

Adding Emergency Reduced Hours for Employees

Purpose: Supervisors can submit Emergency Reduced Operations or Emergency Pandemic time for an extended period (for example from 3/23-3/29) using a Time Off Request in Kronos

Reference Guide Details	
Guide Objectives	<p>Upon completion, the user will:</p> <ul style="list-style-type: none"> • Know how to add emergency reduced hours for an employee as a time off request. • Know how to add emergency reduced hours on a timecard for hourly employees. • Know how to add emergency reduced hours on a project timecard (P&A & some Civil Service) • Know how to make a partial day entry with an augmentation • Know how to make a partial day entry on a project timecard (P&A & some Civil Service) • Know how to enter an essential employee augmentation if an employee works on site. • Know how to enter a partial entry with an augmentation for an essential employee with a punch timecard.
Prerequisites	None
Kronos Role	Supervisors
Effective Date	3/23/2020
Revision Date	3/30/20

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Reduced Hour Pay Code Definitions

Emergency Reduced Operations - Payment during emergency reduced operations greater than 72 hours to non-essential employees unable to work from home due to the nature of their work.

Emergency Pandemic - Payment to employees eligible for Emergency Leave under Covid-19. The University provides emergency paid leave of up to 80 hours to eligible faculty, professional and administrative staff, civil service, labor represented, graduate assistants, professionals-in-training, and student workers (“eligible individuals”) to be used in the case of quarantine, isolation or family care needs related to COVID-19 exposure, illness or other related scenarios.

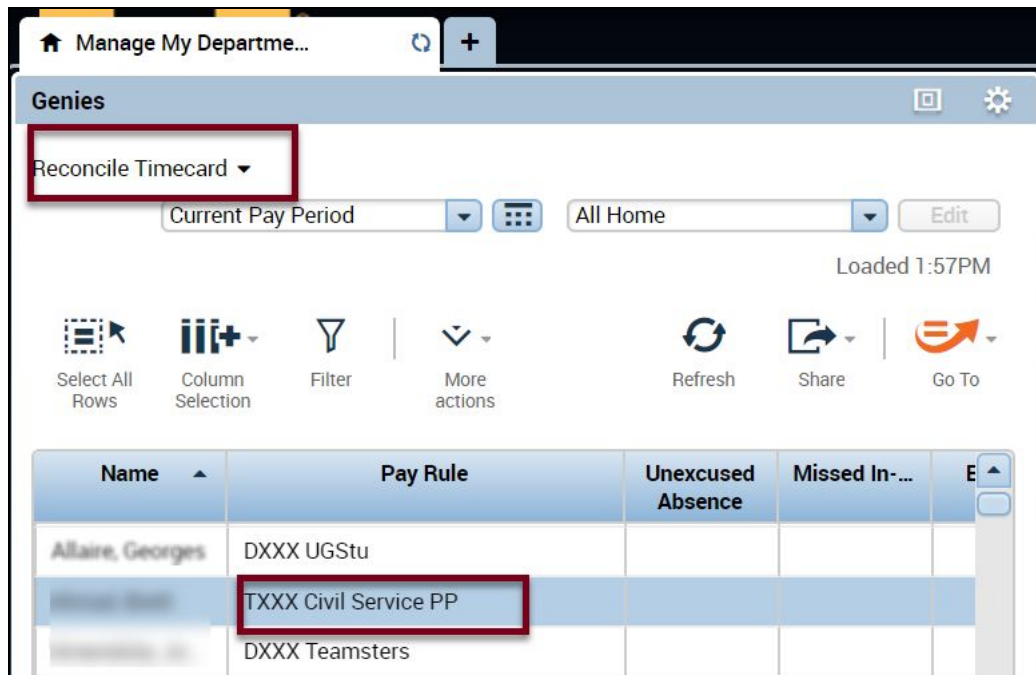
Add Emergency Reduced Hours

There are two ways to add emergency reduced hours depending on how you enter other paid leaves for your employees, either as Time Off Requests or in the Timecard.

Add Emergency Reduced Hours as a Time Off Request

If you are submitting Emergency Reduced Operations or Emergency Pandemic time for an extended period (for example from 3/23-3/27), then this can be done by using a Time Off request. Emergency reduced hours have different pay codes depending on if the employee is hourly or has a pre-populated schedule.

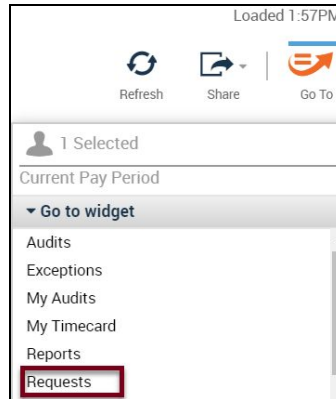
1. Select the **Reconcile Timecard** Genie to view the employees assigned payrule. Any Pay Rule with pp (pre populated) must use the PP options on the Time Off Request for that employee. Note which employees have this pay rule so you can make the correct selection in the time off request.



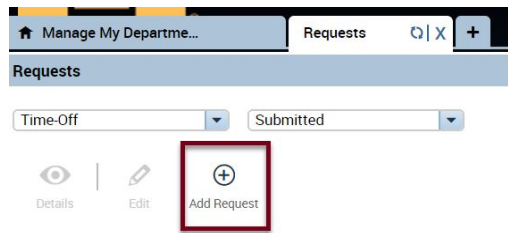
The screenshot shows a web interface for managing department data. At the top, there is a navigation bar with a home icon, the text 'Manage My Departme...', a refresh icon, and a plus sign. Below this is a section titled 'Genies' with a dropdown menu set to 'Reconcile Timecard'. Underneath are fields for 'Current Pay Period' and 'All Home', along with an 'Edit' button. A timestamp 'Loaded 1:57PM' is displayed. A toolbar contains icons for 'Select All Rows', 'Column Selection', 'Filter', 'More actions', 'Refresh', 'Share', and 'Go To'. The main content is a table with the following structure:

Name	Pay Rule	Unexcused Absence	Missed In-...	E
Allaire, Georges	DXXX UGStu			
	TXXX Civil Service PP			
	DXXX Teamsters			

2. Select the employee or employees and click on Go To > Requests.

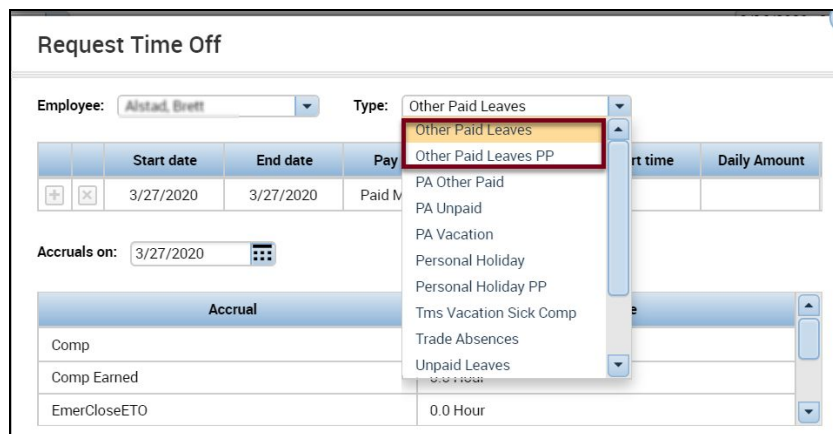


3. Click the **Add Request** button.



4. Select the employee from the drop-down list.

5. Select **Other Paid Leaves** and select either **Other Paid Leaves** or **Other Paid Leaves PP** depending on the assigned pay rule for this employee.



6. Enter the start and end dates.

7. Choose the Paycode **Emergency Reduced Ops** OR **Emergency Pandemic** (depending on the situation).

8. Select **Full Day** as the time unit.

Request Time Off

Employee: **Alstad, Brett** Type: **Other Paid Leaves PP**

Start date: 3/27/2020 End date: 3/27/2020 Pay code: **Emergency...** Time Unit: Full day Start time: **7**

Accruals on: 3/27/2020

Accrual	Balance
Comp	Hour
Comp Earned	hour
EmerCloseETO	hour

Comments (0)

Select Comment

Type a note (optional)

9. Click the **Submit** button.
10. Approve the time off request
11. Review hours on the timecard.
12. Repeat for the next employee.

Add Emergency Reduced Hours on the Timecard

Follow these steps if you are normally submit Other Paid Leaves directly to the timecard. The steps are different for hourly employees and employees that are salaried or have pre-populated schedules (project time card).

Add Emergency Reduced Hours for Hourly Employees

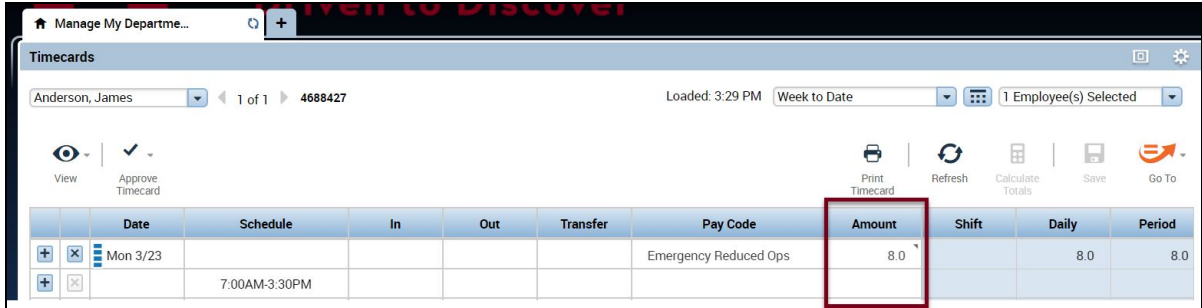
1. Select the employee and open the timecard.
2. Select the Pay Code **Emergency Reduced Ops**.

Manage My Departme... 4688427 Loaded: 3:24 PM Week to Date 1 Employee(s) Selected

View Approve Timecard Print Timecard Refresh Calculate Totals Save Go To

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
	Mon 3/23	7:00AM-3:30PM				Emergency Reduced Ops				
	Tue 3/24	7:00AM-3:30PM				Search				
	Wed 3/25	7:00AM-3:30PM				Vacation				
	Thu 3/26	7:00AM-3:30PM				Sick				
	Fri 3/27	7:00AM-3:30PM				Comp Used				
						Emergency Reduced Ops				
						PA Emergency Reduced Ops				
						Stu Emergency Reduced Ops				
						2nd Sunday				
						3rdShift1.0				

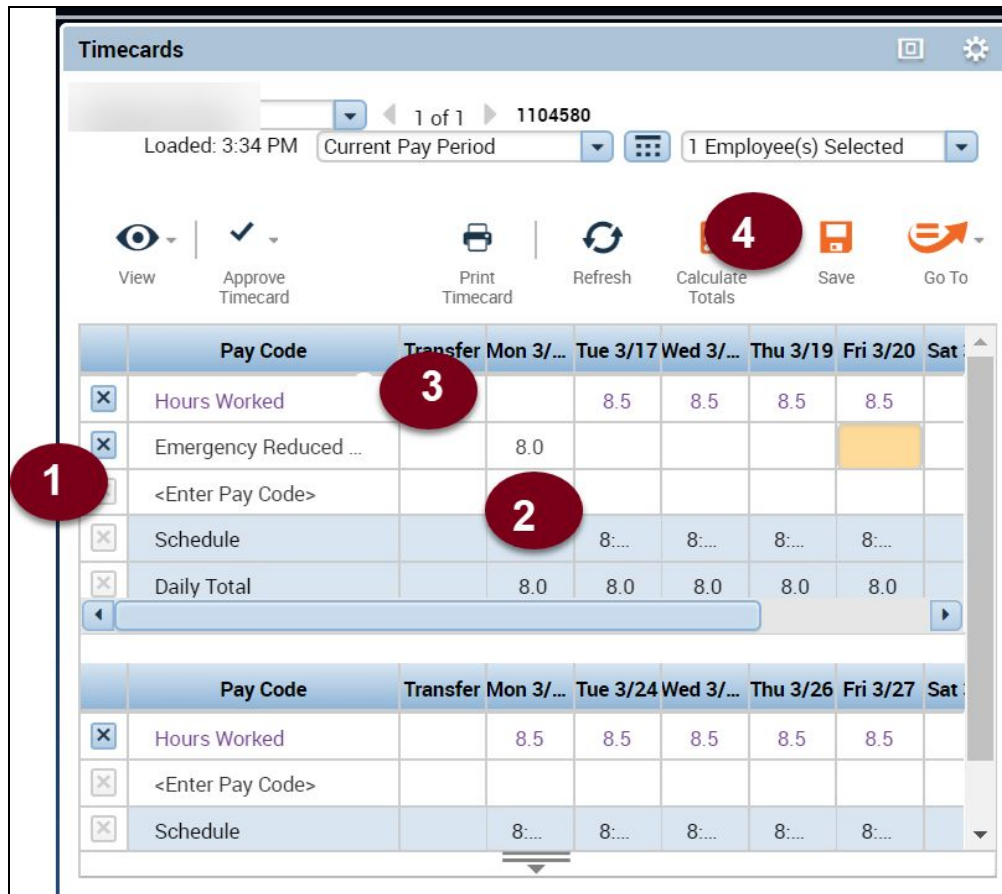
3. Enter the amount of hours.



4. Click the **Save** button.

Add Emergency Reduced Hours for Employees that are salaried or pre-populated

1. Add the appropriate pay code in the line below Hour Worked.
 - a. For P&A select **PA Emergency Reduced Ops**
 - b. For non P&A use **Emergency Reduced Ops**
2. Enter the full hours for the scheduled day (lunch deduction does not apply)
3. Remove the hours worked for the day. **If hours are not removed, then the employee will be OVERPAID.**



4. Click the **Save** button.

Add a Partial Day entry with Augmentation

Enter Partial Day for a Project Timecard (P&A and some Civil Service):

If a person is only able to work part of the day and the remainder is paid using Reduced Operations, then the project timecard should have a line for Hours Worked and Emergency Reduced Ops (PA Emergency Reduced Ops for P&A).

1. Add the appropriate pay code in the line below Hour Worked.
 - a. For P&A select **PA Emergency Reduced Ops**
 - b. For non P&A use **Emergency Reduced Ops**
2. Enter the hours for the partial day.
3. Click the **Save** button.

Timecards

Loaded: 11:20 AM 1 of 1 1104580

Current Pay Period 1 Employee(s) Selected

View Approve Timecard Print Timecard Refresh Calculate Totals Save Go To

	Pay Code	Transfer	Mon...	Tue 3/31	Wed 4/...	Thu 4/02	Fri 4/03	Sat
<input type="checkbox"/>	Hours Worked			4.5				
<input type="checkbox"/>	Hours Worked			2		8.5	8.5	
<input type="checkbox"/>	Emergency Reduced ...		8.0	4.0	8.0			
<input type="checkbox"/>	<Enter Pay Code>							
<input type="checkbox"/>	Schedule		8:...	8:...	8:...	8:...	8:...	
<input type="checkbox"/>	Daily Total		8.0	8.0	8.0	8.0	8.0	

Add an Essential Employee Augmentation for an Employee Working On-Site

If an employee works ONSITE and they are eligible for the Essential Employee Augmentation, then you will need to include that in the "Transfer" field to the right of Hours Worked.



Note to SuperUsers: You will have access to all augmentations, so you will want to look up the information you'll need beforehand.

1. To find the account information on an employee, right click on their name in the timecard and get the popup window below. The Primary Account shows:
College/ZDeptID/DeptID/Position_Nbr/Empl_Rcd/Combo_Code

These fields MUST be entered in the Labor Account transfer

The screenshot shows a popup window with the following information:

- Pay Rule:** beginning of time - forever; DXXX Civil Service PP
- Accrual Profile:** 8/26/2019 - forever; DXXX CSLR
- Employment Terms:**
- Primary Account(s):**
 - 8/26/2019-forever DFAC/Z0339/10477/296870/0/-/- UMD FACILITIES MANAGEMENT/UMD Facilities Management/D FM Engineer/8422FM - CO Pro 2-Facilities Mgmt/0/-/-
- Manager:**

2. Click on the **Transfer** field for the line of hours worked done on campus.

The screenshot shows a timecard grid with columns for days (Mon 3/23, Tue 3/24, Wed 3/25, Thu 3/26, Fri 3/27) and rows for 'Hours Worked' and 'Emergency Reduced Ops'. A red circle with the number '2' highlights the 'Transfer' field in the 'Hours Worked' row for Mon 3/23. A 'Transfer' popup window is open, showing the following information:

- Name:** [Redacted]
- Job:** [Redacted]
- Labor Account:** DFAC/Z0339/10477/296870/0/-/ESSEMP
- Work Rule:** [Redacted]
- Job Transfer:** [Redacted]
- Labor Account:** [Redacted]
- Work Rule:** [Redacted]
- Add Labor Account:** (Red circle with '3' highlights this section)
 - College: DFAC - UMD FACILITIES
 - ZDeptID: Z0339 - UMD Facilities M...
 - DeptID: 10477 - D FM Engineer
 - Position_Nbr: 296870 - 8422FM - CO Pr...
 - Empl_Rcd: 0 - 0
 - Combo Code: [Redacted]
 - Premium Pay: ESSEMP - Essential Empl...
- Clear All:** [Button]

3. Enter EVERY field on the popup window.

If all work is done remotely, then only record hours on Hours Worked without a transfer.

Pay Code	Transfer	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27
X Hours Worked	96870/0/-ESSEMP		4.5			
X Hours Worked				8.5	8.5	8.5
X Emergency Reduced Ops		8.0	4.0			
X <Enter Pay Code>						
X Schedule		7:30AM-4:00...	7:30AM-4:00...	7:30AM-4:00...	7:30AM-4:00...	7:30AM-4:00...
X Daily Total		8.0	8.0	8.0	8.0	8.0

Partial days will have an additional line for Emergency Reduced Ops in addition to the Hours Worked. Be sure that the daily total is equal to the number of hours expected for that day.

Add a Partial Entry Essential Employee Augmentation on a Punch Timecard

1. Click in the **Transfer** field to the right of the punches and add information for EVERY field. This should only be added to hours worked on campus.

The screenshot shows a punch timecard interface with a 'Transfer' dialog box open. The dialog box has three tabs: 'Job Transfer', 'Labor Account', and 'Work Rule'. The 'Labor Account' tab is selected. It contains the following fields:

- Name: [Redacted]
- Job: [Redacted]
- Labor Account: DAUS/20527/10484/293626/0/-ESSEMP
- Work Rule: [Redacted]

Below these fields are three tabs: 'Job Transfer', 'Labor Account', and 'Work Rule'. The 'Labor Account' tab is active and shows the following fields:

- College: DAUS - UMD AUXILIARY ...
- ZdeptID: 20527 - UMD Dining Servi...
- DeptID: 10484 - D Dining Services...
- Position_Nbr: 293626 - 1815 - Prin Ope...
- EmplRcd: 0-0
- Combo Code: ...
- Premium Pay: ESSEMP - Essential Empl...

2. If only a partial day is worked, then add a line by clicking the '+' to the left of the workday. Then add the Pay Code "Emergency Reduced Ops" and the remaining hours.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Sun 3/22									
+ X	Mon 3/23	7:30AM-2:00PM	7:30AM	2:00PM	34/293626/0/-ESSEMP			6.0	6.0	6.0
+ X	Tue 3/24					Emergency Reduc...	1.5			
+ X		7:30AM-2:00PM	7:30AM	12:00PM	34/293626/0/-ESSEMP			4.5	6.0	12.0