Dual jobs - timecard checklist

Reminder: when verifying time worked and how it is charged to each position, remember to go by the data on the timecard itself rather than the Totals tab, because the system doesn’t always accurately assign time to the correct position.

Step 1: review for time logged

- Are all the punches there for each position, each day?
- If there are missed punches:
  - Verify time that should have been entered with the employee and supervisor.
  - Make sure you add the missed punches to the correct part of the daily schedule/correct job.
- If there are punches outside the schedule:
  - Verify with employee/supervisor which job the employee was working.
  - If necessary, adjust time so that it’s pointing to the correct job.
- If the employee worked additional time for either position:
  - Look at the timecard itself to make sure you know which job the person worked over.
  - Verify that STP or OT was charged to the correct job by looking at the totals tab. If it’s not right, use these directions to fix it.
- Questions? Consult the Troubleshooting time issues documentation.

Step 2: review for leave taken (if any)

- If a leave request is not approved yet for primary job:
  - Contact the primary supervisor to approve/refuse the leave request.
- If leave for secondary job hasn’t been entered by the supervisor/timekeeper:
  - Contact the supervisor/timekeeper to enter the leave directly on the timecard and complete the labor level transfer.
- If leave for the secondary job hasn’t had the labor level transfer applied:
  - Contact the supervisor/timekeeper to complete the labor level transfer.
- If leave amounts are incorrect:
  - Due to leave washing
    - Use the How to identify and resolve cases of leave washing documentation.
  - Due to the employee submitting a leave request for secondary job through Kronos rather than outside the system, resulting in the system taking leave from the primary job.
    - Review the Troubleshooting leave issues documentation.
  - Due to the employee submitting a leave request that covers time at both jobs.
    - Review the Troubleshooting leave issues documentation.

Step 3: Resolve any additional potential issues, including the following

- Non-work day for secondary job isn’t accounted for on timecard
  - Follow the Adding non-work days information for a secondary job directions.
- Apply building closure leave
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Note: Consult the Documentation Center for additional directions as needed. Email time@k12albemarle.org with specific questions not addressed in documentation.

Step 4: verify that base pay and any additional pay are charged to the correct position
- Determine the amount of time logged in each position by reviewing the timecard data.
- If the employee worked over/under base hours, consult the Troubleshooting time issues documentation for step-by-step directions on how to resolve the following scenarios:
  - The employee worked over in one job and the regular schedule in the other
  - The employee worked over in one job and under in the other
  - The employee worked over in both jobs but didn’t exceed 40 hours total for the pay period
  - The employee worked over in both jobs and exceeded 40 hours total for the pay period