Summer work – Kronos process overview

Overview of options for processing summer work
How you process summer work depends on whether the work is sporadic or happening on a regular basis across a period of weeks (or months).

- **Sporadic work:** use the Summer work – Applying work rules to pay for work listed on the supplemental pay schedule documentation.
  - Employee logs time, or time worked is entered by the timekeeper.
  - Timekeeper applies the appropriate work rule.
    - Timekeeper completes the labor level transfer using all seven labor levels so that the correct budget code is charged.
    - Timekeeper verifies that a non-existing budget code has not been used.

- **Work occurring on a regular basis:** use the Summer work – Applying a schedule pattern documentation to build a specific schedule with a start and end date for the summer work.
  - Timekeeper applies schedule pattern including work rule and labor level transfer data.
    - Timekeeper verifies that a non-existing budget code has not been used.
  - Non-exempt employees log their time.
  - Exempt employees log their time or report time to their supervisor/timekeeper so that it can be manually entered.

Important change for exempt employees
Processing summer work performed by exempt employees has one critical difference from processing extra work during the school year: because 10/11-month employees have non-work days applied to their timecards, time worked must be manually entered on the timecard. The employee can log in/out of Kronos, or the timekeeper/supervisor can enter the time worked on the timecard after the fact.

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; 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:

- Open Internet Explorer (Do not use Google Chrome unless you download the IE extension available here: https://chrome.google.com/webstore/detail/ie-tab/hehijbfgiekjmjfkfipbkbammbdenadd?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
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- All users enter their regular network password (the same one you use to open email, log onto your computer, etc.)

Understanding the Kronos work rules used for summer work

**Summer Non-Exempt work**
Using this work rule ensures the employee is paid their regular hourly rate regardless of whether they are exempt or non-exempt.

- The work rule calculates based on amount of time on card, rounded to the correct 15-minute increment.
- Non-exempt employees should log their time in and out.
- If using this work rule for an exempt employee, the time worked must be entered—the employee can log time, or a timekeeper can manually add the time.
- **Add a comment to one of the punches** to identify the type of extra work, in case questions arise during approvals, signoff, and audits.

When to use this work rule:
This will be used for summer work (other than summer school) for which employees are paid that is not listed elsewhere with a specific pay rate on the Supplemental Pay Schedule.

How Summer Non-Exempt work rule time appears on the Totals tab:
Time worked under this work rule appears on the Totals tab as Temp Pay, as shown in the screenshot below. Because the work rule uses the employee’s regular hourly rate, the Wages column does not contain any information for this work rule. Instead, the time worked is passed to Great Plains and processed through payroll.

<table>
<thead>
<tr>
<th>Location</th>
<th>Job</th>
<th>Account</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>.36/461124134100/NA/201177/BP</td>
<td>All Hours</td>
<td>6:15</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>.36/461124134100/NA/201177/BP</td>
<td>Temp Pay</td>
<td>6:15</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Teacher extra work - $25**
Using this work rule pays the teacher at a $25/hour rate.

- The $25 work rule looks at the amount of time on the card and calculates pay at $25/hour, rounded to the correct 15-minute increment.
- The time worked must be entered—the employee can log time, or a timekeeper can manually add the time.
- **Add a comment to one of the punches** to identify the type of extra work, in case questions arise during approvals, signoff, and audits.

When to use this work rule:
This will be used for summer work (other than summer school) for which teachers are paid that is not listed elsewhere on the Supplemental Pay Schedule.

How Teacher extra work $25 work rule time appears on the Totals tab
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Time worked under this work rule appears on the Totals tab with the wages calculated, as shown in the screenshot below.

Teacher extra work - $125
The $125 work rule is configured to create a flat $125 payment per day (per diem).

- The time worked must be entered—the employee can log time, or a timekeeper can manually add the time.
- Add a comment to one of the punches to identify the type of extra work, in case questions arise during approvals, signoff, and audits.
- The payment amount will not increase based on the amount of hours worked.

When to use this work rule:
This will be used for summer work (other than summer school) for which teachers are paid that is not listed elsewhere on the Supplemental Pay Schedule.

How Teacher extra work $125 work rule time appears on the Totals tab
Time worked under this work rule appears on the Totals tab with the wages calculated, as shown in the screenshot below.

Where these work rules should be used
The following table, extracted from the 2020-21 Supplemental Pay Schedule, lists site-based summer work that is processed by timekeepers for their own location, using a specific budget code for summer work. It includes the name of the Kronos work rule to be used for the specific type of work that is performed.
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Review the most-current Supplemental Pay Schedule on the [Payscales page](#) (this link takes you to the Payscales page, where you can find the correct version of the Supplemental Pay Schedule).

<table>
<thead>
<tr>
<th>School Fund: Summer Programs</th>
<th>Budget Code</th>
<th>Kronos work rule</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site-based Summer Work</strong>: ESOL Summer Work, Literacy Summer Work, Math Summer Work, Scheduling Summer Work, Summer Academy, Family Support</td>
<td>4-2000-XXXXX-YYYYYY-132100-ZZZZ</td>
<td>Teacher extra work - $25 OR Teacher extra work - $125</td>
<td>The $25 work rule calculates based on amount of time on card; the $125 work rule creates a flat payment, but still requires time on the card.</td>
</tr>
<tr>
<td>Site-based Summer Work-Teacher</td>
<td>$25.00 / hour or $125.00 / day</td>
<td>4-2000-XXXXX-YYYYYY-132100-ZZZZ</td>
<td></td>
</tr>
<tr>
<td>Teaching Assistants</td>
<td>Regular Hourly rate</td>
<td>4-2000-XXXXX-YYYYYY-134100-ZZZZ</td>
<td>Summer Non-Exempt work</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Employee must log time in Kronos, or have time entered. The work rule calculates based on time worked, down to the appropriate 15-minute increment.</td>
</tr>
</tbody>
</table>