: Global Time Off Request - Submitting a Request](#)

How do I Submit Unscheduled Time off (exempt employees & providers only)?

Job aid on [Welcome Site](#) & [Aspirus Intranet: Global Time Off Request - Submitting Unscheduled Time off](#)

How do I update a prepopulated work schedule (exempt employees & providers)?

# Timekeeping: Frequently Asked Questions

## Timekeepers/Leaders Job Aids

How do I enter scheduled on-call time?

Job aid on [Aspirus Intranet](#): Timekeeper - Basic Scheduler On Call

### Entry

How do I add/delete comments?

Job aid on [Aspirus Intranet](#): Timecard - Adding or Deleting

### Comments

How do I cancel meal deduction?

Job aid on [Aspirus Intranet](#): Timekeeper - Canceling Meal

### Deductions

How do I update a prepopulated work schedule?

Job aid on [Welcome Site](#) & [Aspirus Intranet](#): Timecard - Updating a Prepopulated Work Schedule

Where can I find the Kronos Timecard Correction Form?

Job aid on [Welcome Site](#) & [Aspirus Intranet](#): Kronos Timecard

### Correction Form

**Information specific to anyone who does a job other than their primary job/shift and needs to be able to transfer their position in Kronos.**

Where can I find the Position lists for my business unit?

Job aid on [Welcome Site](#): Position List by Location

How can I view my employees' position number(s) in GHR?

Job aid on [Welcome Site](#) & [Aspirus Intranet](#): Manager - Viewing Your Employees Position Numbers

Where can I find the Pay Rule-Work Rule Associations?

Job aid on [Welcome Site](#) & [Aspirus Intranet](#): Kronos Payrule-Work Rule Association - Aspirus Northwoods Sites

## Employees Job Aids

Job aid on [Welcome Site](#) & [Aspirus Intranet](#): Timecard - Updating a Prepopulated Work Schedule

**Information specific to anyone who does a job other than their primary job/shift and needs to be able to transfer their position in Kronos.**

Where can I find the Position lists for my business unit?

Job aids on [Welcome Site](#): Position List by Location

How can I view my position number(s) in GHR?

Job aid on [Welcome Site](#) & [Aspirus Intranet](#): Employee - Viewing Your Position Number & Pay Rule

Where can I find the Pay Rule-Work Rule Associations?

Job aid on [Welcome Site](#) & [Aspirus Intranet](#): Kronos Payrule-Work Rule Association - Aspirus Northwoods Sites

Where can I find the Pay Code List?

Job aid on [Welcome Site](#) & [Aspirus Intranet](#): Pay Codes - Aspirus Northwoods Sites

### **Where to go for Resources:**

Where can I go to find additional resources about Kronos?

Job aid on [Welcome Site](#): Accessing Kronos & Additional Resources

# Timekeeping: Frequently Asked Questions

## Timekeepers/Leaders Job Aids

## Employees Job Aids

Where can I find the Pay Code list?

Job aid on [Welcome Site](#) & [Aspirus Intranet](#): **Pay Codes - Aspirus Northwoods Sites**

### Where to go for Resources:

Where can I go to find additional resources about Kronos?

Job aid on [Welcome Site](#): **Accessing Kronos & Additional Resources**