Kronos Telecommuting

This guide will show you how to enter telecommuting time for the multiple scenarios covered below.

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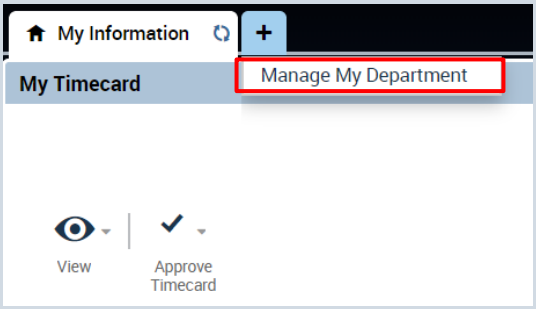
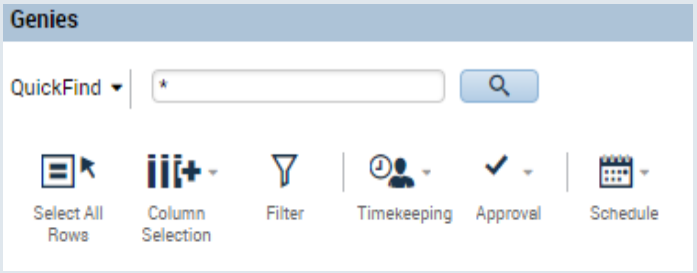
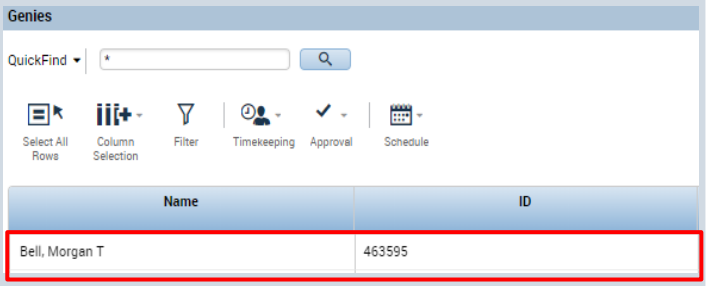
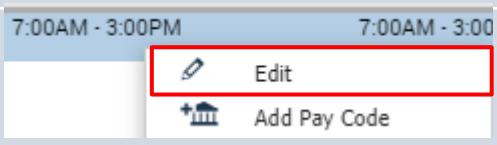
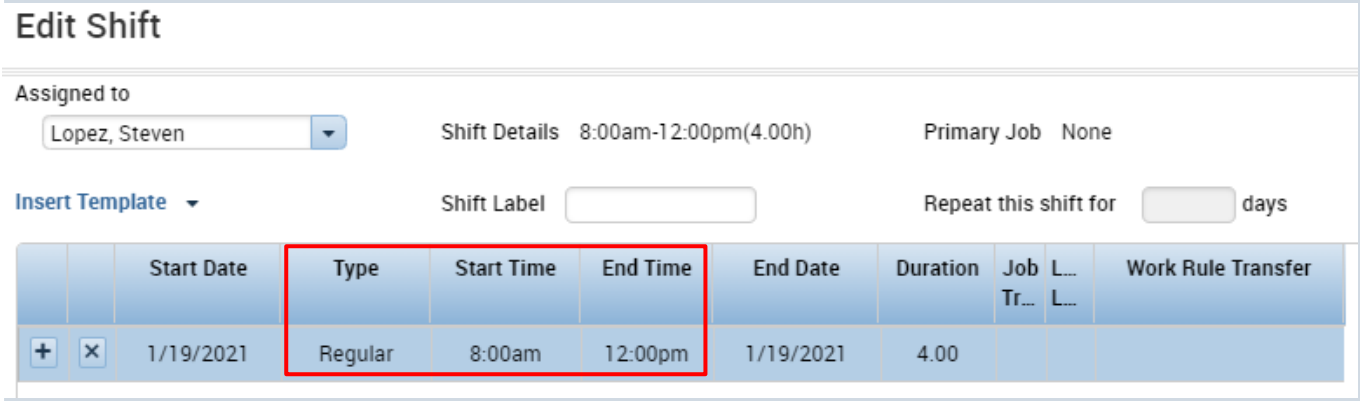
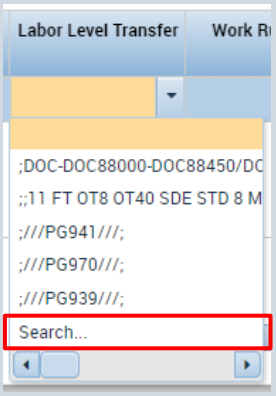
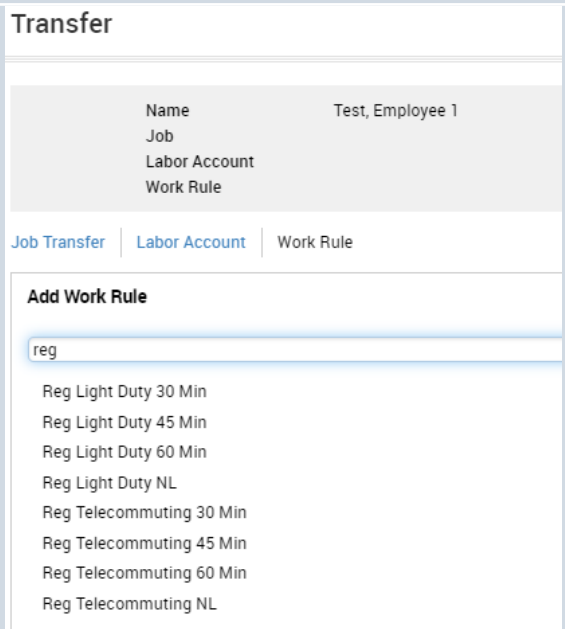
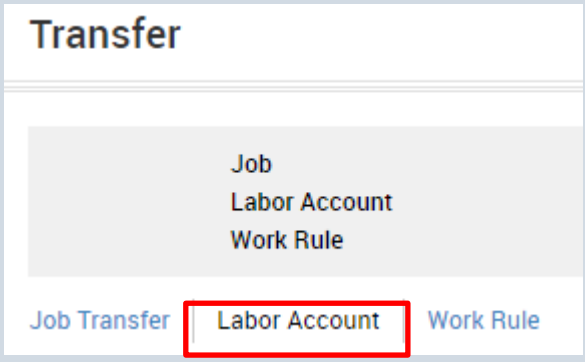
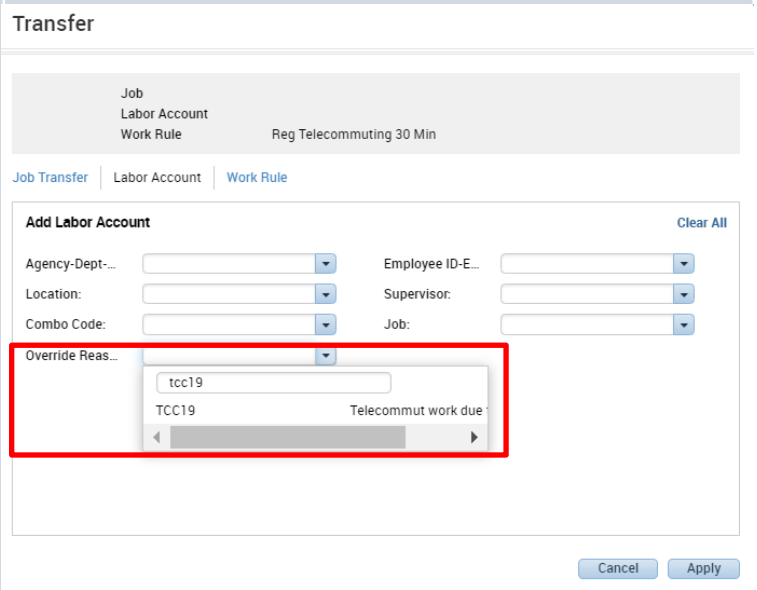
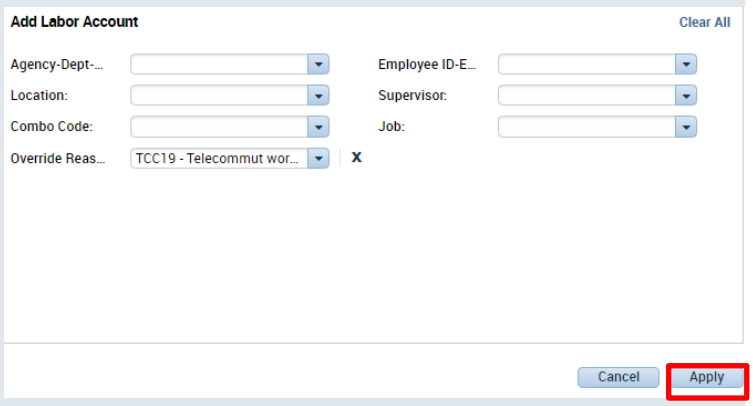
1. Entering both REGTC & REG
2. Entering OTC when working Overtime
3. Entering REGTC into the schedule planner

Supervisor REGTC/RLDY

Purpose:
This job aid will help you enter REGTC/Regular Light Duty on an employee shift. Keep in mind that this is the employee's responsibility and will only need to be done by the supervisor if the employee forgot to enter their transfer.

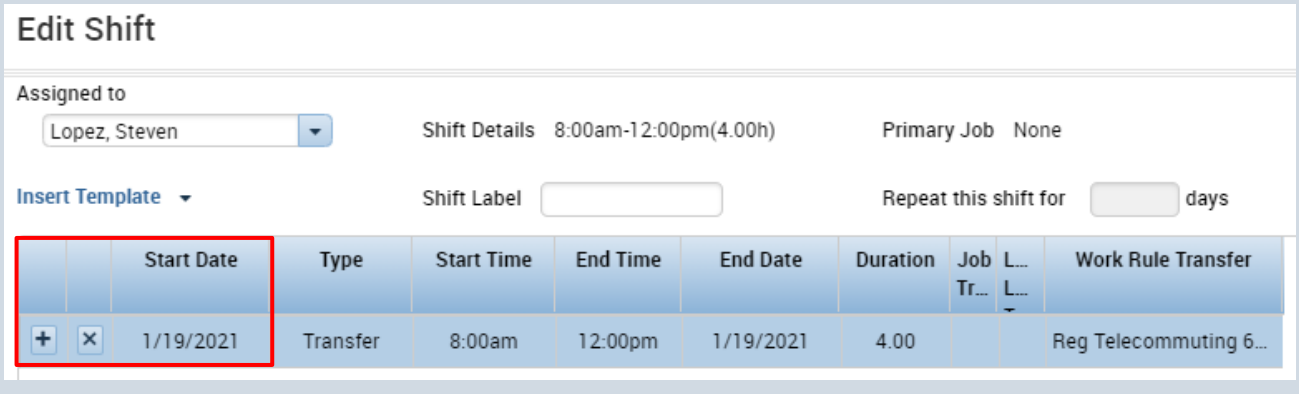
Steps	Screenshots
Click on the '+' and select Manage my Department	
Use the QuickFind to search for the employees you want to see, searching '*' returns all of your employees.	
Click an employee name, then use the Go To button to navigate to their schedule planner.	
Right click on the shift you want to edit and select Edit.	

Steps	Screenshots
Select **Regular** from the Type dropdown, then enter the times and the dates that the employee wants to use. In this case the employee is working REGTC in the morning and REG in the afternoon so we will split up the shift.	
Select the Labor Transfer drop down, recently used transfers will appear here, click on **Search.**	
Click the Work Rule tab then select the regular telecommuting rule or the regular light duty rule that has the lunch that the employee is normally assigned based on the last three characters of the work rule. Ex: 30L = 30 Minute Lunch NL = No Lunch	

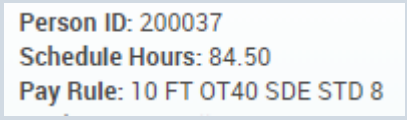
Steps	Screenshots
If you are telecommuting due to Covid 19, you will also need to enter an override reason code. Click on **Labor Account** to switch to another tab.	
Under Labor Account, click on the Override reason code drop down and in the smart search, type in **TCC19.** Click on the code to add it to the transfer.	
After you enter in the override reason code, click on **Apply.** **Note: If the employee is only working REGTC, then this is the last step.**	

Steps	Screenshots

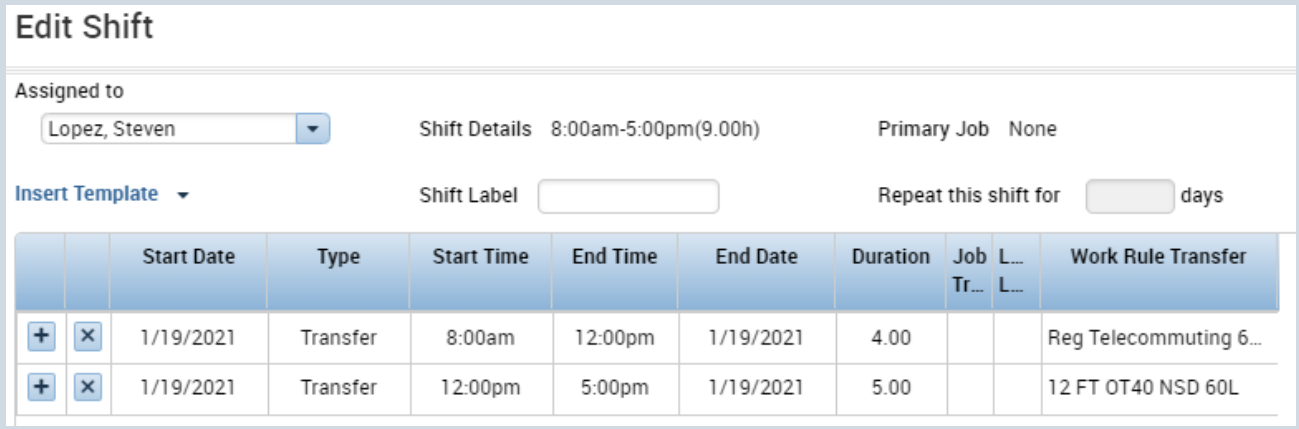
After you have added the first half of the shift being REGTC, you will need to click on the '+' icon to add an additional row for the regular shift. Add in the times for the additional shift, and then we will need to insert another work rule transfer.



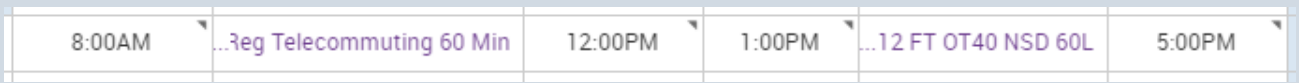
First look at the pay rule assigned to the employee by hovering over their name or right clicking their name on their timecard.



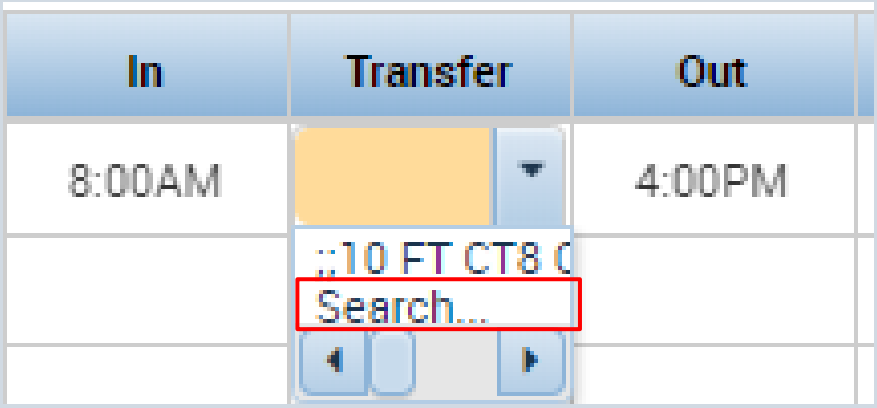
Enter that pay rule that most resembles the employee's in the work rule transfer drop down. Once that work rule transfer is entered the Edit shift window will look as its shown below.



Click Save, and refresh the timecard. This is what the timecard will look like after the employee punches in and out.



Steps	Screenshots
You can also follow all the previous steps to add in a transfer directly on a timecard. Click on the Transfer cell on the timecard between an In and Out punch. Select Search to view all the Transfer options.	

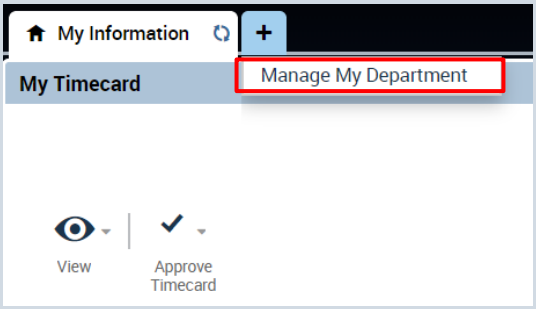
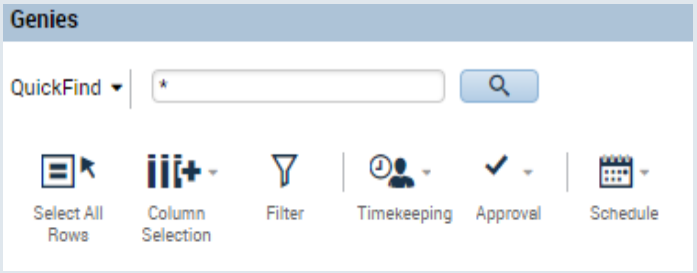
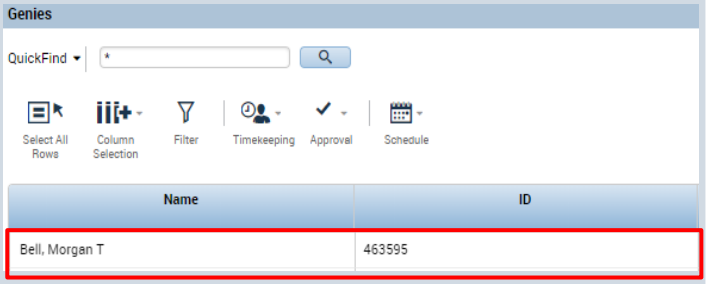
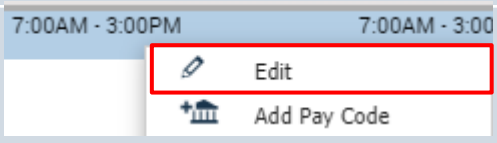


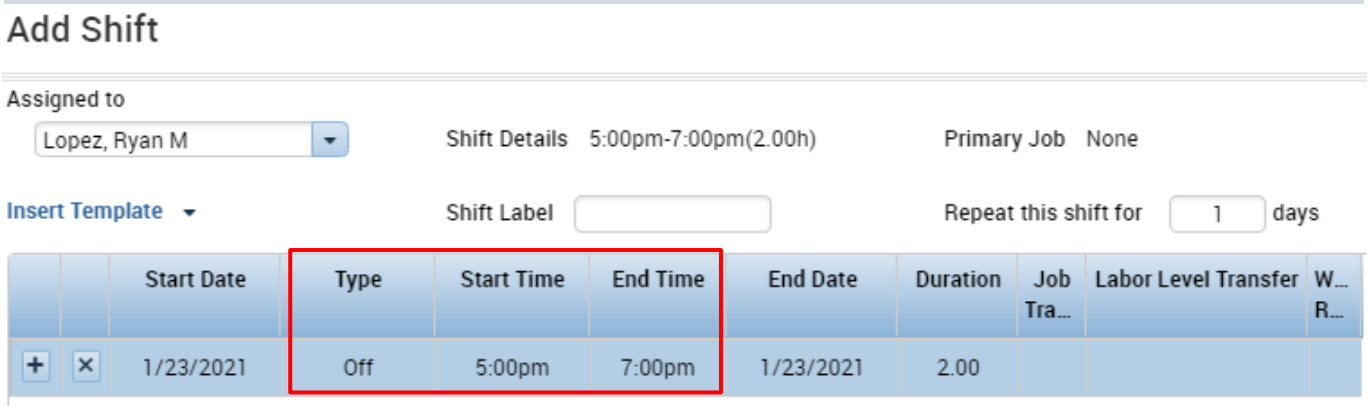
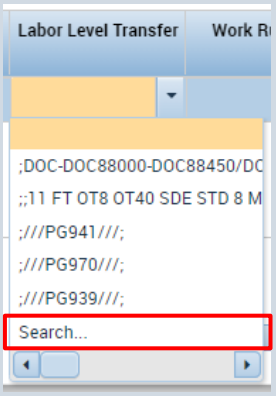
Supervisor OTC

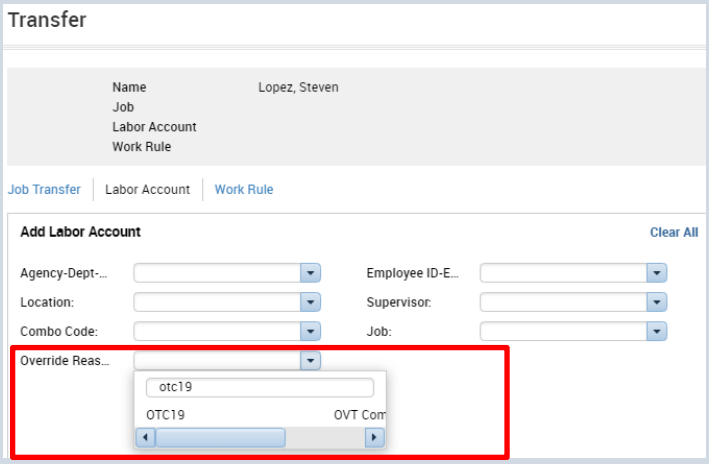
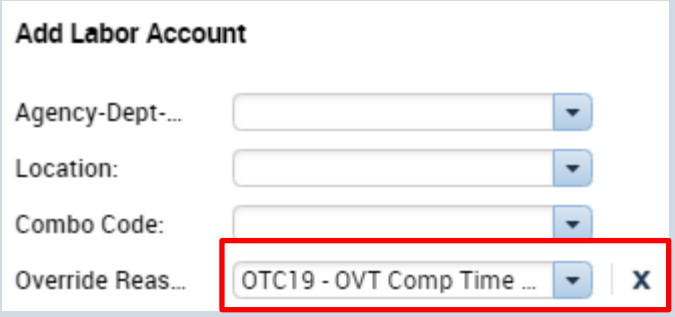
Purpose: This job aid will help you enter OTC when an employee is working overtime due to Covid 19.

Note: This is only for overtime you worked as a direct result of the pandemic.

Ex: An employee at DOL working overtime since the unemployment rate is higher now due to COVID.

Steps	Screenshots
Click on the '+' and select Manage my Department	
Use the QuickFind to search for the employees you want to see, searching '*' returns all of your employees.	
Click an employee name, then use the Go To button to navigate to their schedule planner.	
Right click on the shift you want to edit and select Edit.	

Steps	Screenshots
Select **Off** type from the Type dropdown, then enter the times and the dates that the employee is working overtime.	
Select the Labor Transfer drop down, recently used transfers will appear here, click on **Search.**	
If you are working OT due to Covid 19, you will need to enter an override reason code. Click on **Labor Account** to switch to the correct tab.	

Steps	Screenshots
Under Labor Account, click on the Override reason code drop down and in the smart search, type in **OTC19.** Click on the code to add it to the transfer.	
After you enter in the override reason code, click on **Apply.**	

After you add the transfer, this is what the timecard will look like.

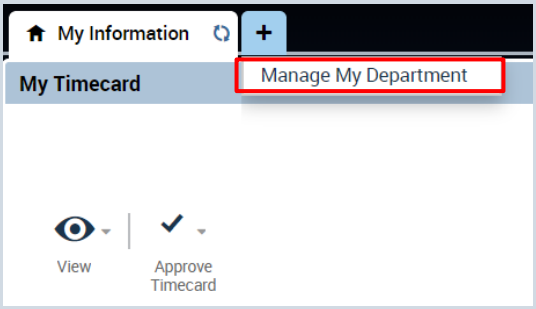
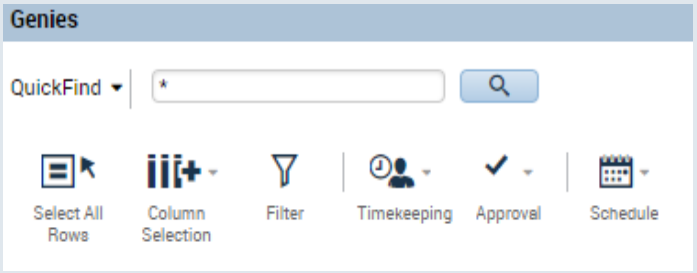
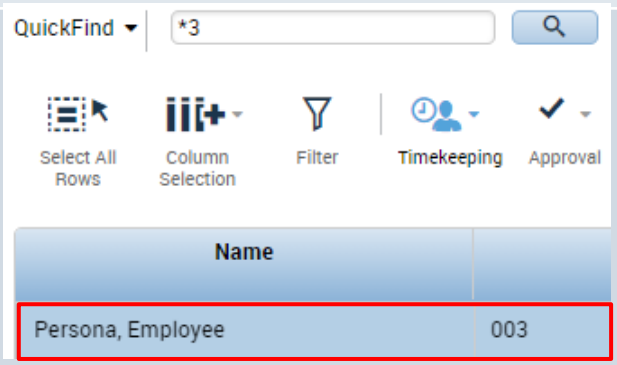
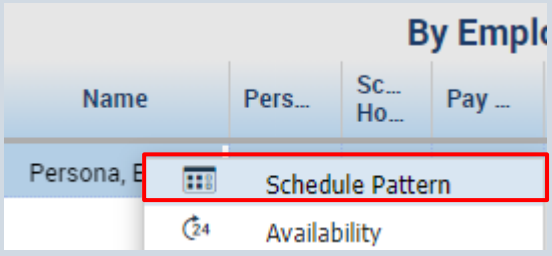
Note: Make sure you do not apply the REGTC transfer to overtime or it will not pay correctly.

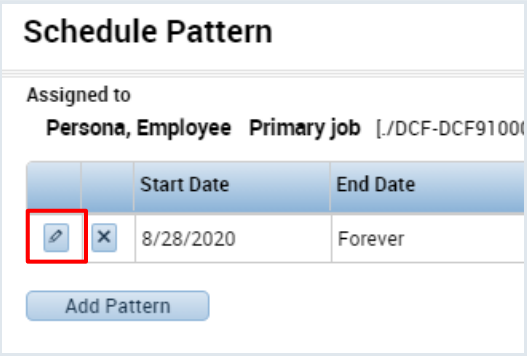
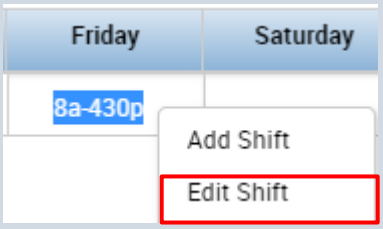
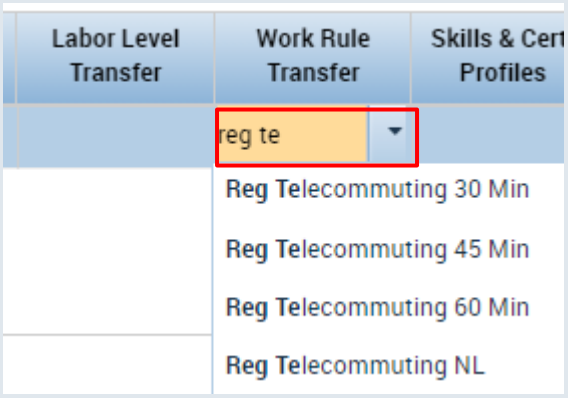
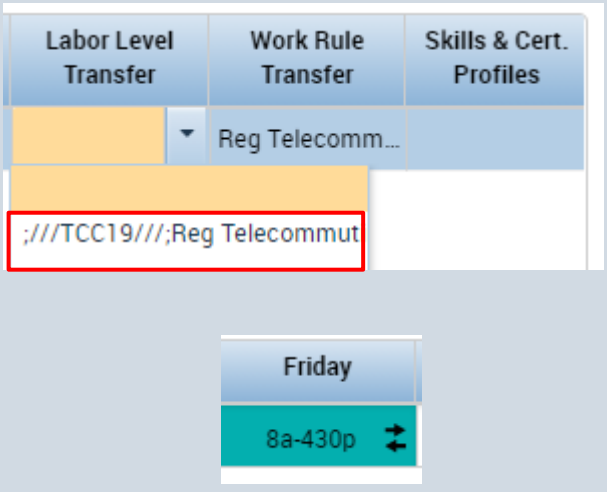
8:00AM-5:0...			8:00AM		5:00PM	
5:00PM-7...			5:00PM	;///OTC19///	7:00PM	

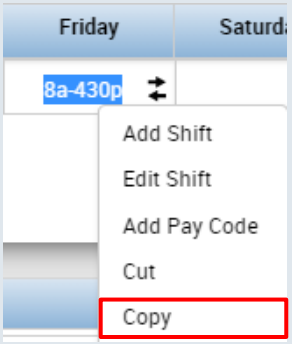
Supervisor REGTC/RLDY into their schedule

Purpose: This job aid will help you enter REGTC/Regular Light Duty on a long term basis for an employee.

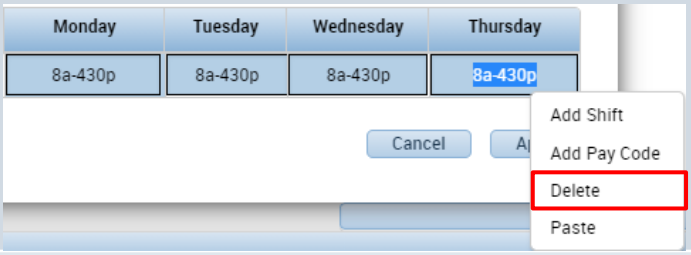
Note: If you choose this option, you will need to **consistently** check that the employee is working remotely the entire time, if the employee comes in, you will need to manually remove the transfer from the schedule planner

Steps	Screenshots
Click on the '+' and select Manage my Department	
Use the QuickFind to search for the employees you want to see, searching '*' returns all of your employees.	
Click an employee name, then use the Go To button to navigate to their schedule planner.	
Right click on the employee name and select **Schedule Pattern**	

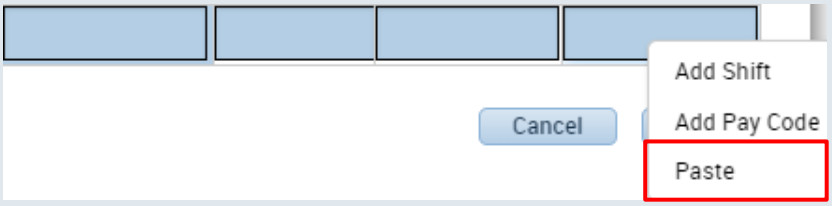
Steps	Screenshots
From the Schedule Pattern pop up, click the **pencil icon** to edit the pattern.	
Click on the day in the pattern where you want the transfer and then right click, select **Edit Shit**. **Note: You will need to add multiple shifts if the employee is working REGTC in the morning and REG in the afternoon. Follow the steps from the first section of this job aid.**	
Click on the Work Rule Transfer tab and type in “Reg Te”, then select the appropriate telecommuting rule.	
In the labor account tab, enter in the override reason code for **TCC19** as shown in the previous example. This is what the transfer looks like in the Schedule Pattern.	

Steps	Screenshots
Click on the shift you just added, then right click and select **Copy.**	

Highlight the rest of the days in the pattern and select **Delete.**



Highlight the days you deleted and right click and select **Paste**.



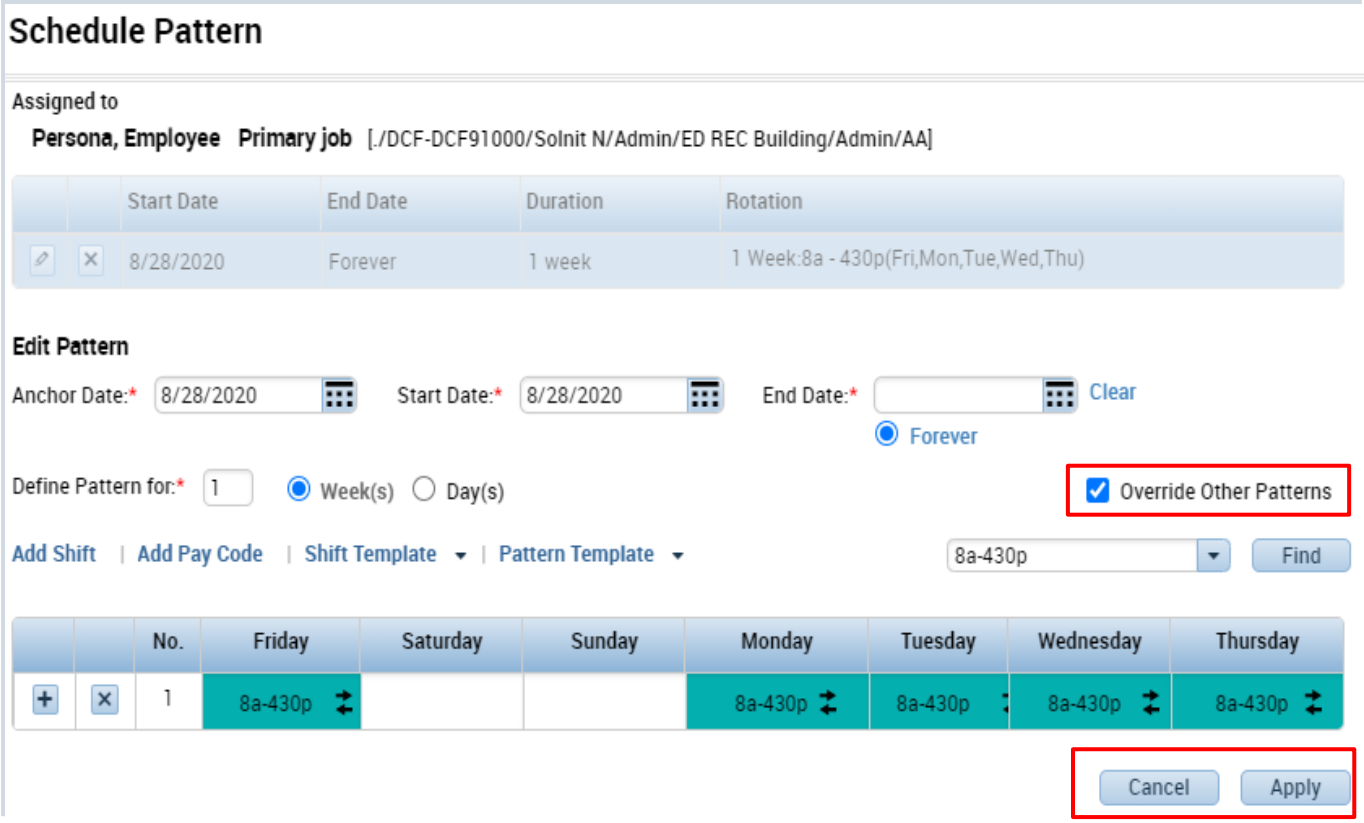
Steps	Screenshots

This is how your pattern will look once you have inserted the transfer on each day. Make sure the Override Other Patterns box is selected, then click **Apply** and **Save**.

Next time the employee clocks in the transfer will be automatically added.

Note:

-This can be done for individual shifts as well.

-You will need to update the schedule planner every time they physically come in.

-Standard practice is that the employee would enter in the transfer, this is a work around that would move the responsibility of entry from the employee to the supervisor and should be used only in cases where an employee is consistently telecommuting.