Scheduling extra hourly work for non-exempt employees

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 sporadic extra work. For extra work that occurs on a regular basis (over multiple weeks), 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 full- or part-time 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 in this documentation.
- Somewhat regular work: use the Schedule Pattern process, which allows you set up a regular schedule for a defined period of time. Review that documentation here.

Process
The most efficient way to track this time and pay the employee correctly is to add the extra shift 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. Add the expected hours to the employee’s schedule as an extra shift
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 who should approve the time on the timecard
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- 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/hehijbfgiekmjfkfjpkbammmjbdenadd?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

Reminder: If the employee is performing extra work on a regular schedule for several weeks or months, you can schedule that work more efficiently using a schedule pattern.

1. Open the employee’s timecard and navigate to the correct pay period (work week).
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2. Click on the Go To command in the upper-right corner of the timecard and select Schedules from the dropdown menu.

![Image of timecard with Go To command highlighted]

3. When the Schedules page opens, right-click on the day you want to add the extra work and select Add Shift from the shortcut menu.

4. The Add Shift window appears. Edit the Start Time and End Time cells for the extra work. Note that the Duration field automatically calculates the length of the shift.

5. Click into the Work Rule Transfer cell and select the appropriate job from the dropdown list.

![Image of Add Shift window]
6. Click into the **Labor Level Transfer** cell and select the **Search** command.

![Labor Level Transfer](image)

7. 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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8. Once the four segments are completed, click on the **Apply** command in the lower-right corner.

   ![Transfer](image)

   **Add Labor Account**

   | HR Dept Code: | 2202HR - Alternare High... | X | Project:Fixture... |
   | Fund-Dept-Lo... | 2000-62100-6301 - COUN... | X | Position Code: |
   | Report To: | 004735 - Athletic Director... | X | GP Pay Code: |
   | Function-Obj... | 461740-136000 - HIGH A... | X | |

9. Review the information you’ve entered into the **Add Shift** window for accuracy, and then click on the **Apply** command in the lower-right corner.

   **Note:** for the day in question, the Schedule now contains the additional shift as shown below.

   ![By Employee](image)

   **By Employee**

   | Name | 10/13 - 10/19 | | 10/13 - 10/19 | | 10/13 - 10/19 |
   | Sat 10/19 | Sun 10/20 | Mon 10/21 |
   | Corbell, Victoria A | 7:30AM - 2:45PM | 5:00PM - 7:30PM |

10. Because you have made a change to the employee’s schedule, you must save your work on this page before returning to the timecard. Click on the **Save** command in the upper-right corner of the page.

   ![Save](image)

When you return to the timecard, you will see the schedule adjusted for that day, with the extra work shift on its own line, and small blue arrows indicating a work rule transfer has been set up.

<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><img src="image" alt="highlighted" /></td>
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</tr>
</tbody>
</table>
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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 athletics event staff.

<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>10/1/19</td>
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<td></td>
</tr>
<tr>
<td>10/20</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 10/21</td>
<td>7:30AM-2:45PM</td>
<td>7:25AM</td>
<td>2:49PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 10/22</td>
<td>7:30AM-2:45PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 10/23</td>
<td>7:30AM-2:45PM</td>
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<td></td>
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<tr>
<td>Thu 10/24</td>
<td>7:30AM-2:45PM</td>
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<td></td>
</tr>
<tr>
<td>Fri 10/25</td>
<td>7:30AM-2:45PM</td>
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</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 time logged, and the line labeled with the work rule you selected in step 5 (in the example below, “Athletics Events Staff”) indicates the amount of money paid.

<table>
<thead>
<tr>
<th>Account</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>...</td>
<td>All Hours</td>
<td>7:15</td>
<td>$0.00</td>
</tr>
<tr>
<td>...</td>
<td>All Hours</td>
<td>2.30</td>
<td>$45.00</td>
</tr>
<tr>
<td>...</td>
<td>Athletics Events Staff</td>
<td>2.30</td>
<td>$45.00</td>
</tr>
<tr>
<td>...</td>
<td>Base Pay</td>
<td>7:15</td>
<td>$0.00</td>
</tr>
</tbody>
</table>