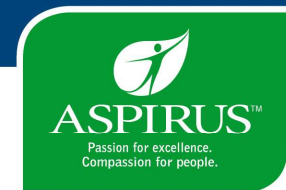


Kronos Timekeeper Training

For Leaders & Timekeepers Transitioning from Ascension

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Objectives

1. What you can expect as an Aspirus Timekeeper
2. Prepare you to cascade timekeeping & pay practice information to employees



Differences



Expectations/Resources



Timekeeping & Premium
Practice Overview



Demonstration

Short Term Differences

Scheduling

- No advanced scheduling option
- Paper and Kronos basic scheduler

Attendance

- No attendance module
- You will receive extracts with employee attendance information

Analytics

- Basic Kronos reporting
- Kaufman Hall

Attestation

- Aspirus does not require employee timecard approvals or attestation of time accuracy
- Timekeeper approval required

Expectations

Employee

- Review timecard for accuracy
 - Non-Exempt employees must record work time as it occurs (*do not have the ability to record work time after the fact*)
 - Exempt review accuracy of work schedule
 - Follow appropriate process to ensure time off is recorded

Timekeeper

- Point of contact for employee timekeeping related questions
- Monitor timecards for missing/incorrect information
- Editing timecard inaccuracies
- Place timekeeper approval

Timecard Approval

Employees are not required to approve timecards

- Leaders have access to timecards of direct reports and must approve timecards by 10:30 am the Monday of the employee's pay week
- If an employee holds multiple positions the timekeeper for the primary position is responsible for approval
- Two ways to approve
 - Directly in timecard
 - Pay period close screen

Corrections

- Leaders/Timekeepers can edit time that has not be signed off by HRBP Team
 - Current & future pay periods
 - Previous pay period until 10:30 am Monday of employee’s pay week
- Corrections to a signed off pay period should be recorded on a Kronos Timecard Correction Form and submitted to HRBP Team for processing
 - Applicable pay adjustment(s) occur on employee’s following paycheck

Kronos Timecard Correction Form

For AWH, AMO, and AI employees, please send to Timekeeping-AWH.ACI.AI@aspirus.org
 For Post-Acute Care employees, please send to PostAcuteCareDailies@aspirus.org
 For ARH employees, please send to Timekeeping-ARH@aspirus.org
 For ALH employees, please send to ALH-Timekeeping@aspirus.org
 For employees at all other Business Units, please reach out to your local HR department directly.

Employee Information

Name: _____ Employee ID Number: _____
 Supervisor's Name: _____ Aspirus Entity: _____

Incorrect Time (as it currently appears in your timecard)							Correct Time (how it should appear in your timecard)						
Date	Pay Code	Amount	In	Position / Work Rule Transfer	Out	Correct Break Y/N	Date	Pay Code	Amount	In	Position / Work Rule Transfer	Out	Correct Break Y/N

Reason/Notes for Correction: _____

Employee Approval:
 I certify the information provided above is a true and accurate representation of missing information from my timecard. Signed: _____ Date: _____

Please note - Continued reliance of correction forms for missing / incorrect timecards may result in disciplinary actions.

Timekeeper/Supervisor Approval:
 I certify the information provided by my employee is a true and accurate representation of missing information from their timecard. Signed: _____ Date: _____

Signature from authorized personnel is required for processing of correction form.

<p>Department Timekeeper Use Only If timecard correction provided is for the current pay period, make the corrections to the employee's timecard as requested by the supervisor. Sign-off that the correction has been entered. Keep correction forms on department for record keeping.</p> <p>If timecard correction provided is for a previous pay period, forward a copy of the correction form to your HR Business Partner Team.</p> <p>Entered By: _____ Date: _____</p>	<p>Human Resources Use Only</p> <p>Correction to be paid with pay period ending: _____</p> <p>Entered by: _____ Date: _____</p>
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Resources & Contact Information

Human Resource Business Partner Team

- Contact information coming soon!

Monthly Timekeeper Training

- Every 3rd Tuesday from 10:00 – 11:30 am CST
- Reminder email sent out before each training with day/time/webex info
- Attendance is strongly recommended

Welcome Site *pre-8/1*

- Aspirus.org/together
 - Employee & Timekeeper resources in job aids & training section
 - FAQ

Aspirus Intranet *post-8/1*

- Life & Career > Employee One Stop > Kronos & Timekeeping
 - Employee & Timekeeper resources
 - Location of Timecard Correction Form



How Work Time is Entered

Non-Exempt

- Punch in & out via desktop or mobile app
- Instructional documents available
 - Pre close at aspirus.org/together
 - Post close on timekeeping portal via Aspirus intranet

Exempt

- Prepopulated work schedules entered Monday-Friday based on FTE

Time Off

Time Off

- Global Time off Request Process via desktop or mobile app
 - Non-Exempt use for bereavement & scheduled time off Unscheduled time off entered directly in timecard
 - Exempt use for all time off
- Requests can be submitted 8 ½ months before the time off is scheduled
 - If requesting PTO, must have balance to cover at time of request
- Not used for time off for Leave of Absence or FML

Reminder: PTO Plans

- Ascension Front Load Plan balances/use will be honored through the end of the pay period in which January 1st 2022 falls
- Ascension Accrual Plan will transition to Aspirus plan up to the limit based on tier and length of service.

*Aspirus PTO plan details including tier information and accrual rates will be shared with employees and leaders prior to close

Scheduling

Paper scheduling and/or Kronos basic scheduler

Kronos Basic Scheduler Capabilities

- Exempt worked hours scheduled, M-F based on FTE. If employee schedule is different than what is populated, communicate actual schedule to HR.
 - Accuracy of the schedule is important, impacting time off requests
- Non-Exempt worked hours
 - Patterns can be entered for predictable work hours. Allow you to monitor early/late punches if entered.
 - Can schedule transfers

Holidays

Non-Exempt

- Holiday Worked pay code generates automatically for hours worked on recognized holiday to pay holiday premium
- Holiday time off entered directly in timecard by employee

Exempt

- Holiday time off automatically populates in timecards based on work hours scheduled on recognized holidays
- If working on recognized holiday, hours are paid at base pay rate
 - Timekeeper will need to counteract holiday time off pay code and enter regular work time

Note: PTO is used to cover Holiday time off for benefit employees

Premiums

*Premium rate sheets will be shared with employees and leaders the week prior to close

Premium type	Schedule	Eligible Employee(s)	Kronos Entry
PM Shift Differential	Hours: 3:00p-11:00p 2 hr min	Non-Exempt, Shift Worker	Generated Automatically
Night Shift Differential	Hours: 11:00p-7:00a 2 hr min	Non-Exempt, Shift Worker	Generated Automatically
Weekend Shift Differential	Hours: 3p Friday-7a Monday 2 hr min	Non-Exempt, Shift Worker	Generated Automatically
Holiday Pay	Recognized Holidays: New Year's Day; Good Friday (ALH Only); Easter (all business units except ALH); Memorial Day; 4th of July; Labor Day; Thanksgiving; Christmas Day. Hours: 11p night before holiday to 11p night of holiday	All Non-Exempt	Generated Automatically
On-call	Scheduled On-Call shifts only – ends when called into work. Use with Call-In.	Select Exempt, Non-Exempt	On Call Pay Code
Called-In	During scheduled on-call shift – Used with On-Call	Non-Exempt	Called-In Work Rule
Charge Pay	Use when assigned as charge RN	Non-Exempt	Charge Work Rule
Overtime	Paid on eligible overtime hours	Non-Exempt	Generated Automatically
RN Specialty Pay Differential	RNs for hours worked in Emergency Room or defined intensive or critical care units	Non-Exempt	Generated Automatically
Extra Shift Pay	Additional pay for shifts identified by management as eligible for extra shift pay	Non-Management Exempt, All Non-Exempt	<u>Exempt</u> : Extra Shift Pay Code <u>Non-Exempt</u> : Extra Shift Work Rule
Extra Shift Extended Need	Additional pay for additional FTE commitment during a designated time. Approval by leader, VP and HR.	All Non-Exempt	Bonus outside of Kronos
Float Rate	Select jobs hired into a Float Pool department	Non-Exempt	Generated Automatically
Weekend Only	Employees hired to work weekends only	Select Non-Exempt	Generated Automatically
PRN/Occasional	Employees hired to work PRN only	Select Non-Exempt	Maintained by HR outside of Kronos
Travel Time	Traveling on company related business or travel for employer benefit	Non-Exempt (excludes Aspirus At Home)	Travel Time Pay code
Mileage	Reimbursement of travel for business-related travel and education expenses	All Exempt & Non-Exempt	Mileage Pay Code (Aspirus At Home only) Mileage Reimbursement Form (All Employees, excluding Aspirus At Home)



Transfers

1. Position
 - Labels worked time under a specific position
2. Work Rule
 - Assigns time under a specific pay practice or type of work
3. Operational Tracker
 - Labels worked time due to specific event

Positions

Entity + Dept + Job = Position

Examples

- Aspirus Eagle River + Med/Surg + RN = 9883
- Aspirus Eagle River + Emergency + RN = 9884
- Aspirus Merrill + Med/Surg + RN = 9887
- Aspirus Merrill + Med/Surg + RN-Charge = 10035

Position lists, organized by business unit are available on the welcome site

Kronos Position #	Aspirus Position Description (Entity + Dept + Job)	Aspirus Department Description	Direct Supervisor Number	Kronos Payrule (Work Rule)
9210	AER MED/SURG RN DIR-NURSING	000102-MED/SURG	950	EXEMPT FRNT LD SYS MGMT 7A SUN
9592	AER MED/SURG TECHNICIAN-PCT, PATIENT CARE	000102-MED/SURG	1041	NON EXEMPT SHIFT SYS 7A SUN
9883	AER MED/SURG RN-REGISTERED NURSE	000102-MED/SURG	1041	NON EXEMPT SHIFT SYS 7A SUN
10032	AER MED/SURG RN-CHARGE	000102-MED/SURG	1041	NON EXEMPT SHIFT SYS 7A SUN
10304	AER MED/SURG TECHNICIAN-PATIENT CARE PCT	000102-MED/SURG	1041	NON EXEMPT SHIFT SYS 7A SUN
9338	AER EMERGENCY RN SPV-NURSING	000190-EMERGENCY	1041	NON EXEMPT SHIFT SYS 7A SUN
9884	AER EMERGENCY RN-EMERGENCY DEPT	000190-EMERGENCY	965	NON EXEMPT SHIFT SYS 7A SUN
10669	AER EMERGENCY RN SPV-NURSING	000190-EMERGENCY	1041	NON EXEMPT SHIFT SYS 7A SUN
10722	AER EMERGENCY TECHNICIAN-PCT ED	000190-EMERGENCY	1041	NON EXEMPT SHIFT SYS 7A SUN
9529	AER MEDICAL TRANSPORT TECHNICIAN-EMERGENCY MEDICAL	000194-MEDICAL TRANSPORT	916	NON EXEMPT SHIFT SYS 7A SUN
9573	AER MEDICAL TRANSPORT PARAMEDIC	000194-MEDICAL TRANSPORT	916	NON EXEMPT SHIFT SYS 7A SUN
10712	AER THERAPY - Peds THERAPIST-OCCUPATIONAL	000244-THERAPY - Peds	1084	NON EXEMPT SHIFT SYS 7A SUN
9631	AER THERAPY SERVICES ASST-PHYSICAL THERAPIST	000244-THERAPY SERVICES	1084	NON EXEMPT DAY SYS 7A SUN
9729	AER THERAPY SERVICES ASST-OCCUPATIONAL THERAPY	000244-THERAPY SERVICES	1084	NON EXEMPT DAY SYS 7A SUN
10081	AER THERAPY SERVICES THERAPIST-OCCUPATIONAL	000244-THERAPY SERVICES	1084	NON EXEMPT DAY SYS 7A SUN
10092	AER THERAPY SERVICES THERAPIST-OCCUPATIONAL	000244-THERAPY SERVICES	1084	NON EXEMPT DAY SYS 7A SUN
10106	AER THERAPY SERVICES THERAPIST-PHYSICAL	000244-THERAPY SERVICES	1084	NON EXEMPT DAY SYS 7A SUN
10120	AER THERAPY SERVICES THERAPIST-PHYSICAL	000244-THERAPY SERVICES	1084	NON EXEMPT DAY SYS 7A SUN
10135	AER THERAPY SERVICES PATHOLOGIST-SPEECH/LANGUAGE	000244-THERAPY SERVICES	1084	NON EXEMPT DAY SYS 7A SUN

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Work Rules

Assigns **Non-Exempt** work time under a specific pay practice or type of work

Pay Practice Assignment

1. Eligible for premium pay
 - Called In (on call)
 - Charge
 - Extra Shift (not on call)

2. Hold multiple positions with different pay rules

Example:

- Position #1 eligible for shift differentials
- Position #2 not eligible for shift differentials

Work Type

- Education
- Orientation

** Pay Rule-Work Rule Associations are available on the welcome site**



Kronos Payrule (Work Rule): Aspirus Northwoods Sites

Non Exempt Day Sys 7a Sun					
Pay Practice	Kronos Work Rule	Definition/When to Use	Pay Code(s) Generated in Timecard Totals	Who Has Access to Work Rule?	Employee Type
---	Non Exempt Day	Home work rule, calls out regular worked hours. Defines base line pay practice for associated pay rule	Regular	Timekeeper and Employee	Non Exempt, Not Shift Diff Eligible
Call Pay Charge Pay	Called In Charge Day	Staff RN is on call and reports to work within given time frame, prior to start of next shift AND is in charge	Called in & Charge Pay	Timekeeper and Employee	Non Exempt, Not Shift Diff Eligible
Call Pay	Called In Day	Employee is on call and reports to work within given time frame, prior to start of next shift	Called In	Timekeeper and Employee	Non Exempt, Not Shift Diff Eligible
Charge Pay	Charge Day	In charge Staff RNs who's roles do not normally include leadership/supervisory duties	Charge Pay	Timekeeper and Employee	Non Exempt, Not Shift Diff Eligible
Extra Shift Pay	Licensed ExtraShift Day	Additional pay for shifts identified by management as eligible for extra shift pay	Licensed Extra Shift	Timekeeper	Non Exempt, Not Shift Diff Eligible, Working in a position requiring licensure
Extra Shift Pay Charge Pay	Licensed ExtraShift Charge Day	Additional pay for shifts identified by management as eligible for extra shift pay AND is in charge (staff RNs)	Licensed Extra Shift & Charge Pay	Timekeeper	Non Exempt, Not Shift Diff Eligible, Working in a position requiring licensure
Extra Shift Pay	Non Licens ExtraShift Day	Additional pay for shifts identified by management as eligible for extra shift pay	Non Licensed Extra Shift	Timekeeper	Non Exempt, Not Shift Diff Eligible, Working in a position not requiring licensure

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Identifying Correct Work Rule

#1 Position List

- * Locate Position Number
- * View **Pay Rule**

#2 Pay Rule – Work Rule Association

- * Locate **Pay Rule**
- * View List of Paired **Work Rules**

#3 Identify & enter **Work Rule** in timecard

Operational Tracker

Labels worked time as due to a specific event

COVID 19

- Non-Exempt work time only

EPIC PROJECT WORK

- Both Non-Exempt and Exempt work time

Pay Codes

- Method to dedicate time to specific situations
 - Direct timecard entry
 - On Call
 - Travel Time
 - Mileage (Aspirus At Home Only)
 - Time off
 - Global Time Off Request Process
 - Timecard totals

** A list of pay codes organized by worked hours, differentials, and time off is available on the welcome site**

Worked Hours						
Kronos Pay Code	Definition/When to Use	Who has access to it?	Method Of Entry	Does It Produce Pay?	Does It Count toward PTO Accruals?	Employee Type
Called In	Employee is on call and reports to work within given time frame, prior to start of next shift	Timekeeper and Employee	Work Rule transfer in timecard	Yes	Yes	Non-Exempt
Education	Worked time in which employee receives instruction, advances skills, etc. specific for role in company	Timekeeper and Employee	Non-Exempt Staff: Work rule transfer in timecard Exempt Staff: Global Time Off Request Process	Yes	Yes	Exempt & Non-Exempt
Education Overtime	Overtime due to education hours	Kronos only	Automatic - Automatic - visible in Totals section of timecard	Yes	No	Non-Exempt
Holiday Worked	Worked time during defined holiday timeframe	Kronos only	Automatic - Automatic - visible in Totals section of timecard	Yes	Yes	Non-Exempt
Orientation	introduction/acclimation to new employment/position	Timekeeper and Employee	Non-Exempt Staff: Work rule transfer in timecard Exempt Staff: Global Time Off Request Process	Yes	Yes	Exempt & Non-Exempt

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What you can do to prepare

- Familiarize yourself with the Kronos documents on the welcome page, especially the **position list, pay rule-work rule association, & pay code** documents
- Encourage employees to review documentation on the welcome page and cascade pertinent timekeeping/pay practice info
- Keep the FAQ sheet handy
- Download Kronos Mobile App
- Identify employees in your area who will work a shift overnight 7/31 into 8/1.
 - Punch out of Ascension Kronos & punch into Aspirus Kronos at midnight

Questions

[Demonstration](#)