SOP - Schedules and Rounding Rules

Background

Each regular employee has a base “Hours per Day” that GP, the County’s Payroll System, uses as part of determining an employee’s pay. Kronos, the County’s Time and Attendance System, uses this set “Hours per Day” amount to determine leave and base pay. The base pay for the workweek in Kronos is “Hours per Day” x the number of work days per the Division Calendar set for the employee type. (See also documentation on Calendars.)

Example 1: an 8-hour/day employee in GP with a 5-day workweek is accountable for 40 hours. Leave would be used if less than 40 hours are worked and non-exempt employees would receive additional pay if more than 40 hours are worked.

Example 2: a 5-hour/day employee in GP with 3 work days and 2 non-work days in a workweek would be accountable for 15 hours of worked time or leave that week. Leave would be used if less than 15 hours are worked and non-exempt employees would receive additional pay if more than 15 hours are worked.

Schedules

Schedules for non-exempt and exempt employees work differently.

Non-exempt Employees

For non-exempt employees, the schedule pattern provides alerts if punches are outside of certain ranges and are the set points for the rounding rules. Time and leave are based on the GP “Hours per Day” for the number of work days in the workweek. Shortfall, additional pay, and leave are all calculated based on the workweek, not the day.

Daily Schedules Other Than Base “Hours per Day” (Non-exempts)

Based on the established calendars, Kronos adjusts the base pay hours each week based on the number of work days. Let’s look at an 8-hour base pay employee who works 4 10-hour shifts each week. This employee is expected to work 40 hours in a workweek with 5 work days. In a week with 4 work days, this employee is expected to work 32 hours (4 x 8). Therefore, depending on when the non-work day is, this employee could work 8 hours over (4 x10 =40) by working the regular schedule or 2 hours short (3 x10) by not working on the non-work day or flexing the time in the workweek. The employee should make arrangements with the supervisor to take leave or make up the additional time prior to the non-work day. Holiday leave for 12-month staff is also based on the “Hours per Day” and not the schedule.

Exempt Employees

For exempt employees, schedules drive daily leave. Since exempt employees take leave on a full-day (and half-days for teachers) basis, leave is taken based on the schedule for that day. While exempt employees do not clock in and out, schedules should match the GP “Hours per Day” to ensure the appropriate amount of leave is taken. Exempt employees other than teachers should have schedules increased by 1-hour for lunch as the system automatically deducts one hour for that break. The schedule should still be set this way even if the employee generally does not take a break. Holiday leave for 12-month staff is also based on the “Hours per Day” and not the schedule.

Daily Schedules Other Than Base “Hours per Day” (Exempts)
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An exempt employee whose hours vary by day, must take leave in the increment missed that day and not the accrued “day of leave” amount. For example, an 8-hour employee working 4 10-hour days would take 10 hours of leave on a missed day. (See also documentation on schedules for exempts whose schedules do not match GP Hours per Day.)

**Rounding Rules**

Kronos rounds non-exempt position time in 15-minute increments. IN punches are rounded to the nearest quarter hour based on the scheduled start time. OUT punches are rounded to the nearest quarter hour based on the scheduled end time.

There are 7 minutes of “grace time” on either side of the scheduled start and end time for calculating time worked. However, while the employee may not be shorted time, a supervisor may still consider an employee late when clocking in after the scheduled start time.

While it may be easier to understand setting schedules on the quarter hours, an employee who is expected to start at a different time, loses the benefit of the difference in the grace period. For example, an employee who is expected to start at 8:05am with a schedule set to 8am, loses 5 minutes of the grace period because the system will round to 8:15 at 8:08. If the schedule were set to 8:05, the grace period is 7:58 to 8:12. Therefore, it is not a good practice to modify the schedule to quarter hour for convenience in this case.

**Rounding rules for employees who have non-quarter hour base hours (i.e. 5.8, 2.4 hours)**

Some non-exempt employees have GP base hours that are not in quarter-hour increments. The schedule must be set to the exact time, otherwise the fractional hours will not work correctly. For example, let’s look at a 5.8 hour (5:48) employee with a schedule of 1pm-6:48pm. The employee punches exact time 5 days that workweek (29 hours total). The employee will total 29 hours for the workweek. Now, if we change the schedule to 1pm-7pm, the schedule rounds to the quarter hour. This results in 15 minutes of shortfall (5:45 x 5 = 28.75). Therefore, these employees must be scheduled exactly.

Here are some examples showing how the rounding rules work.

**Example 1.** Here is an employee with a 7:30 – 4:30 schedule.

An employee may clock-in from 7:23 – 7:37 and be rounded back to 7:30. Likewise, 7:22 will round to 7:15 and 7:38 will round to 7:45.
On Tuesday, the employee clocked in at 7:22 and received 15 minutes of additional time that day.

On Friday, the employee clocked in at 7:39 and lost 15 minutes of time that day.

The rounding rules can be more confusing when an employee works a schedule that falls somewhere outside of the quarter hours (:00, :15, :30, :45), but rounding rules still work in the same way for other schedules. You may want to write out your own unique example like the following grid.

**Example 2.** An employee is scheduled 7:40-1:28 (5 hours 48 minutes or 5.8 hours/day). If this person started or left earlier, the same increments will still apply in the reverse.

<table>
<thead>
<tr>
<th>Start Time</th>
<th>From</th>
<th>To</th>
<th>End Time</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:25 (+15)</td>
<td>:18</td>
<td>:32</td>
<td>1:13 (-15)</td>
<td>:06</td>
<td>:20</td>
</tr>
<tr>
<td>7:40</td>
<td>:33</td>
<td>:47</td>
<td><strong>1:28</strong></td>
<td>:21</td>
<td>:35</td>
</tr>
<tr>
<td>7:55 (-15)</td>
<td>:48</td>
<td>:02</td>
<td>1:43 (+15)</td>
<td>:36</td>
<td>:50</td>
</tr>
<tr>
<td>8:10 (-30)</td>
<td>:03</td>
<td>:17</td>
<td>1:58 (+30)</td>
<td>:51</td>
<td>:05</td>
</tr>
<tr>
<td>8:25 (-45)</td>
<td>:18</td>
<td>:32</td>
<td>2:13 (+45)</td>
<td>:06</td>
<td>:20</td>
</tr>
<tr>
<td>8:40 (-60)</td>
<td>:33</td>
<td>:47</td>
<td>2:28 (+60)</td>
<td>:21</td>
<td>:35</td>
</tr>
</tbody>
</table>

Now that we understand the rounding rules, let’s look at how it totals in one day.
An employee who works a 5:48 minute schedule is scheduled on the timecard from 6:00am – 11:48am. On Friday, the employee punches in at 6:00, which rounds to 6:00. On Friday, the employee punches out at 11:56, which rounds to 12:03 based on the rounding rules (Remember :48 with 8 minutes over will round to the next 15-minute increment, which is :03). **You can right click on the punch to pull up the Punch Actions window and see where the time rounded.

The total time becomes 6:00-12:03 which makes a 6:03 day.

At the end of this work week, the totals tab shows the All Hours, Base Pay, and that :15 of Straight Time Pay that this employee earned on Friday by punching out :08 minutes over the scheduled time.

Please contact your HR Generalist if you have questions about schedules.