Conversion of FTE Hours to Minutes for Kronos Schedules

In order to create accurate employee schedules in Kronos, you may need to convert the employee’s assigned FTE hours into hours and minutes per day. This is a two-step process:

1. Verify the hours per day using the Positions by Employee online report
2. Convert hours per day to hours and minutes per day, if necessary

Step 1: Converting FTE to Hours per Day
Each position in the County is allocated by an “FTE” or full-time equivalency as part of the annual staffing plan and budget. The FTE is then converted to “Hours per Day” for an employee’s pay. Different positions have different base hours per day for full-time so you must know the base hours per day to accurately convert the FTE to Hours.

1. Use the Positions by Employee report available at the below link to verify the employee’s assigned hours per day:

   Note: this report requires you to sign in using your regular username and password. School employees may need to enter their username preceded by the domain: schls\username

Step 2: Converting fractional Hours per Day to Minutes
Once you have the hours per day, you need to convert the decimal to minutes to set the schedule in Kronos, unless the decimal already corresponds to the standard 15-minute increments of .25, .50, and .75.

1. Take the decimal amount and multiply by 60.
2. Round the result, if necessary, to get to a two-digit number.

   Note: the fractional amount can be entered into Kronos either as the decimal version or the standard hours:minutes version. For consistency’s sake, it’s best to choose one version and stick with it.

Example 1: A part-time (50%) teaching assistant
A part-time (.5) TA works 3.63 hours/day. To convert the .63 to minutes:
   .63 x 60 = 37.8 or 38 minutes.
This employee should be scheduled for 3 hours and 38 minutes each day.

Example 2: A part-time (80%) teacher
A .8 or 80% part-time teacher works 5.8 hours/day. To convert the .8 to minutes:
   .8 x 60 = 48 minutes.
This employee should be scheduled for 5 hours and 48 minutes each day.

Note about alternative schedules
Most employees work the same number of scheduled hours each day. Some employees may have alternate schedules due to workplace needs and do not work the same number of hours each day. An employee may work four 10-hour days to reach 40 hours; however, this does not change the employee’s Hours per Day in GP from 8 to 10.
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(Note: In this example, the employee should request leave based on the 10-hour schedule and not based on the Hours per Day of 8 hours.)
Contact your HR Generalist to discuss alternative schedules for 10/11-month employees.