2.2 Time and Attendance Recordkeeping for Non-Exempt Employees
(Hourly and Salaried Bi-weekly payrolls)

Policy Statement
UGA uses MyTime (Kronos), an automated time and attendance system, which assists in the collection of bi-weekly employees' worked time and the recording of time away from work. The automated MyTime system is intended to increase the accuracy of paying employees for the actual hours they work. Departments that have received approval from Finance & Administration and Internal Auditing may use a different system to collect time but the hours collected must be entered into the MyTime system. Detailed records, documenting the collection of that time in the other system, must be kept for auditing purposes.

Reason for policy
The University of Georgia must properly track an employee's time in order to comply with time and labor regulations. UGA nonexempt employees are subject to the following time and labor regulations:

- Family and Medical Leave Act (FMLA) eligibility and tracking
- Federal Wage-Hour Law compliance for overtime
- Sarbanes-Oxley Act
- State overtime laws
- Regulations of other regions and countries

Procedures
https://mytime.uga.edu/

Forms/Instructions

MyTime Accessing the System
The MyTime (Kronos) system is accessed using a web browser, such as Microsoft Internet Explorer or Mozilla Firefox. The employee utilizes their MyID to authenticate and the employee's department sets the requisite security level.

MyTime Pay Rules
Pay rules control how employee's worked and non-worked time is calculated within the Kronos system. For example, a pay rule determines the length of a pay period, governs how an employee's meal breaks are accounted for, establishes when an employee earns overtime or comp time, and calculates an employee's holiday credit.

Pay rules follow a standard naming convention, making it easier to determine the outcome of each rule. Each pay rule consists of building blocks, allowing a unit to choose the combination that meets its workforce needs. The categories of a pay rule are detailed below.

Pay Type - Hourly (Hrly) or Salary (Sal) options are used to identify hourly and salary employees.

Pay from Schedule - PFS or NoPFS options are used to identify pay from schedule (PFS) employees. PFS employees do not use time clocks or time stamp to record their punches.

Holiday - Holiday (Hol) or no holiday (NoHol) options are used to identify employees who receive holiday credit (typically salary employees).
Comp or OT - Over time (OT) or compensatory time (Comp) is used to identify the method of compensation when a non-exempt employee works more than 40 hours in a work week.

Meals - An employee's meal break can automatically be deducted from their shift, or the employee can be required to clock out for a meal. Additionally, the meal break can be 30 or 60 minutes in length. Meal break options include:

30DED2 - automatically deducts two 30 minute meal breaks from the employee's time. This option is primarily used by Food Services.

30DED - automatically deducts 30 minutes from the employee's time. 30ML - does not deduct time from the employee's time card; instead Kronos expects the employee to punch out for their 30 minute meal break.

60DED - automatically deducts 60 minutes from the employee's time.

60ML - does not deduct time from the employee's time card; instead Kronos expects the employee to punch out for their 60 minute meal break.

NoML - Kronos does not expect or automatically deduct meals from the employee's time. This option is useful for employees who work short shifts and do not generally receive meal breaks. This employee would always punch out when leaving their work area for class or meal breaks.

Examples:

HrlyNoPFSNoHolCompNoML - hourly employee; no pay from schedule; no holiday credit; earns comp time instead of over time; no automatic meal deduction.

SalNoPFSHolOT30DED2 - salary employee; no pay from schedule; earns holiday credit; earns over time instead of comp time; two automatic 30 minute meal deductions.

MyTime Time Collection Options

Each unit decides how to collect time for their biweekly (hourly and salary) employees. Responsibility for time collection should rest with the employee, providing an accurate record of worked hours. A biweekly employee can use one or a combination of the methods described in detail below. Once a unit makes a time collection decision, the unit always has the option of changing the time collection method as needed. Additionally, employees can use a combination of methods to collect their time.

Time collection terminal – A time collection terminal, or time clock, allows an employee to punch in and out by swiping their UGA ID card at the terminal. The terminal records the time of the punch and transmits the data to the Kronos server. An optional biometric module can also be employed, requiring the employee to verify their identity by placing their finger on the terminal. The biometric option eliminates buddy punching, which occurs when one employee punches in for another employee.

Time collection terminals are purchased by the unit and are installed in strategic locations, based on a unit’s business needs. Even though the unit is responsible for the hardware costs and the physical installation, the terminal will be supported centrally by the Kronos team.

Time stamp – Time stamp provides punch in and out capability for an employee through the convenience of a web browser. Instead of using a dedicated time collection terminal, an employee accesses the MyTime website (http://mytime.uga.edu) to punch in and out. The employee’s identity is verified when the employee uses their MyID and password to log into the site.

Pay from schedule – Units can use the pay from schedule (PFS) feature of Kronos to automatically populate an employee’s time card with punches, based on the employee’s schedule. The PFS option eliminates an employee’s need to punch in and out and instead the employee’s supervisor is responsible for managing any exceptions to the established schedule. PFS employees can also be allowed to modify their own time cards if the unit approves. A PFS employee can use other time collection options in addition to the schedule.
Manual—The manual option requires the employee, supervisor or payroll representative to enter the employee’s time into the electronic time card. The time card is blank and each pay period someone manually adds entries, reflecting the work activities of the employee.

MyTime Punch Rounding

Biweekly employees use in and out punches within Kronos to record their shift time. These punches are recorded using various methods, based upon each unit’s business needs. Each punch that is recorded, regardless of the time collection option, is evaluated by the system in order to apply the appropriate round and grace rules. This is referred to as punch rounding (please see below for an exception to this). Round and grace rules are necessary in order to calculate the length of the employee’s shift in a format that meets the UGA requirements.

**Round**

A round rule makes an adjustment for each punch, based on the specified time interval that divides the hour into equal segments. UGA’s payroll system requires that each punch be rounded to a tenth of an hour, representing 6 minute intervals. For example, 8 hours and 6 minutes equals 8.1 hours.

**Grace**

The grace rule works in conjunction with the round rule, determining when a punch should round to the next tenth of an hour or the previous tenth of an hour. Considering that UGA rounds to 6 minute intervals, the grace rule determines when a punch that falls between tenths rounds to the next tenth or the previous tenth. UGA uses a 3 minute grace rule, which represents the midway point between rounding intervals. This configuration rounds punches in a manner that is fair to the employee and the employer. For example, a punch of 8:02 AM falls between the 8:00 AM interval and the 8:06 AM interval. Since all time must be reported in tenths, the grace rule will round the punch to 8:00 AM.

**Recorded Punch Time**

It is important to note that Kronos records the literal punch time, in addition to the rounded punch time. Even though an employee’s punch of 8:02 AM is rounded to 8:00 for pay purposes, the supervisor can still view the literal punch time of 8:02 AM.

**Examples**

7:57 AM punch will round to 7:54 AM
7:58 AM punch will round to 8:00 AM
8:03 AM punch will round to 8:00 AM
8:04 AM punch will round to 8:06 AM

**Conversion Chart**

<table>
<thead>
<tr>
<th>Minute</th>
<th>Tenth</th>
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</thead>
<tbody>
<tr>
<td>1-3</td>
<td>.0</td>
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<tr>
<td>4-9</td>
<td>.1</td>
</tr>
<tr>
<td>10-15</td>
<td>.2</td>
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<tr>
<td>16-21</td>
<td>.3</td>
</tr>
<tr>
<td>22-27</td>
<td>.4</td>
</tr>
<tr>
<td>28-33</td>
<td>.5</td>
</tr>
</tbody>
</table>
Meal Breaks
While shift start and stop punches utilize punch rounding, meal breaks use interval rounding. Interval rounding still uses the round and grace settings described previously, but instead of evaluating the meal out and in punch, the system evaluates the length, or interval, of the meal. Please note that interval rounding only applies to meals that require the employee to punch out and in. An employee who automatically receives meal deductions does not have rounding for their meals.

Examples
- 62 minute lunch break would be rounded to 60 minutes
- 58 minute lunch break would be rounded to 60 minutes
- 57 minute lunch break would be rounded to 54 minutes
- 33 minute lunch break would be rounded to 30 minutes
- 28 minute lunch break would be rounded to 30 minutes

MyTime Holidays
There are times when the employee deviates from their schedule because a UGA holiday occurs. Kronos is configured with the assumption that the employee will not work on the UGA holiday and therefore, Kronos automatically cancels the employee's scheduled hours for that day. This way the employee receives their holiday pay instead of regular pay. If the PFS employee works on the UGA holiday, then these regular hours will need to be added to the employee's timecard manually.

MyTime Pay from Schedule

The Pay from Schedule (PFS) option can be used to pre-populate an employee's time card with in and out punches, based on the employee's work schedule. This option is useful for environments where the supervisor is in direct contact with the employee and can monitor the shift start and stop times. Only exceptions to the schedule are modified in Kronos as it is assumed that the supervisor is ensuring that the employee starts and stops their shift on time.

Once a PFS employee is successfully configured within Kronos, the employee's time card is pre-populated with the in and out punches, ten days in advance. The system limits the pre-population of punches to ten days in order to reduce the load on the servers and the totalizer process.

In order to configure an employee's account to utilize PFS, the employee must be assigned a pay rule that has the PFS option enabled. Please refer to the articles at the bottom of the screen for more details.

MyTime Procedure to Setup Employees to Earn Comp Time
Kronos can be utilized to track a biweekly employee's comp time. Within Kronos, employees are configured to either earn comp time or over time when that employee works more than 40 hours within a work week.
Each unit will determine if the employee should earn comp time or over time. Employees cannot be configured to earn both.

People Record
Changes to an employee's settings within Kronos occur using the people record. Each employee has a Kronos people record which can be modified by the appropriate unit personnel. In order to configure an employee to earn comp time, two settings must be adjusted within the people record: accrual profile and pay rule.

Access the employee's people record
Select the Person tab
Click the Accruals & Leave link
In the Accrual Profile drop down box, select Comp Time Only
Select the Job Assignment tab
Click the Timekeeper link
Select the appropriate comp time pay rule (see the AskUGA articles at the bottom for more information on pay rules)

MyTime Time Clock Self-Service Options
The Kronos time clocks have been configured to support several employee self-service options. This functionality allows the employee to effectively manage their time. Each function is described in detail below.

View Totals - This option allows the employee to view their total hours for the specified time period. Please note that if the employee is currently "clocked in," the hours for the current shift will not be included in the total. An accurate total can be viewed after an employee "clocks out."

Press the soft key beside "View Totals"
Swipe your UGA ID Card
Select the time period
Use the up and down arrow keys to view data that is not displayed on the screen
Once you have reviewed the data, press the escape key (ESC)

View Timecard - This option allows the employee to view their timecard for the specified time period.

Press the soft key beside "View Timecard"
Swipe your UGA ID Card
Select the time period
Use the up and down arrow keys to view data that is not displayed on the screen
Once you have reviewed the data, press the escape key (ESC)

Approve Timecard - This option allows the employee to electronically "sign" their time card. When an employee approves their time card they are stating that the data reflected is accurate.

Press the soft key beside "Approve Timecard"
Swipe your UGA ID Card
If using a biometric time clock, verify your identity by placing your finger on the biometric reader

Select the time period

Use the up and down arrow keys to view data that is not displayed on the screen

Review the data and then scroll to the bottom of the screen

Press Enter to approve the time card (approval can be removed by repeating this process)

Once you have reviewed the approval message, press the escape key (ESC)

MyTime Creating Employee Records

In order for an employee to track their time through the Kronos system, an employee record must exist. The employee's record is created when the personnel document has been approved by the Payroll office or can be manually created by the hiring department.

Note: Before creating the employee's record, make sure to have the employee's name, UGA ID # (810# or CAN) and primary account information.

Note: The employee's 9 digit UGA ID # will be used as the Kronos ID. Also, the UGA ID # will be used as the employee's badge number for employees who use a time clock to record their time. Only the first 9 digits of the UGA ID # will be used. The 9 digit ID begins with the numbers 810. If using the employee's UGA ID Card to view their 810#, ignore the last digit on the ID card.

A. Access the Kronos system and click the Setup link located in the upper right-hand corner of the screen.

B. Under the Common Setup section, click the New Person link.

C. When creating a new record, a license is required. All employees must have a Workforce Timekeeper license. Click the Workforce Timekeeper check box. If the employee will access the Kronos system using a browser, assign the employee a Workforce Employee license as well.

D. Click the General Information link and enter the employee's last name, first name, ID # (810# or CAN) and hire date.

E. If the Workforce Employee licenses was selected in step D, then click the User Information link. In the User Information link section, enter the employee's MyID in the user name section, leave the logon profile set to "Normal" and change the authentication type to "LDAP."

F. Click the Job Assignment tab, located in the upper left-hand side of the screen.

G. An employee record requires a primary labor account, which is used by the payroll system to charge the employee's hours to the correct account. In the Primary Labor Account field, click the drop-down arrow and then click the Search link.

H. After clicking the Search link, the “Select Primary Labor Account” window will appear. Using this window, select the appropriate options for the employee's Major Unit, Account, Short Title, Job, Home Department, Position Number and Pay Type. Once the Primary Labor Account information is selected, click the OK button.

I. The Primary Labor Account is effective dated. Make sure to use the employee's hire date as their Primary Labor Account effective date.

J. Click the Timekeeper link in order to add the employee's hourly rate and pay rule information.

K. Each employee is required to have a pay rule in order for Kronos to calculate the employee's time. Refer to the pay rule article link at the bottom of this page for more information on selecting the appropriate pay rule. Click the pay rule drop down and select the appropriate pay rules from the list.

L. If the employee will utilize a time clock to record their in and out punches, choose the appropriate Device Group option from the drop-down list.
M. Enter the employee's hourly rate in the green section of the Base Wage area. The base wage is effective dated. Make sure to use the employee's hire date as the effective date of the base wage.

N. If the employee utilizes a time clock, enter the employee's 9 digit ID # in the Badge Number field.

O. Click the Employee Role link in order to set the employee's Time Entry Method.

P. Click the Time Entry Method drop-down and select the Time Stamp and Hourly view option.

Q. Save the record by clicking the Save button in the upper left-hand corner of the screen.

**MyTime Use Duplicate Function to Create Employee Records**

In order for an employee to track their time through the Kronos system, an employee record must exist. The employee's record is created when the personnel document has been approved by the Payroll office or can be manually created by the hiring department.

Note: Before creating the employee's record, make sure to have the employee's name, UGA ID # (810# or CAN) and primary account information.

Note: The employee's 9 digit UGA ID # will be used as the Kronos ID. Also, the UGA ID # will be used as the employee's badge number for employees who use a time clock to record their time. Only the first 9 digits of the UGA ID # will be used. The 9 digit ID begins with the numbers 810. If using the employee's UGA ID Card to view their 810#, ignore the last digit on the ID card.

**MyTime Terminating Employee Records**

When an employee no longer works in your unit, you will need to terminate the employee's account in Kronos. Employee records are terminated, not deleted. Please note that you will still need to follow UGA guidelines and processes when an employee terminates. This article only covers the Kronos employee termination and does not address other UGA business processes that might be required.

It is best practice to keep an employee active in the Kronos system until their last check has been processed. Once you are ready to terminate the employee in Kronos, follow these steps:

A. Access the employee's people record

B. Under the Person tab, look for the User Information link

C. If this link is present, click the link. If the link is not present then skip to step G below (the employee does not have an employee license).

D. In the User Account Status section, click the empty, yellow row beneath the word Active

E. Select Terminated from the drop down list

F. Enter the effective date of the termination in the Effective Date column

G. Under the Person tab, click the General Information link

H. In the Employment Status section, click the empty, yellow row beneath the word Active

I. Select Terminated from the drop down list

J. Enter the effective date of the termination in the Effective Date column

K. Save the employee's people record
MyTime Hourly/Salary Back Pay

In order to back pay an hourly or salary employee, the payroll person will use the Kronos historical edit function. The results of the historical edit (back pay), will be placed on the employee's time card in the current pay period. When the current pay period is processed, the back pay will also be processed.

Note: A historical edit can only be used for a prior pay period that has been signed off. When working in prior pay periods, select the entire period in the employee's time card.

Note: A historical edit can only be used for a prior pay period at a time. When working on back pay issues that span multiple pay periods, make sure to select each pay period. Do not select the entire range of dates for the issue. Each historical period should have its own historical edit.

Note: The historical edit function should only be used for back pays. If an employee was overpaid, do not use the historical edit function. A payroll clearing form will be required. Contact the Payroll office for guidance on overpay issues.

Back Pay: A back pay is required when an employee had worked or coded time in the historical period that was not paid.

- Access and display the employee's time card for the historical period (make sure to use the pay period's actual begin and end date).
- Verify that the time card is signed off for this period (view the Sign-Offs & Approvals tab)
- Click Amount | Add Historical with Retroactive Pay Calculation
- A new window will display, providing a time card that is editable
- Make the necessary historical edits and click the Calculate Differences button at the bottom of the editable time card
- Kronos will now display the results of the historical edits made in the previous step
- Review these changes for accuracy, clicking Cancel if adjustments are required
- Once the historical edits are correct, add comments in order to provide a record explaining the changes
- Click the Impact Accruals box for each row that relates to an accrual (vacation, sick, etc.)
- Click Save
- Change the time card Time Period drop down to the Current Pay Period
- Review the entries in the Historical Amounts tab, ensuring that the historical edits are accurately reflected
- To remove the historical edits, click the desired row in the Historical Amounts tab and then click Amount | Delete Historical

Retro Pay: A retro pay is required when the employee's hourly rate increase was missed in a prior period. For example, the employee was paid $8 per hour in the historical period instead of their new rate, $9. The retro pay function will recalculate the hours in the historical period, paying the employee for the difference between the old and new rates.

- Access the employee's people record and update their base wage (hourly rate), ensuring the effective date of the new rate matches the actual date of the pay raise
- Access and display the employee's time card for the historical period (make sure to use the pay period's actual begin and end date).
- Verify that the time card is signed off for this period (view the Sign-Offs & Approvals tab)
- Click Amount | Add Historical with Retroactive Pay Calculation
- A new window will display, providing a time card that is editable
- At the bottom of the editable time card, click the Pay Code drop down and select Retro Pay
- Click the Calculate Differences button at the bottom of the editable time card
- Kronos will now display the results of the historical edits made in the previous step
- Review these changes for accuracy, clicking Cancel if adjustments are required
- Once the historical edits are correct, add comments in order to provide a record explaining the changes
- Click Save
- Change the time card Time Period drop down to the Current Pay Period
- Review the entries in the Historical Amounts tab, ensuring that the historical edits are accurately reflected
- To remove the historical edits, click the desired row in the Historical Amounts tab and then click Amount | Delete Historical

MyTime Accrued Leave Payout

**Note:** A personnel form should be submitted when paying out an employee’s accrued leave.

A. Add the employee’s last day worked to their Kronos people record.
- Access People Record | Person tab | Person’s Dates | Accruals Payout Date | Override Date
- Enter the last day of employment on their regular position.
Ex: Employee leaves on the 14th and wants all leave paid as accrued - use 14th as the date.
B. Add accrued leave to time card
- Use the VPAYOUT pay code and enter the number of accrued vacation hours.
- Enter all of the employee’s accrued leave hours in one entry. Do not use multiple VPAYOUT entries.
- VPAYOUT entry should be placed in the same pay period as the employee’s last day.

MyTime and Java

MyTime (Kronos) offers two clients, Java and non-Java. The non-Java client does not require the Java plug-in, but this client is limited and does not provide all of the features that the Java client offers.

Kronos’ Java client requires the workstation to have a specific version of Java. The latest supported version of Java can be found on the [http://mytime.uga.edu](http://mytime.uga.edu) website. Newer versions of Java may not work with Kronos. Therefore, always use the version of Java located on the MyTime website.

When experiencing an issue with the Java client:
- Log into Kronos using the Java client
- Right-click the Java icon located in the system tray (lower right corner of the monitor)
- Click on Open Control Panel
- On the General tab, click the Delete Files button, located in the Temporary Internet Files section
- When the Delete Temporary Files window appears, check all the available options and then click OK
- Click OK to close the Java Control Panel
- Delete the Temporary Internet Files from your Internet Explorer browser (Tools | Internet Option | General Tab | Delete button located in the Browsing History section | Delete Files button located in the Temporary Internet Files section)
- If using Firefox, delete the Cache from your Firefox browser (Tools | Clear Private Data | Place a check beside Cache | Clear Private Data Now)
- Close your browser completely
- Access Kronos again and see if the problem persists

MyTime How to Enroll Employee in 4500 Time Clock

This link describes the biometric enrollment process for 4500 time clocks:
This link provides a video demonstrating the biometric enrollment process for 4500 time clocks:
http://supersearch.kronos.com/KMSAttachments/3VE-55B-E1O-3YN/4500High.wmv

MyTime Effective Dated Shifts Crossing Midnight

Midnight Employees and Effective Dated Changes

Background
Kronos designed Workforce Central (WFC) to keep a shift's hours coded so that the employee’s hourly rate and primary labor account at the beginning of the shift match the end of the shift. This design is fine for employees who do not work shifts that cross midnight. In WFC, an employee’s hourly rate and primary labor account are effective dated. When the employee works a shift on the new date, the new hourly rate and primary labor account are reflected in the employee's time card. A problem occurs when an employee works across midnight on the day that they also receive a new hourly rate and/or a new primary labor account (e.g. an employee begins their shift on the last day of the old hourly rate or primary labor account and ends their shift on the day when the new hourly rate or primary labor account is effective). Instead of coding the hours worked after midnight with the new hourly rate and/or the new primary labor account, WFC was designed to keep the hours worked after midnight the same as those worked prior to midnight. The result is that an employee who works across midnight onto a day that they are scheduled to receive a new hourly rate and/or primary labor account is that the old hourly rate and/or primary labor account is used. The hours after midnight are coded to reflect the old primary labor account and/or hourly rate. Image below provides an example of the issue. The employee’s new primary labor account and hourly rate were effective dated for September 9 and WFC did not update the shift hours.

Solution
In order to properly code the after midnight hours in WFC, add an out-punch of midnight (12a) and an in-punch of 12:01 (1201a) to the affected shift. Add a comment to the 12:00 AM punch to document the purpose of the change. Use the miscellaneous comment and the optional note. See image below.

Then right-click on the new 12:01 AM in punch and choose the edit punch option. In the override drop down, choose new shift and then click OK. See image below.

Save the employee’s time card. The time card should look like this:
**MyTime Changing Pay Type**

**Background**
When an employee changes jobs and the new job is a different pay type (hourly, salary, monthly or academic), a new record should be created in the Kronos system. Creating a new time record allows the payroll reporting process for the old job to be completed without impacting the new job. Creating a new time card for the new pay type is the best practice.

**Solution**
Before creating the new record, it is necessary to update the old record. Access the employee’s old people record. Update the employee’s ID by adding a -1 or -2 to the end. This will allow the original 9 digit ID to be used in the new record. ID’s are unique in the Kronos system and the same ID cannot be used in multiple records.

Once the Kronos ID has been updated, it may be necessary to update the employee’s user name. User names are unique in the Kronos system and the same user name cannot be used in multiple records. To check the employee’s user name, the old record must have an employee license selected.

Once the record has an employee license, check the user name entry. If the entry is blank, then remove the employee license from the old record. If the user name is populated, then add a -1 or -2 to the end of the user name.

Finally, update the badge number on the old record. To update the badge number, enter the new badge number on the next row, below the old badge number. The new badge number should be the old badge number with a 1 or 2 on the end. Please note that the badge number field will not allow characters that are not numbers so you will not be able to add a dash. Also, if the employee still needs to record time on the old time card, it may be necessary to effective date the change of the new badge number.

Once these changes are made to the old record, save the record. Once the old record is saved, create the employee’s new record, using the 9 digit ID, the employee’s actual user name (MyID) and the badge number. Please note that the badge number is only used by time clock employees and is not required if the employee does not use a time clock.

**MyTime Schedules**
When creating employee schedules in Kronos, always use schedule begin and end times that follow the payroll system 6 minute interval format. The minute begin and end time of a schedule should be a multiple of 6 (0, 6, 12, 18, 24, 30, 36, 42, 48, 54). Examples of correct schedules include 8a-4p, 830a-430p, 812a-418p and 824a-330p. Examples of incorrect schedules include 745a-445p, 820a-1020a, 815a-1015a and 1245p-3p.

An incorrect schedule time can lead to an employee having time recorded in hundredths of an hour instead of tenths of an hour (eg. 8.12 hours instead of 8.1 hours). If you see an employee with hours in the hundredths, the schedule should be changed to follow the format described above.

**MyTime Time Card Approvals**
At the conclusion of each bi-weekly pay period, the Kronos time card should be approved. Approving a time card is an acknowledgment that the hours are accurate. A time card should be approved by the employee, the supervisor and the department payroll staff. Approvals can be accomplished using one of the following methods:

1) Require the employee to approve the Kronos time card at the time clock or using the mytime website
2) Print the time card using the Kronos system and have the employee sign it. Supervisor can sign the paper time card or use the Kronos system to apply their approval

For any time card that has not been approved/signed by the employee, make a note as to why it wasn’t signed and the effort made to obtain the signature. Any paper records relating to payroll should be maintained in accordance with UGA’s data retention policies.
MyTime Time Stamp Information

An employee's Kronos record can be configured to use the time stamp function. Time stamp allows an employee to record their in and out punch using a web browser. See this web demo for more information on how an employee can use the time stamp function.

Additional contacts
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Phone Number: 706-542-6971

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration
Responsible University Administrator: Associate Vice President for University Business and Accounting Services
Policy Owner: Payroll
Policy Contact: Christy Coddington
Phone Number: 706-542-6971

Record Retention

Time, Attendance, and Leave Records: 0472-04-039
Explanation: This series documents time and attendance and leave for faculty, classified and student employees. Records include: monthly time entry forms which may include hours worked, leave used, employee's name, supervisor's authorization, earnings information, and time distribution information; leave request forms; overtime authorization or certification; leave summary reports; leave without pay records; Work-Study time certificates and referrals; and related documentation.
Record Copy: Employee’s department is responsible for maintaining all time and attendance documents described above.
Retention: Department - Individual Leave Notifications: 5 years; Human Resources Leave Records: 50 years; Work Time Adjustment Agreements: until superseded or obsolete; Leave Donation Records: 1 year after leave is used.
Employee Personnel Records: 0472-04-016
Explanation: This series documents an employee’s work history at the institution. Records may include but are not limited to: personnel file close out form (includes salary at time of separation, final leave totals, and rehire eligibility); copies of Affirmative Action Compliance data forms; applications for admission to graduate school; sabbatical leave records; applications for academic employment; background surveys; employee contracts; athletic contracts/overseas agreements; conditions of employment; memoranda of agreement; notices of appointment; overload compensation requests; patent rights waivers; pay/budget action forms; forms documenting personnel actions; proposals for academic appointment; requests for approval for outside employment; resumes or curriculum vitae; retirement agreements; technology transfer agreements; tenure relinquishment forms; promotion, tenure, and salary increase records; and employee Social Security number disclosure forms.
Retention: Personnel File Closeout Form: 50 years; Supervisor's Copy: 3 years after separation of employee; Employment Eligibility Verification Forms: 3 years; All other records: 7 years following separation of employee from institution.

FAQs

Why did UGA choose the Kronos system?
Kronos is a time and attendance system, which assists in the collection of employee’s worked time and the recording of time off. The overriding purpose for automating the time and attendance system is to accurately pay employees for the work they perform.

Why did UGA decide to discontinue the use of the ePayroll system?
The vendor discontinued support for the programming language used for the ePayroll/eLeave system. Rewriting the
ePayroll/eLeave system in a supported language was determined to be cost prohibitive. In addition, a rewrite would not add the additional features provided ‘out of the box’ by the Kronos system.

What identification number will Kronos use to identify employees? The Kronos system will not contain social security numbers. Instead, each employee will be identified by their ID Number, which is the 810 number on their UGACard.

Policy Dates

Effective Date:

Date Last Updated: 06/13/2017

Date of Last Review:

Date of Approval:

Previous Version of Policy: