Exempt Employee - Performing Disaster Work Rule Transfers

During a Mayoral declared emergency, exempt employees are eligible for overtime for all emergency related hours worked in **excess of 40 hours per week**. Exempt employees working on emergency related tasks **must record their ACTUAL hours worked during the emergency**. To calculate overtime properly, transfers must be entered for the disaster related hours and for the non-disaster related hours. When you are performing a Disaster related activity, you will need to enter both a Work Rule Transfer and two Labor Level Transfers.

Key Points

- You must record your ACTUAL hours worked during the week and you must have at least 40 hours for the week.
- A work rule and two labor level transfers must be entered to record the time worked on a disaster activity.
- A work rule transfer must be entered for all non-disaster hours worked during the pay period.
- If you are an Engineering department employee and are transferring to a non-disaster activity, you may need to transfer to an Engineering project and activity code (your normal reporting).
- You must review and approve your timecard every pay period.

Type of work being performed	Work Rule	Activity Code (Labor Level)	Other (Labor Level)
Disaster - Administrative	Salaried SD Admin NL	DS##	DS##
Disaster - Flood	Salaried SD Default NL	DS##	DS##
Non-disaster (normal duties)	Salaried Exempt Transfer from SD	Engineering only EN###	

Accounting for 40 hours per week

If you are recording disaster related hours, your pay is based on two 40 hour weeks rather than one 80 hour bi-weekly total. You must account for at least 40 hours every week in the pay period even if you only worked on disaster activities one of the weeks in the pay period.

How to enter Disaster and Non-Disaster related hours in Kronos

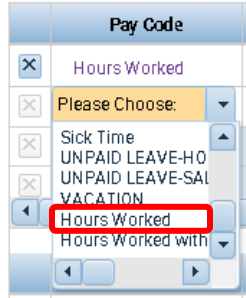1. Access the **My Timecard** widget from the **My Information** workspace.

2. In the **Pay Code** column, click on **<Enter Pay Code>.** Use the scroll down arrows on the right side of the list to locate **Hours Worked**. Click on **Hours Worked**.


3. Click in the **Transfer** field then click on **Search**. If you have previously made transfers, they will appear on the drop down list and if applicable, these can be chosen from here by clicking on that line instead of search.
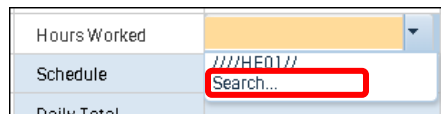
4. The **Transfer** box will appear with the **Work Rule** tab open. Click on either the **Salaried SD Admin NL** or the **Salaried SD Default NL** work rule which is related to the disaster activity that you are doing.
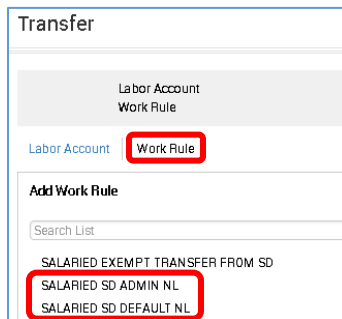
After the work rule is selected, click on the **Labor Account** tab. The work rule that was selected will appear on the top section of the Transfer box.
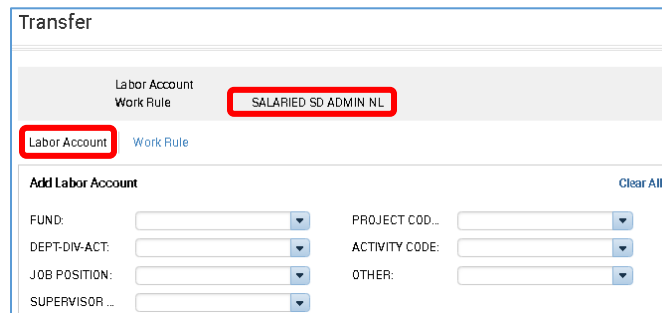
There will be two labor account transfers that must be entered: **Activity Code** is the type of disaster work you are performing and **Other** indicates the location where you are performing this work. Refer to the **Exempt Employee Kronos Disaster Work Rules & Activity Codes** sheet for a listing of these codes.

On the Labor Account screen, click in the **Activity Code** field and a search box will open. You can use the scroll down arrow to find the appropriate code, however, it only displays the first 20 activities. If you know the code

or the first couple of characters of the code, you can enter that in the Smart search box. Once the appropriate code is located, click on the code and it will appear in the Activity Code field.

After selecting the Activity Code, click on the **Other** field to open the search box. Locate the appropriate code and click on the code.

Review the work rule and labor account selections, you can either change them or click on **Apply**.

The transfer will now appear in the Transfer cell on the timecard.

5. The **number of hours** worked on the **disaster activity** need to be entered for that day. Once a transfer has been entered, it can be used for other days of the week by entering the number of hours on that line and decreasing the number of hours on the **system generated Hours Worked** line by this amount.

	Pay Code	Transfer	Mon 2/24
✕	Hours Worked		8:00
✕	Hours Worked	/////DS50/DS03;SALARIED SD ADMIN NL	6
✕	Schedule		7:45AM-4:30PM

6. The hours worked on all **non-disaster activities** are entered on the **system generated Hours Worked** line along with a **Salaried Exempt Transfer from SD** work rule transfer. **All lines that appear without a disaster transfer will need to have this work rule entered for the entire pay period.**

After you have changed the hours on the system generated Hours Worked line, there will be two lines showing Hours Worked that don't have a work rule.

	Pay Code	Transfer	Mon 2/24
✕	Hours Worked		2:00
✕	Hours Worked		
✕	Hours Worked	/////DS50/DS03;SALARIED SD ADMIN NL	6:00
✕	<Enter Pay Code>		
✕	Schedule		7:45AM-4:30PM
✕	Daily Total		8:00

Need to enter Work Rule for both lines.

Enter the Salaried Exempt Transfer from SD work rule on both lines.

Pay Code	Transfer	Mon 2/24
Hours Worked	;SALARIED EXEMPT TRANSFER FROM SD	
Hours Worked	/////DS50/DS03;SALARIED SD ADMIN NL	6:00
Hours Worked	;SALARIED EXEMPT TRANSFER FROM SD	2:00
<Enter Pay Code>		
Schedule		7:45AM-4:30PM
Daily Total		8:00

After you click on another cell or save, there will only be one Hours Worked line with the Salaried Exempt Transfer work rule.

	Pay Code	Transfer	Mon 2/24	Tue 2/25
✕	Hours Worked	/////DS50/DS03;SALARIED SD ADMIN NL	6:00	
✕	Hours Worked	;SALARIED EXEMPT TRANSFER FROM SD	2:00	8:00
✕	<Enter Pay Code>			
✕	Schedule		7:45AM-4:30PM	7:45AM-4:30PM
✕	Daily Total		8:00	8:00

7. Review the transfer and if it's okay, click **Save**.

Save

How to review timecard hours for one week

You should review the totals in the bottom section of your timecard by week to ensure that you have recorded 40 hours during the week. All disaster hours need to have both an activity and other code entered.

To see your hours for one week, use the **Select Dates icon** and enter the first day of the work week (**Monday**) and the last day of the work week (**Sunday**). Click **Apply**.

Change the view from **Pay Code** to **Account**.

This will show what pay code has been recorded and its associated transfers. In this example, there were 40 hours worked for the week so there was no overtime recorded. The disaster hours show as regular hours and they will be posted to the employee's fund, department and division.

In the following example, there were over 40 hours worked during the week and some of these hours were for disaster activities. The hours that are over 40 are changed to a disaster overtime pay code, fund 411 and project code DS2001 were added. The remaining disaster hours show as disaster regular hours.

Percent Allocation Rules and Grant Reporting

If your non-disaster hours are distributed to more than one department, division or project code, you will have a percent allocation rule in Kronos. If you are recording disaster hours, the allocation of your non-disaster hours will be based on these percentages. Verify with your payroll processor that the allocations on your timecard look appropriate, especially if they are for grant reporting or any other type of reimbursement.

Example, your non-disaster hours will be allocated using the percent allocation rule.