

Non-Exempt Employee - Performing Disaster Work Rule Transfers via Timestamp Work Week - Monday 12:01am to Sunday midnight

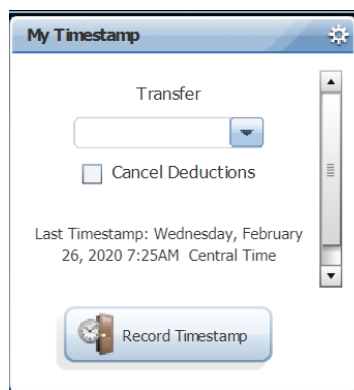
Key Points

- A work rule and two labor level transfers must be entered whenever you start a disaster activity or when you change to a non-disaster activity.
- On a day when you are recording disaster activities, you must punch OUT and IN for lunch if you are going to have at least a 30 minute lunch break.
- If your department enters transfers to projects for non-disaster work and you start doing a disaster activity, you will need to enter a project code transfer using the – project code to not have disaster hours show on that project.
- 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/or activity code (your normal reporting) in addition to the – Other labor level.
- You must review and approve your timecard every pay period.

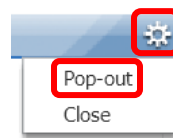
Type of work being performed	Work Rule	Activity Code (Labor Level)	Other (Labor Level)
Disaster - Administrative	Hourly NE SD Admin NL	DS##	DS##
Disaster - Flood	Hourly NE SD Default NL	DS##	DS##
Non-disaster (normal duties)	Hourly NE NL	Engineering EN### All Others -	-

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

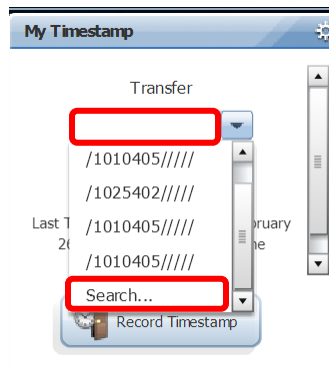
1. Access the **My Timestamp** widget from the **My Information** workspace.



Use the **Gear** icon to **Pop-out** the screen so that you may view the transfer after it has been entered.



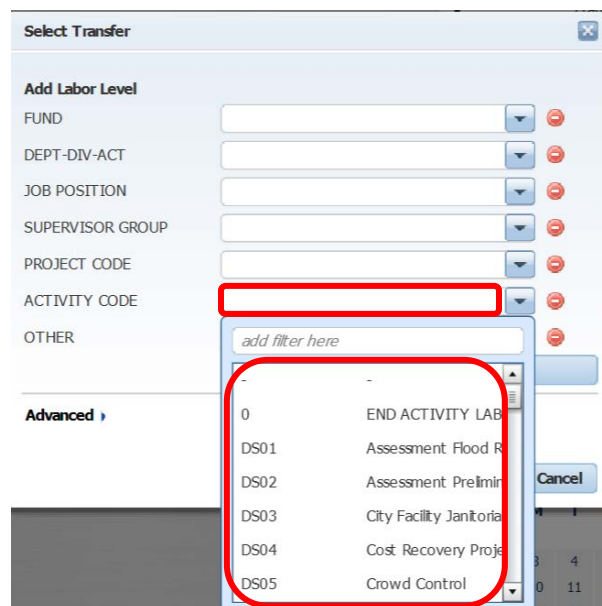
- Click on the down arrow in the **Transfer** field then click on **Search**. If you have previously made transfers, they will appear on the drop down list and if applicable, these can be chosen from here by clicking on that line instead of search.



- The **Select Transfer** box will appear where the two labor level transfers and the work rule transfer will be entered.

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 **Non-Exempt Employee Kronos Disaster Work Rules & Activity Codes** sheet for a listing of these codes.

On the Select Transfer 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 or you can enter the code 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.

Select Transfer

Add Labor Level

FUND

DEPT-DIV-ACT

JOB POSITION

SUPERVISOR GROUP

PROJECT CODE

ACTIVITY CODE DS50 - Administrative Support Payroll

OTHER

add filter here

Advanced

0 - END DISASTER LOC

DS01 - SANDBAG CENTRAL

DS02 - PUBLIC SAFETY BU

DS03 - CITY HALL - 225 4

DS04 - PUBLIC WORKS CA

DS05 - FARGO CASS PUB

Cancel

To enter the work rule, click on **Advanced** and use the down arrow to locate **Hourly NE SD Admin NL** or **Hourly NE SD Default NL** and select the one which is related to the activity code that was entered. These work rules are linked to your work week, for the system to calculate your overtime you must select the one for your assigned work week.

Select Transfer

Add Labor Level

FUND

DEPT-DIV-ACT

JOB POSITION

SUPERVISOR GROUP

PROJECT CODE

ACTIVITY CODE DS50 - Administrative Support Payroll

OTHER DS03 - CITY HALL - 225 4TH ST N

Clear All

Advanced

Add a Work Rule

Work Rules:

HOURLY NE SD ADMIN NL

HOURLY NE SD DEFAULT NL

HOURLY NE SUN 9PM SD ADMIN NL

HOURLY NE SUN 9PM SD DEFAULT NL

HOURLY NE SUN 9PM SHIFT ADMIN NL

Cancel

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

Select Transfer

Add Labor Level

FUND

DEPT-DIV-ACT

JOB POSITION

SUPERVISOR GROUP

PROJECT CODE

ACTIVITY CODE DS50 - Administrative Support Payroll

OTHER DS03 - CITY HALL - 225 4TH ST N

Clear All

Advanced

Add a Work Rule

Work Rules:

HOURLY NE SD ADMIN NL

OK

Cancel

- The transfer will now appear in the Transfer field for you to verify. If it is incorrect, you can click on the down arrow and click on Search to make a new selection.

If you know that you won't be taking at least a **30 minute meal break**, you may cancel the automatic meal deduction by clicking on **Cancel Deduction**.

Click **Record Timestamp**.

The labor level and work rule transfer will be displayed on the timestamp verification message.

- The transfer will now appear on your timecard.

Date	Schedule	In	Transfer	Out	P
Wed...	7:30...	7:25...		2:28...	
Wed...		2:28...	////DS50/DS03;HOURLY NE SD ADMIN NL		

- If you are changing to your normal **non-disaster activities** before the end of your shift, you will need to enter a work rule and two labor level transfers. The Timestamp process is the same that you used to enter the disaster hours, except that the work rule, Activity and Other code will be different.

Note: If you are in a department that records transfers to projects and/or activities, you will need to enter a transfer for these non-disaster hours the same way you would normally do.

Access the **Timestamp widget**, pop-out the screen, click on the down arrow in the **Transfer** field and click on **Search**.

In both the **Activity** and the **Other** fields, click on the **first entry** in the drop down list.

Select the **Hourly NE NL** work rule.

When finished, click on **OK**.

- The transfer will now appear in the Transfer field for you to verify. If it is incorrect, you can click on the down arrow and click on Search to make a new selection.

Click **Record Timestamp**.

The labor level and work rule transfer will be displayed on the timestamp verification message.

- Access the **My Timecard** widget, to review your entries in the body of the timecard.

Date	Schedule	In	Transfer	Out
Wed...	7:30...	7:25...		2:28...
Wed...		2:28...	...//DS50/DS03;HOURLY NE SD ADMIN NL	2:50...
Wed...		2:50...	////-/-;HOURLY NE NL	

On the bottom section of your timecard, change the view from **Pay Code** to **Account** and the from **All** to **Daily** (click on a day in the body of the timecard to select the day to view).



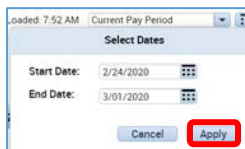
Verify that the transfers and the hours are correct, all disaster hours need to have both an activity and other code entered.

Totals		
Account	Pay Code	Amount
(x)501/1010405/1162/4321/-/DS50/DS03	DISASTER ADMIN REG HOURS	0:15
(x)501/3059441/1162/4321/-/	REGULAR HOURS	7:00

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.

Totals		
Account	Pay Code	Amount
(x)101/1010405/5094/646/-/DS50/DS03	DISASTER ADMIN REG HOURS	6:00
101/1010405/5094/646/-/	REGULAR HOURS	34:00

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 was added. The remaining disaster hours show as disaster regular hours.

Totals		
Account	Pay Code	Amount
(x)411/1010405/5094/646/DS2001/DS50/DS03	DISASTER ADMIN OT EXEMPT	2:00
(x)101/1010405/5094/646/-/DS50/DS03	DISASTER ADMIN REG HOURS	4:00
101/1010405/5094/646/-/	REGULAR HOURS	36:00

Departments who enter projects for non-disaster work have to enter a project code transfer when they enter the disaster transfer

If your department enters project codes to track an employee’s work hours, you will need to enter a project code when you do the disaster transfer to avoid having the disaster pay codes added to the project.

The project code that will need to be added to the disaster transfer is the – **Project Code**. To locate this code, enter -* in the Smart search field.

PROJECT COD...
ACTIVITY COD... -*
OTHER:

This will add the - - - **Project Code** to the transfer.

PROJECT COD... - - - X
ACTIVITY COD... DS51 - Administrative P.O... X
OTHER: DS03 - CITY HALL - 225 4... X

That day’s transfers will now be separated into the time you worked on the disaster activity and the time you worked on your normal non-disaster duties. When you are transferring back to your normal duties, you may need to have one of your department’s project codes added to the transfer.

	Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
	Fri 2/28	7:45AM-4:30PM	7:45AM	////HES001//	9:15AM					
	Fri 2/28		9:15AM	////-DS51/DS03:HOURLY NE SD ADMIN NL	10:00AM					
	Fri 2/28		10:00AM	////HES001/-/:HOURLY NE NL	4:30PM			8:45	8:45	8:45
Totals Accruals Audits Historical Corrections										
All Account										
Account		Pay Code		Amount						
(x)101/1010405/8872/295/-/DS51/DS03		DISASTER ADMIN REG HOURS		0:45						
(x)101/1010405/8872/295/HES001/-/-		REGULAR HOURS		8:00						

Engineering transfers

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/or activity code (your normal reporting) in addition to the – Other labor level.

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 as using the percent allocation rule.

Date		Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
		Fri 2/28	7:45AM-4:30PM	7:45AM	////-/DS51/DS03;HOURLY NE SD ADMIN NL	10:00AM				
		Fri 2/28		10:00AM	////-/-HOURLY NE NL	12:00PM			4:15	4:15