

Hurricane /Tropical Storm Isaias Shelter-in-Place Kronos Payroll FAQ's for Managers and Directors

Only to be used for staff have timekeeping in Kronos and do not have schedules in Anso

Q: Is there a special cost center that staff need to clock into during shelter-in-place?

A: No, staff should clock into their home cost center and stay clocked in for the duration of the shelter-in-place. Hours will be moved to storm cost centers after payroll has run.

Q: If my location closes early resulting in partial or full loss of a shift, do staff get paid for the entire shift?

A: Staff will get paid for the canceled shift if it is not rescheduled in the same week. If shifts are rescheduled in the same week, staff will get paid for the shift when it is rescheduled

For example – if a location is closed on Monday, but opened on Saturday to accommodate Monday's appointments, staff would be paid for working on Saturday and they would not need to be paid for Monday.

Please note that staff who can work remotely are expected to work even if their location is closed. If remote work becomes unavailable due to utility outages, then staff would be paid according to the information above.

PDO should be left on the schedule for staff with pre-scheduled PDO.

To code Non-Exempt or X-reg staff missed shift: enter the shifts scheduled in and scheduled out time on the timecard. In the transfer box click search. Change the work rule to E Ops Home. Save your edits.

Q: Do staff who voluntarily come in early or stay late before or after shelter in place goes into effect or is lifted, get paid for that extra time?

A: No. Staff are welcome to come in early if they are worried about road conditions, but they will not be paid until the start of their shift and should clock out when directed to by their manager.

Q: Will staff get paid for shifts they miss after shelter in place is lifted if they are unable to get into work?

A: No. Staff should use PDO.

Q: Will meal breaks be auto-deducted during shelter-in-place?

A: No. Staff should stay clocked in for the duration of the shelter-in-place.

Q: Do exempt, non-management staff get paid for hours worked over 40?

A: Yes, they will get paid for all hours they are clocked in for.

Q: Do staff receive call pay during shelter-in-place if they were scheduled to be on call?

A: No.

Q: Will bonus or contracts be honored if a shift is canceled?

A: Bonuses will not be paid for canceled shifts, however staff will still be paid for the hours of the shift. Contracts will be honored if staff met the other criteria necessary for the contract.

Q: Will staff get paid bonuses or contracts for shifts designated as such if the shift is during shelter in place?

A: Yes, if all other criteria for the bonus or contract is met.

Q: Do staff get paid for canceled shifts even if they have met their FTE?

A: Yes, but only if the shift is canceled and not rescheduled. See attached examples.

Example 1

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Normal Schedule:	Off	8a to 4p	8a to 4p	8a to 4p	8a to 4p	8a to 4p	Off	40 hours
Storm Hours:		8a to 6p	8a to 8p	8a to 1p *Office closed at 1p	Closed	Closed	Off	27 hours
Adjustment:				3 hours	8 hours	8 hours		19 hours
Weekly Total:								46 hours

Example 2

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Normal Schedule:		7a to 7p		7a to 7p		7a to 7p		36 hours
Storm Hours:		7a to 7p	7a to 7p	7a to 7p				36 hours
Adjustment:				*No adjustment needed Employees was rescheduled				0
Weekly Total:								36 hours

Example 3

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Normal Schedule:	8a to 6p	8a to 6p				8a to 6p	8a to 6p	40 hours
Storm Hours:	8a to 6p	8a to 6p				Cancel	8a to 6p	30 hours
Adjustment:						8a to 6p		10 hours
Weekly Total:								40 hours

Example 4

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Normal Schedule:	8a to 6p	8a to 6p		Extra Shift Bonus		8a to 6p	8a to 6p	50 Hours
Storm Hours:	8a to 6p	8a to 6p		Cancel		Cancel	8a to 6p	30 hours
Adjustment:				8a to 6p*		8a to 6p		20 hours
Weekly Total:								40 hours

Staff is paid for shift on Wed, but not the extra shift bonus