

Time Worked Policy and UKG (Kronos) Instructions

Definitions:

1. UKG (Kronos) Workforce Timekeeper: Timekeeping system used for reporting time worked for all employees.
2. UKG (Kronos) Attestation (UKG ATK): Allows employees to electronically attest to their timesheet data such as: punch in, punch out, add pay codes, report time for low census and fix missed punches.
3. Time Card: Documents all time worked.
4. Missing Punch: Displays a discrepancy in time worked. For example; if an employee punches out for lunch but did not punch back in, Kronos will mark that as a missing punch.

Reporting Time Worked

You will begin clocking in and out for your time worked on your second day of employment (the first will be taken care of automatically for you).

UKG (Kronos) records in and out times for time worked. Start and end times are rounded to the nearest quarter of an hour when determining hours worked for compensation purposes. This is referenced as the 7-minute rule.

For example, clocking in between 6:23 to 6:37 will reflect a start time of 6:30 and clocking out between 2:53 and 3:07 will reflect an end time of 3:00 for compensation purposes.

Start times that occur after an employee is scheduled to begin work will be considered tardy. Clocking in more than seven minutes before the start of the scheduled shift without prior approval from the person to whom they report is prohibited.

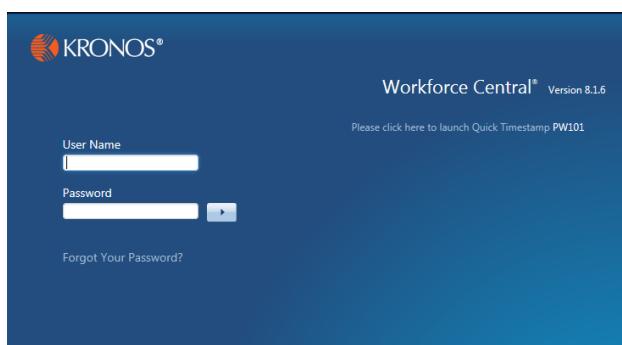
How to Log in to UKG (Kronos)

To access UKG (Kronos) from a computer or tablet, use this link:

<https://workforce.renown.org/wfc/htmlnavigator/logon>

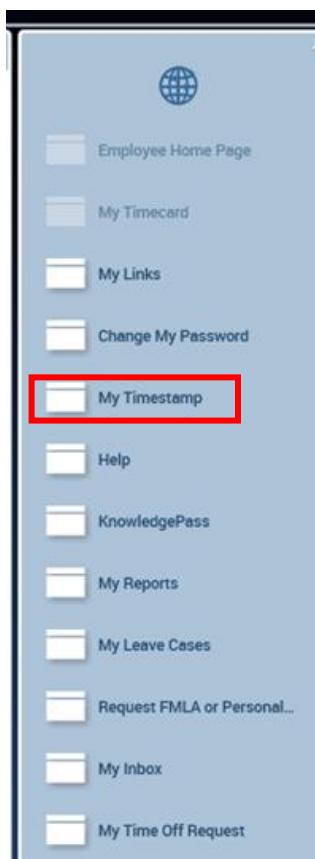
- User Name is the Employee ID provided via email by the Employee Experience Specialist.
- Temporary password was also provided via email by the Employee Experience Specialist. Once this information is entered, the employee will be prompted to change their password.

*For instructions on logging in to UKG Workforce Central Mobile, see the instructions for iPhone and Android at the end of this document.



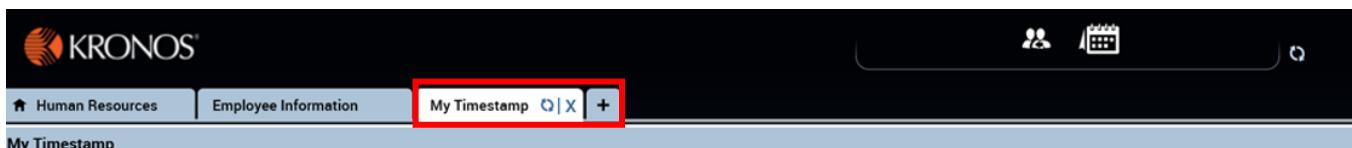
Punching In and Out

From the homepage of UKG (Kronos) Desktop, click on the “My Timestamp” link from the options on the right.



In the “My Timestamp” section, click on “Record Timestamp” to punch in or out.

*For instructions on punching in and out in Kronos Mobile, see the instructions for iPhone and Android at the end of this document.



Non-exempt Employees

Employees must record all time worked into UKG (Kronos) each workday when they begin and end their shifts. Employees must clock out and clock back in during unpaid time (i.e., meal periods) or other non-work times as determined by their department.

- Employees must report all time worked, including time used to complete required training.
- Accessing UKG (Kronos) during non-work time (for the purposes of viewing and selecting schedules, requesting time off, viewing pay records, approving timecards, completing open enrollment, or any other convenience feature that can be accessed from UKG Mobile or UKG Web) is voluntary and is not considered time worked.
- Refer to the Reporting Time Worked policy on Inside Renown for more details. You will also receive an acknowledgement of this policy in your OLA assignments.

Exempt Employees

Exempt Employees do not need to record their in and out times in UKG (Kronos) each day. The employee's schedule is built in the employee's time card.

- Unscheduled absences must be entered as soon as the employee returns to work.
- Scheduled absences (vacation and pre-schedule sick time) should be entered prior to taking the scheduled absence, when practicable.

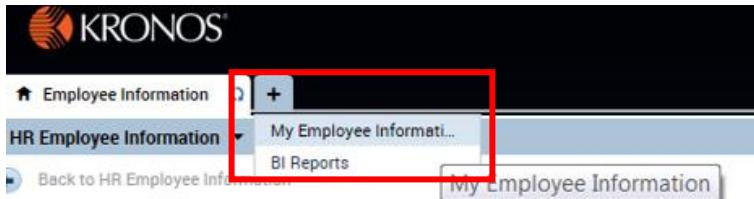
Approving Time Card

All employees are expected to electronically approve their timecard on the last day worked in a pay period, but not later than 8:30 a.m. the Monday after the pay period ends.

- The approval of the time card may occur prior to clocking out at the end of the shift. The electronic approval of the timecard certifies that the employee has reviewed his or her timecard.
- If an employee does not approve the timecard, the employee's acceptance of the resulting pay shall constitute certification that the employee was paid correctly.

How to Approve Time Card:

Navigate to the “My Employee Information” page in Kronos. This will be the home page for employees. Leaders will need to click on the + button and select “My Employee Information”.



Once you have reviewed your timecard and it is correct, click on "Approve Timecard".

To insert comments, right click on a punch and select "Add Comment". Your leader will see these comments.

	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily	Period
Mon...	LVE...	1.30								10:30	12:00
Tue ...	6:30...		5:59...	4:57...						12:15	12:15
Wed...	6:30...		6:01...	6:40...							24:15
Thu ...											36:30
Fri 1...											36:30
Sat ...											36:30
Sun ...											36:30
Mon...	6:30...			5:57...	6:45...						48:45
Tue ...	6:30...			5:55...	6:15...						60:30
Wed...	6:30...			6:02...	6:23...						72:30
Thu ...	CEU...	6:30									79:00
Fri 1...	LVE...	1:00									80:00
Sat ...											80:00
Sun ...											80:00

Totals Accruals Historical Corrections Audits

Account	Pay Code	Amount
.../0/39598/17147/200340/000/2003406460002/01	CEU-Continuing Education Pay	6:30
.../0/39598/17147/200340/000/2003406460002/01	LVE-Annual Leave Pay	2:30
.../0/39598/17147/200340/000/2003406460002/01	Productive Time	71:00
.../0/39598/17147/200340/000/2003406460002/01	REG-Regular	71:00

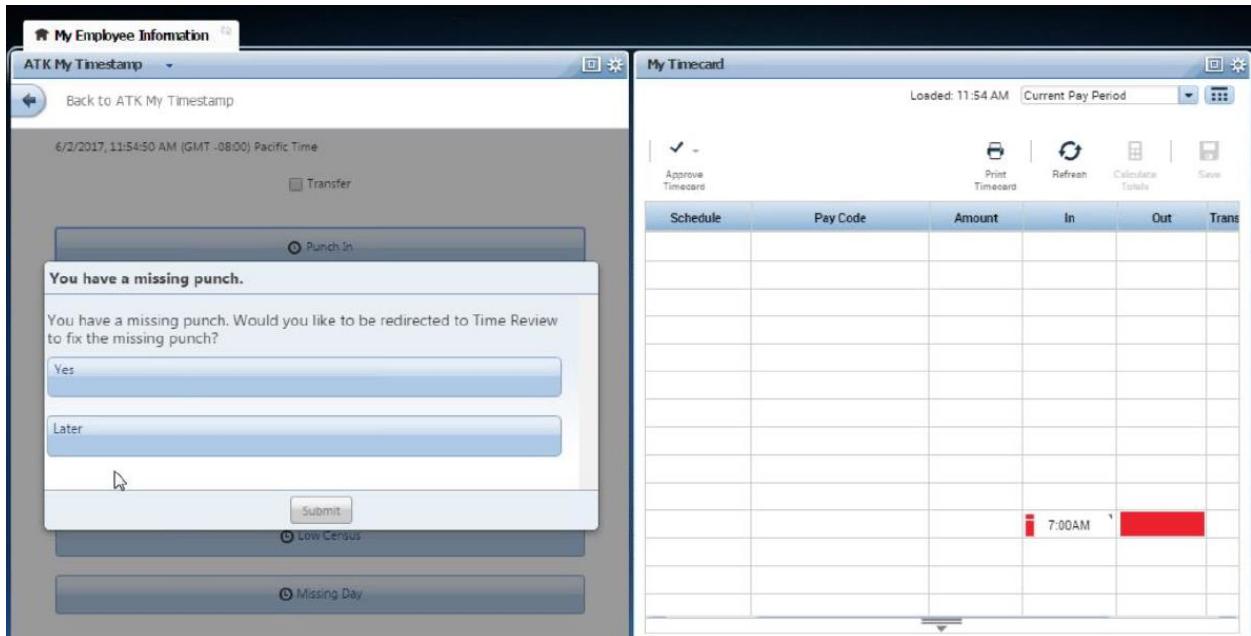
Adjusting Time (UKG (Kronos) ATK)

Employee work time may not be adjusted without the approval of both the employee and the person to whom he or she reports. Employees must request adjustments to timecards UKG ATK or via UKG time off requests. Employees must verify their time card and promptly report errors or discrepancies to the person to whom they report.

- All payroll adjustments submitted after the 10:00 am cutoff, will be paid on the next payroll cycle. No checks for discrepancies will be issued to account for the adjustment.
- Verbal explanations will not be allowed. Payroll must have signed documentation supporting all adjustments.

How to adjust time using UKG ATK:

UKG (Kronos) will state, “You have a missing punch” and ask the employee if they would like to be redirected to time review to fix the missing punch. The employee can select “Yes” or “Later.”



If the employee chooses “Yes” UKG will redirect them to Time Review. If the employee chooses “Later”, they will be prompted again at their next punch to fix their missing punch.

The missing punch will show in Time Review, and the employee will select “Fix Missing Punch” located at the top of the timecard. Enter the time of the punch missed and add any additional comments. Click submit. This will trigger an alert to the Leader to review.

[Back to ATK My Timestamp](#)

Employee: 1payemp, payemp (PAYEMP)

Days to approve: 0

Daily Approvals

Date	Schedule	Pay Code	Amount	In	Transfer	Out
Mon 5/22						
Tue 5/23						
Wed 5/24						
Thu 5/25						
Fri 5/26						
Sat 5/27						
Sun 5/28						
Mon 5/29						
Tue 5/30						
Wed 5/31						
Thu 6/01 (M)				7:00AM		
Fri 6/02 (M)				11:54AM		
				11:55AM		

Submit Missed Punch

Date: * 6/01/2017 Time: * 5p Notes: Forgot Badge

Falsification of Timecards

Falsification of a timecard, recording time on someone else's timecard, or approving such actions, may result in immediate termination without advance notice and without regard to previous discipline.

Mobile App Instructions

Android

Android users should download the application from the Google Play store. Be sure to download the application named: **UKG Workforce Central**

Once installed, the application will need the server address for Renown. The address is: <https://workforce.renown.org/wfc>

If you are an employee with an Android device and need additional assistance, please visit: <https://workforce.renown.org/android-employee.pdf>

If you are a manager with an Android device and need additional assistance, please visit: <https://workforce.renown.org/android-manager.pdf>

iPhone

iPhone users should download the application from the App store. Be sure to download the application named: **UKG Workforce Central**

Once installed, the application will need the server address for Renown. The address is: <https://workforce.renown.org/wfc>

Please use the same Kronos user name and password that you use at work.

If you are an employee with an iPhone and need additional assistance, please visit: <https://workforce.renown.org/iphone-employee.pdf>

If you are a manager with an iPhone and need additional assistance, please visit: <https://workforce.renown.org/iphone-manager.pdf>