Flexing scheduled work and non-work days for non-exempt employees

If a non-exempt employee and their supervisor agree that the employee will work different calendar days than those identified in Kronos, the following steps must be taken before the days are swapped, in order to balance the number of days worked across the whole year. The employee receives negative pay for the day(s) not worked and additional pay for the days worked.

1. The Supervisor and the Timekeeper should document in writing the work and non-work days with the employee for the school year.
   - Each day not worked should be balanced by another day that the employee will work instead, so that the employee’s pay is kept whole.
   - An example of how this works: a principal needs an Office Associate to work an additional day in June, so the OA works one less day in August and one additional day in June. The employee will have a pay reduction for one day in August, and additional pay for one day in June.

2. The timekeeper adds Administrative Leave Without Pay to the employee timecard on the day(s) the employee will not work. This should be done before the non-worked day occurs. See directions below.

3. When the employee works on a day that is not on their original calendar, the system automatically creates an “Additional Pay” line to pay the employee for the extra time worked.

How the traded days work in Kronos

When the non-exempt employee works on a non-work day:
- The employee clocks in and out as usual.
- After the pay period closes, the system processes time and generates a straight time or overtime payment for the additional time worked.
- That pay exception is processed and additional pay is added to the paycheck according to the normal pay exceptions calendar.

When the employee does not work on a scheduled work day:
- The Administrative Leave Without Pay that has already been added to the timecard for that day generates a Leave Without Pay exception on the timecard.
- That pay exception is processed and pay reduced according to the normal pay exceptions calendar.

1. Log into the Time & Attendance system and open the employee’s timecard.
2. Navigate to the correct week using the Context Selector or Select Dates command in the upper-right corner of the timecard.
3. Once you are viewing the correct pay period, click on the plus sign (+) to the left of the date when the non-exempt employee will not be working.
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4. In the new blank row, click into the Pay Code column day to open the pay code dropdown list and select **Administrative Leave Without Pay**. If you hover over the list, you can see the complete title.

![Pay Code dropdown]

5. Click into the Amount column and enter the number of hours that constitute a full day for that employee.

![Pay Code and Amount table]

6. Hit the **Tab** or **Enter** key to move out of the field, and then right-click on the cell containing the amount so that the **Pay Code Actions** window appears.

7. Click on the **Comments** command in the lower-left corner.

![Pay Code Actions window]

8. In the **Comment** window, click on the dropdown and select **Other**.
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9. In the text box, note that this use of Administrative Leave Without Pay is part of a non-exempt employee’s traded days, and note the non-work day that the employee will work instead.

10. Click on the OK command to save your comment.

11. Click on the Save command.

12. At the bottom of the timecard, click on the Show/Hide More Content command to view the Totals area. You should see a line for Administrative Leave Without Pay with the total number of hours entered for that work week.