Shepherd University

wvOASIS/Kronos and the FLSA Changes

November 2016

Because of the 2016 Federal Government's Fair Labor Standards Act (FLSA) changes, many more employees are now **Non-Exempt** (Hourly).

Minimum annualized salary increased to $47,476.

Differences Between Exempt and Non-Exempt Employees

Non-Exempt Employees
- Eligible for overtime pay
- On hourly payroll
- Must clock in and out

Exempt Employees
- Not eligible for overtime pay
- On salaried payroll

There are different Kronos requirements for positions that are Exempt and Non-Exempt.

Exempt and Non-Exempt
are not the same as
Classified and Non-Classified.

- Classified staff may be either Exempt or Non-Exempt.
- All Non-Classified employees at Shepherd are Exempt.

FLSA status is not determined by classified pay grades.

Contact HR if an employee's status is unclear.

wvOASIS / Kronos Terminology

Positive Paid = Hourly Employees. All <u>Non-Exempt</u> employees are Positive Paid and will record their work time.

Exception Paid = Salaried Employees. All <u>Exempt</u> employees are Exception Paid.

Work-Related Travel

What time is compensable when Non-Exempt employees are traveling for work?

- Travel time from designated meeting place, where instructions, tools, or the like are conveyed to employee, to place of work

- Travel time from job-site to job-site

- Travel time for special one-day assignments in cities other than the home community

- Travel time to site of emergency work

- Travel that keeps employee away from home overnight, travel time during normal working hours and outside of normal working hours

What time is NOT compensable when Non-Exempt employees are traveling for work?

- Ordinary home-to-work travel time

- Personal time spent on a business-related trip away from the home community

Comp Time

- Comp time policies have not changed but now more employees will be eligible for comp time.

- Non-Exempt employees may choose comp time off in lieu of overtime pay.

- Written agreement between employee and supervisor is needed when employee chooses comp time. (See form on HR website.)

- Comp time is tracked "off line" (not in Kronos) when it is earned.

- When comp time is used, the employee's supervisor must enter that time onto the employee's Timecard so that employee will be paid for it.

- Comp time must be used within one year of its accrual.

Shepherd University Compensatory Time Off Agreement

This form is to be completed and signed by an employee and the employee's supervisor each time an employee is to be awarded Compensatory Time Off (CTO) for overtime work. It is not necessary to complete the form if the employee will be paid for the overtime work. Also, if flex time is used within the work week, then this form is not required.

- This original document should be completed and signed. *After the comp time is used,* the form should be forwarded to the Human Resources Office. Copies should be filed with the employee's supervisor and the employee should maintain a copy for his or her records. CTO time must be used within one year of when it is accrued.

- In order for CTO to be applied, the supervisor and employee both must agree to that arrangement in advance of the overtime work. Employees are not required to accept CTO in lieu of overtime pay and supervisors are not required to give CTO in lieu of overtime pay.

- Please refer to the Shepherd University Staff Handbook and Board of Governors Policy 9 for policies related to overtime work.

I agree to accept time off as compensation for overtime work and to use Compensatory Time Off (CTO) in accordance with Shepherd University policy. I understand that compensatory time may be limited, preserved, used or paid consistent with the provisions of Shepherd University policy and applicable laws and regulations of the U.S. Department of Labor, and that my supervisor may require me to take any accrued CTO before or instead of using annual leave, unless I should be at my maximum annual leave balance.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

www.shepherd.edu/hr/hr-forms/

- Adjusted work weeks sometimes are a good option when an employee needs to work overtime.

- Employee would need to take off that equivalent time within the same work week.

- Non-Exempt employees may not work off hours (for example, responding to work email messages) without the prior approval of their supervisors.

- Time worked outside of the employee's normal work hours must be included for payment in the employee's Timecard.

Leave

For wvOASIS/Kronos, you can use either

Mozilla Firefox

or

Internet Explorer

For Positive Paid employees (Hourly; Non-Exempt), leave must be reported in <u>HOURS</u> not DAYS.

Exception Paid employees (Salaried; Exempt) may report leave in days.

<u>Positive Paid</u> (Hourly; Non-Exempt) employees may not request leave in the distant future unless they have enough leave in their account at the time of the submission of the request to cover it.

<u>Exception Paid</u> (Salaried; Exempt) employees may request leave in the distant future. Kronos will project what their leave balance should be at the time the leave will be taken.

Shepherd University employees may use only <u>Annual Leave</u> or <u>Sick Leave</u>.

ANNLV-ANNUAL LEAVE

SCKLV-SICK LEAVE

- **All other types of leave (which Kronos refers to as pay codes) should be ignored!**

- If an employee submits the wrong type of leave, the supervisor needs to refuse it.

Enter <u>Start Time</u> of leave request.
Enter a for a.m. or p for p.m.
(i.e., 3p = 3:00 p.m., 10a = 10:00 a.m.)

Start time

4:00PM

Enter Length of hours. Leave must be entered in increments of no less than 15 minutes (.25 hours).

Length

0.5

Use decimals for less than one hour:
0.25 = 15 minutes
0.5 = 30 minutes
0.75 = 45 minutes

Adding Leave (Pay Code) to a Timecard

Supervisors should add leave to an employee's Timecard only if leave is needed on a Timecard at the end of a pay period and the employee has not submitted a leave request for approval.

		Date	Pay Code	Amount
X	⤒	Sat 10/03	▼	
X	⤒	Sun 10/04	▼	
X	⤒	Mon 10/05	ANNLV-AN... ▼	7.5
X	⤒	Tue 10/06	▼	

If Positive Paid employees have submitted leave requests and their supervisors have not approved the leave requests by the end of the current pay period, then those employees will not be paid for that time!

Time Keeping

All Positive Paid (Hourly; Non-Exempt) employees must account for their time every day either by using a timeclock or by using the ESS timestamp feature on a computer.

If their time is not recorded, then they will not be paid!

Because of the way Kronos is programmed at the state level, Non-Exempt employees who supervise other employees will need to manually enter their work hours onto their timecards rather than using a timeclock or the ESS timestamp.

To manually enter your work time onto your timecard:

1. Enter your shift start time in the first In column.
2. Enter the start of your lunch period in the first Out column.
3. Enter the end time of your lunch period in the second In column.
4. Enter your shift end time in the second Out column.
5. Click Save.

Clock-ins and clock-outs must be completed within 7 minutes of the employee's start or end time.
The time will be rounded to 15 minute increments.

Positive Paid (Hourly; Non-Exempt) employees must clock in and out for **lunch** every day.

In order to clock in and out via timeclock, Positive Paid employees must be programmed into the biometric timeclocks.

Employees will be given their wvOASIS numbers, which they will need each time they clock in or out using a timeclock.

(wvOASIS numbers are visible on employees' timecards. Employees and their supervisors can view employees' timecards.)

- When employees have been programmed into the timeclock then they can use either a timeclock or ESS timestamp in order to clock in and out.

- All Positive Paid employees are encouraged to get programmed into the timeclock so that they will have a choice.

If a Positive Paid employee forgets to clock in/out, then the employee's supervisor will have to correct the employee's Timecard.

Timeclock Instructions
(Positive Paid Employees Only)

Using the Time Clocks with Biometrics

Soft Keys – allows you to access different time clock tasks as labeled.

Navigation Keys – allows you to navigate screens.

Key Pad – allows you to enter numbers, including your PIN.

Indicator lights – green indicates a successful punch, orange indicates an error.

Data Entry Keys – allows you to clear fields, backspace, and cancel transactions.

Enter Key – submits information to the time clock.

Sensor – where you place your enrolled finger for biometric verification.

Punching In and Out

1 Enter your PIN using the key pad and press Enter.

2 The terminal beeps three times and displays your name or badge number, followed by a prompt:

Place <primary finger> on sensor.

3 Position the first joint of your finger against the ridge lock.

Lock

4 Drop your finger on the sensor. Hold your finger on the sensor until the terminal beeps and displays a response.

Drop and Hold

Timeclock Locations

Bookstore
Butcher Center
CCA
Dining Hall
Erma Ora Byrd Hall
Facilities Management
Frank Center
Gardiner Hall
Grounds Trailer
Human Resources

Ikenberry Hall
Knutti Hall
Library (2)
Martinsburg Center
Miller Hall
Moler Hall
Snyder Hall
Student Center
Wellness Center
White Hall

Employee Self Serve (ESS) Timestamp
(Non-Supervising Positive Paid Employees Only)

Click **ESS Timestamp** in the menu to the right.

ESS Timestamp - continued

- Click Record Timestamp. Click only once!

- The green circle with a white checkmark inside indicates success.

- Close the ESS Timestamp tab.

ESS Timestamp - continued

- Click Refresh on the My Information tab.

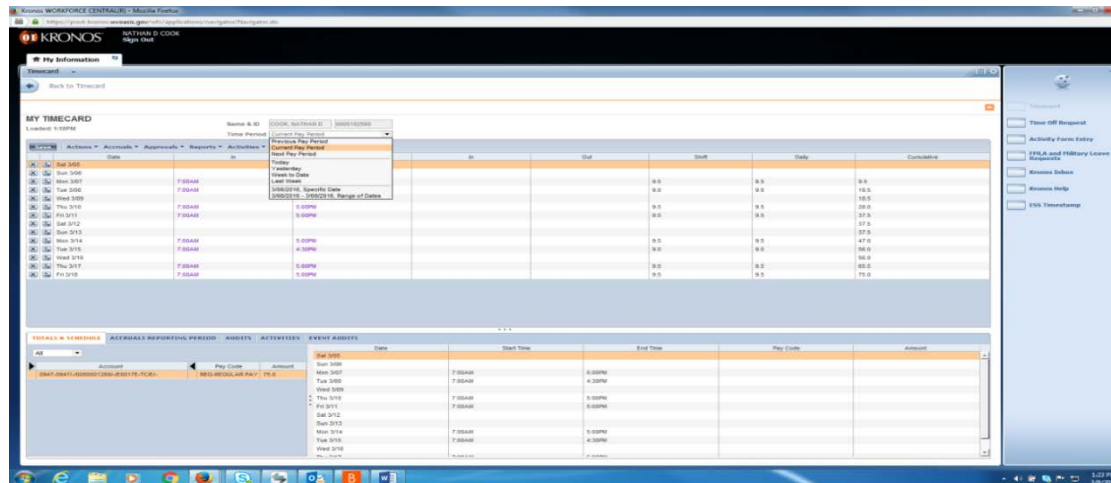- The Timecard will not apply changes until you have clicked Refresh.

ESS Timestamp - continued

If refreshing does not populate the Timecard, do not record another timestamp.

- Instead, click Time Period and select Previous Pay Period; then
- Reselect Current Pay Period.

ESS Timestamp - continued

Please Note: If you have a timestamp that needs to be updated or corrected you will need to contact your supervisor.

Timecards

Approval of Timecards by Employees

All full-time staff and (12-month) faculty who earn leave must approve their Timecards every other Friday on the last day of the pay period.

Part-time, casual, and student employees do NOT need to approve their Timecards.

Approval of Timecards (continued)

When approving your Timecard, be sure the Time Period dropdown box shows the correct pay period.

Step 1: Select the Approvals drop-down arrow.
Step 2: Select Approve.

After employees approve their Timecard and the pay period ends, changes cannot be made.
If you notice a problem, contact your supervisor.

A **Timecard Exception** is a notification on an employee's Timecard (highlighted in red) that alerts employees and supervisors to possible discrepancies on the Timecard that *may* need attention.

Lunch Time and End of Shift Punches always will show as exceptions. If the times are correct, then no edits are needed.

| 8:00AM | ▼ | 11:45AM |
| 12:39PM | ▼ | 4:32PM |

Missed Punches

- If expected work time is missing from a full day, the date displays in a solid red box.
- To add time worked, click in the cells of the missed punches and enter the correct times; click Save.

Correcting a Punch

- To correct an incorrect punch, click in the cell of the incorrect punch; hit the backspace to delete the incorrect time and then enter the amended time; click Save.

5:30AM	▼	11:32AM
	▼	11:32AM
8:00AM	▼	11:32AM

Confirming Approval of Timecards

Supervisors may confirm approval of their employees' timecards by clicking on Pay Period Close in the right hand column. If they approved the Timecard, then their name will show under Managers Who Approved Timecard.

Employees may confirm that their Timecard has been approved by themselves and by their supervisor by clicking on the Sign-offs, Requests, & Approvals tab on the Timecard.

TOTALS & SCHEDULE	ACCRUALS REPORTING PERIOD	AUDITS	SIGN-OFFS, REQUESTS & APPROVALS					

Action Taken Select an action ▼

Action Taken	Effective Date	Start Time	Amount	Reason	Comment	Note	User	Date
Timecard Approval b...	4/18/2014						dhershberger	4/24/2014
Timecard Approval b...	4/18/2014						iandrews	4/24/2014

An audit trail shows what changes are made to timecards, by whom the changes were made, and when they were made.

Supervisors: Please do not approve your employees' timecards without carefully reviewing them and correcting errors!

Full-time exempt employees' two-week pay period should equal 75 hours.

Employees whose status is changing to FLSA non-exempt on November 26th will see the ESS Timestamp on their Kronos screen at that time.

Any Questions?

Please remember to access the user manuals and other wvOASIS/Kronos materials on the HR website!