Scheduling extra hourly work for non-exempt employees using a schedule pattern

Extra hourly work for regular full- and part-time non-exempt employees should be scheduled in advance wherever possible. This document walks you through how to schedule extra hourly work that occurs on a regular basis (over multiple weeks). For extra work that occurs on a sporadic basis, review the process outlined here.

Review the SOP – Extra work for extra pay for more information.

Note: If you are trying to pay an employee for extra work that is not listed on the Supplemental Pay Schedule, email time@k12albemarle.org with information about the type of work performed and what the pay rate should be, if known. The Human Resources compensation staff will review your information, offer guidance on how to process the payment, and oversee getting the rate information added to the supplemental pay schedule, if necessary.

Definition

“Extra work” is work that meets these requirements:

• It is not part of the employee’s regular job
• The employee receives additional pay for the work
• The work done on a temporary basis is listed with a specific rate on the supplemental pay schedule but is NOT in the “Substitute Employees” section on page 1.
• If the extra work causes a non-exempt employee to work over the 40-hour threshold for overtime, the overtime costs are charged to the department responsible for the extra work.

Note: if the employee is doing extra work that is not on the supplemental pay schedule and has an hourly rate specific to the employee, that employee has a second pay record in Great Plains, and any labor level transfers should include all 7 labor levels. Review this documentation regarding how to charge time for further information.

Scheduling options

How you schedule the work depends on whether it is sporadic or happening on a regular basis across a period of weeks (or months).

• Sporadic work: use the “Add Shift” process outlined here.
• Somewhat regular work: use the Schedule Pattern process, which allows you set up a regular schedule for a defined period of time, outlined in this documentation.

Process

The most efficient way to track this time and pay the employee correctly is to add the expected hours to the employee’s schedule and assign a work rule to pay the employee correctly and charge the funds to the correct budget. The steps are summarized here and explained in detail below:

1. Create a schedule pattern for the extra work
2. Apply a work rule specifying the type of work
3. Specify the necessary Labor Levels to charge to the correct budget

Information needed

• Date and time for extra work
• Supervisor code (corresponds to supervisor’s employee ID in Great Plains) for the supervisor
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who should approve the time on the timecard

- Budget code from which the work is to be paid; review the supplemental pay schedule to identify this information

Reminders for employees

- Non-exempt employees must log their time in Kronos to receive the additional pay.
- If you set up an extra shift or a schedule pattern for extra work, and the employee forgets to log the time, the employee will not be paid for time worked unless the timekeeper/supervisor edits the timecard to add the punches.

Verifying that labor level transfers have used existing budget codes

For any pay period that you have employees performing extra work, whether during the summer or during the regular school year, you should run the Non-Existing Budget Codes report as part of your weekly signoff procedures. Follow the steps below to run the report:

- Open Internet Explorer (Do not use Google Chrome unless you download the IE extension available here: https://chrome.google.com/webstore/detail/ie-tab/hehijbfgiekmjfkfjpkbammjbnadd?hl=en-US.)
- Paste the report link into the browser: http://cob-gp-dyn2016.albemarle.org/Reports/report/COB/General/WTK_Nonexisting_Budget_Codes

Note: this report requires users to sign in.

- If you are connecting from outside the network, you will need to establish a VPN connection to the network first.
- Schools users will enter their domain and username: schls\username
- All users enter their regular network password (the same one you use to open email, log onto your computer, etc.)

If you don’t see any transactions on the report, that means you have not inadvertently used a budget code that doesn’t exist. If your transaction appears on the report, consult the Understanding the Non-Existing Budget Codes report documentation for appropriate next steps.

Kronos process

If the employee is performing this work sporadically, use the directions for adding a specific shift, rather than setting up a pattern as described below.

1. On the Manage My Department page, click on the Schedules link to open the Schedules page.
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2. Select the employee(s) who will be doing the extra work and then right-click on the employee’s name and select Schedule Pattern from the shortcut menu.

3. The employee’s existing schedule pattern displays at the top. Click on the Add Pattern command in the lower-left corner.

4. The full Schedule Pattern window appears. Click on the Start Date to select the date that the extra work begins.

Note: if you have more than one employee doing the same work on the same schedule, you can apply the schedule pattern to all of them at the same time.
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5. Click on the **End Date** column to select the date that the extra work will end.

![Schedule Pattern]

6. In the bottom half of the window, enter the start and end times for the extra work in the first week day that it occurs. In the below example, the extra work is scheduled for Tuesdays from 3p-4:30 pm.

![Add Shift]

7. Double-click on the shift time you just entered to open the **Schedule Pattern** details, where you will add two additional pieces of information for this extra work:
   - **Work Rule Transfer**: identify the type of work being performed
   - **Labor Level Transfer**: specify the budget code to be charged

![Schedule Pattern Details]
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8. To complete the Work Rule Transfer information, click into the cell and start typing the type of work to bring up the relevant list. Click to select the right job title, and it will populate the field. In the below example, the employee is doing Tutor II Non-Licensed work.

<table>
<thead>
<tr>
<th>Type</th>
<th>Day</th>
<th>Start Time</th>
<th>Day</th>
<th>End Time</th>
<th>Sch. Hours</th>
<th>Job Transfer</th>
<th>Labor Level Transfer</th>
<th>Work Rule Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>1</td>
<td>3:00pm</td>
<td>1</td>
<td>4:30pm</td>
<td>1:30</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. To complete the Labor Level Transfer information, click into the cell and select Search from the dropdown menu.

10. When the Transfer window opens, complete the Labor Accounts information for the first four segments:
   - HR Dept Code: [click here for a list of these codes](#)
   - Fund-Dept-Loc: you can find this information on the Supplemental Pay Schedule. [Open the Payscales page and then open the Supplemental Pay Schedule for the correct school year](#)
   - Reports To: use the supervisor’s employee ID; if the supervisor is part of your department/location, you can find that information using these directions. Otherwise, use the Positions by Employee report.
   - Function-Object: you can find this information on the Supplemental Pay Schedule. [Open the Payscales page and then open the Supplemental Pay Schedule for the correct school year](#)

Notes:
- For extra work jobs, you can leave labor levels 5-7 blank without affecting your ability to charge the time correctly.
- For more information about labor levels, review the Understanding Labor Levels documentation.
- For directions on filling out the labor levels, review the Transferring labor levels documentation.
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11. Once the four segments are completed, click on the Apply command in the lower-right corner.

12. Review the information you’ve entered into the Schedule Pattern window for accuracy, and then click on the Apply command in the lower-right corner.

13. The full Schedule Pattern window now contains that specific shift, with the small arrows indicating a work rule transfer has been applied.

14. If the employee will perform the same work on multiple days of the week, you can copy and paste the information onto other days, and the work rule transfer and labor level information will be applied as well. In the below screenshot, the employee has a pattern for working Tuesdays and Thursdays from 3-4:30 pm as a tutor.
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15. Click on the Apply command in the lower-right corner. The Schedule Pattern summary window appears, showing two separate schedules:
   - Line 1 is the employee’s extra work that was just added; that schedule ends on 12/20/2019.
   - Line 2 is the employee’s schedule for her primary job; that schedule does not have an end date.

16. Once you have reviewed the summary, click on the OK command.
17. If you started from the Schedules page, click on the Save command.
18. To review your work, open the employee’s timecard and navigate to the pay period the extra work is supposed to start. The extra work appears with blue arrows indicating the transfer.
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What happens on the employee’s timecard?
The employee logs in and out for the extra work; on the timecard the Transfer column indicates how that shift was designated. In the screenshot below, the employee was performing extra work as a tutor.

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
<th>Daily</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/16/2020</td>
<td>7:30AM-2:15PM</td>
<td>7:30AM</td>
<td>2:15PM</td>
<td></td>
<td></td>
<td></td>
<td>7:15</td>
<td>7:15</td>
<td>7:15</td>
</tr>
<tr>
<td>8/17/2020</td>
<td>7:30AM-2:15PM</td>
<td>7:30AM</td>
<td>2:15PM</td>
<td></td>
<td></td>
<td></td>
<td>7:15</td>
<td>7:15</td>
<td>7:15</td>
</tr>
<tr>
<td>8/21/2020</td>
<td>7:30AM-2:15PM</td>
<td>7:30AM</td>
<td>2:15PM</td>
<td></td>
<td></td>
<td></td>
<td>7:15</td>
<td>7:15</td>
<td>7:15</td>
</tr>
<tr>
<td>8/22/2020</td>
<td>7:30AM-2:15PM</td>
<td>7:30AM</td>
<td>2:15PM</td>
<td></td>
<td></td>
<td></td>
<td>7:15</td>
<td>7:15</td>
<td>7:15</td>
</tr>
<tr>
<td>8/26/2020</td>
<td>7:30AM-2:15PM</td>
<td>7:30AM</td>
<td>2:15PM</td>
<td></td>
<td></td>
<td></td>
<td>7:15</td>
<td>7:15</td>
<td>7:15</td>
</tr>
<tr>
<td>8/27/2020</td>
<td>7:30AM-2:15PM</td>
<td>7:30AM</td>
<td>2:15PM</td>
<td></td>
<td></td>
<td></td>
<td>7:15</td>
<td>7:15</td>
<td>7:15</td>
</tr>
<tr>
<td>8/31/2020</td>
<td>7:30AM-2:15PM</td>
<td>7:30AM</td>
<td>2:15PM</td>
<td></td>
<td></td>
<td></td>
<td>7:15</td>
<td>7:15</td>
<td>7:15</td>
</tr>
<tr>
<td>9/1/2020</td>
<td>7:30AM-2:15PM</td>
<td>7:30AM</td>
<td>2:15PM</td>
<td></td>
<td></td>
<td></td>
<td>7:15</td>
<td>7:15</td>
<td>7:15</td>
</tr>
</tbody>
</table>

Because the work rule transfer has already been done, the Totals tab displays that time separately. The “All Hours” line totals the amount of time logged, and the line labeled with the work rule you selected in step 8 (in the example below, “Tutoring II Non-Licensed”) indicates the amount of money paid.