College of Veterinary Medicine

Paid Leaves, Meal Breaks & Kronos
* Time Away Policy Clarification
* Federal & NYS Employment Laws
  - NYS Meal Periods
* Kronos Functionality
  - Basic vs. Full Version
  - JAVA
  - Earning Codes
  - Entering Time in Kronos
Policy Clarification

HEALTH & PERSONAL LEAVE
Non-union staff only

SICK LEAVE
- Family Health Care
  - Family illness/injury (3 or 5 days)
- Personal
  - Personal business (3 or 5 days)
- Sick
  - Own illness/injury

HEALTH & PERSONAL LEAVE
- Own illness/injury
- Family illness/injury
- Personal business

Union staff still use FHC, Personal & Sick at this time
HEALTH & PERSONAL LEAVE (HAP)

- “Family” = spouse, partner, parent, child, or any person who is dependent upon the staff member for care
- No annual allocations
- No cap on usage
- Not to be used as vacation. Limit of 1 day of HAP per calendar week during school district closures; for leaves in excess of 1 day, accrued vacation must be used.
- Kronos: Select Earning Code = HAP
Other PAID Leaves:

* **Funeral/Bereavement**
  * Immediate family (partner/children/parents/grandparents/in-laws) - 3 days
  * Other relatives/fellow employee - ½ day in town & full day out-of-town

* **Jury Duty** – Send jury duty summons to HR

* **Voting time** – If polling places are not open 4 consecutive hours before or after scheduled work day. Notify supervisor 24 hours in advance

* **Extramural courses and Employee Degree Program** – paid leave provided at supervisor discretion

* Many others such as Volunteer Firefighter/EMT/Blood donation/Court appearances– All identified by Earnings Code in Kronos

Policy 6.9 Time Away From Work
(https://www.dfa.cornell.edu/sites/default/files/vol6_9.pdf)
LACTATION TIME AWAY FROM WORK:

* Lactation Policy
  * NYS Law & Federal Affordable Care Act require time away for lactation, without penalty to the staff member

* Cornell Policy:
  * Provides reasonable time away from work
  * Non academic staff must request time off in advance from the supervisor
  * Time off may be unpaid break time, paid break time, unpaid meal time, HAP, vacation, or flexible scheduling

* In CVM and across campus, release time (time worked) is being provided for lactation. Exceptions are rare but possible.
UNIVERSITY HOLIDAY LEAVE

* 12 university holidays per year (39 hr/wk employee = 93.6 hours)
* Part-time (all) employees receive a prorated # of hours, based on the effort of their appointment (25 hr/wk employee = 60 hours)
* By providing all staff 1/5 of their standard workweek on each holiday, everyone receives the appropriate holiday leave based on the effort of their appointment.
* Recording in Kronos:
  * 39 hrs/wk employee receives 7.8 hours each holiday
  * 25 hrs/wk employee receives 5 hours each holiday
  * 20 hrs/wk employee receives 4 hours each holiday
WORKING ON A UNIVERSITY HOLIDAY

* 3 Pay Options (All provide compensation of 2.5 x regular pay):
   1. Pay @ 1.5 x hourly rate + Paid Leave Credit earned 1.0 x hours worked
   2. Pay @ 1.0 x hourly rate + Paid Leave Credit earned 1.5 x hours worked
   3. Pay @ 2.5 x hourly rate (note: some departments do not allow this option)

* Remainder of day (1/5 standard work week) = Holiday Leave pay
MEAL PERIODS

* New York State Department of Labor regulates **required** meal periods for employees in NYS (including students) when shift extends **beyond 6 hours**.
* The foundation for this law is rooted in the health and well-being and the overall safety in the workplace.
* Cornell Policy 6.7.10, Meal Periods and Rest Breaks reflects these requirements. **Change from > 4 hour shift to >6 hour shift**
* Meal periods are Unpaid
* Time “Out” and “In” for meal periods must be recorded in Kronos
* Violations may result in monetary fines assessed to the University and/or department
MEAL PERIODS

1. “LUNCH” Meal period:
   Employee works > six hours which includes the period of 11 a.m. to 2 p.m., the department must provide and the employee must take at least 30 minutes for the meal period. This 30-minute meal period must be taken and completed within the 11 a.m. to 2 p.m. timeframe.

2. “DINNER” Meal period:
   If shift starts BEFORE 11 a.m. and extends AFTER 7 p.m., an additional 20 minute unpaid meal break is required between 5 p.m. and 7 p.m.
3. Afternoon/Night Shift:

Employee begins work between 1 p.m. and 6 a.m. and shift extends > 6 hours, the department must provide and employee must take at least a 30 minute unpaid meal break approximately mid-way between the beginning and the end of the shift.

4. Other:

Any other work shift > 6 hours not covered by above examples – minimum 30 minute meal break is required mid-way between the beginning and end of shift.
NOTE: Shift includes both 1 (Lunch) & 3 (afternoon/early a.m.)
For employees who work a shift > 6 hours which begins between 1 p.m. and 6 a.m. and includes the hours of 11 a.m. – 2 p.m., ONLY 1 meal period of at least 30 minutes is required midway between beginning and end of shift

* Ex: Shift begins at 5 a.m., ends at 2:30 p.m.
  Only 1 meal period required mid-shift - approximately 10 a.m.

* Ex: Shift begins at 2 a.m., ends at 2 p.m.
  Only 1 meal period is required mid-shift – approximately 8 a.m.
Noonday meal period between 11 a.m. and 2 p.m. is NOT required
MEAL PERIODS – Q & A’s

Q: What if I am so busy that I work through a shift and miss the entire meal period, or I am called back early and don’t receive the complete meal period?

A: This is a violation of law and policy

You must properly record all hours worked in Kronos

Employee or supervisor must document reason for missed meal period by entering a comment in Kronos

Supervisor must read comment entered by employee and “mark as reviewed” – box will turn green
Q: What if I don’t take my meal period during the required times?

A: This is a violation of law and policy

   Meal period must be accurately recorded in Kronos

   Employee or supervisor must document reason for untimely meal period by entering a comment in Kronos

   Supervisor must read comment entered by employee and “mark as reviewed” – box will turn green

Supervisors must consider these requirements while scheduling staff to avoid violations whenever possible.
MEAL PERIODS – Q & A’s

Q: Can I remain at my desk when I take my meal period?
A: Yes, if your presence does not interfere with the business needs of the unit.

Employee must be completely relieved from their job duties. If the employee performs ANY job duties, even if not required by supervisor, the meal period is not considered uninterrupted and the entire meal period is considered hours worked.
Policy Clarification

Rest Breaks

* Less than 20 minutes and are considered time worked
* Do not “punch out” for a rest break in Kronos.
* Provided at the discretion of each work unit
“Comp Time” vs. Paid Leave Credit

* Comp time no longer exists
* Paid leave credit = Receive pay when not at work

Quiz:

Q: Worked 3 hours on a university holiday, earned 4.5 hours to use at another time in the year
A: PAID LEAVE CREDIT

Q: Worked at University commencement, earned equal hours to use at another time in the year
A: PAID LEAVE CREDIT
KRONOS

BASIC VS. FULL VERSION

Kronos Basic (HTML)
- Cornell NetID
- Streamlined for:
  - Entering Time
  - Approving Timecards
  - Checking Accruals

Recommended for Most Users
The Basic edition of Kronos works on most browsers and does not require Java. It provides quick access to essential tasks.

Kronos Full (Java)
- Cornell NetID
- Basic functionality, plus:
  - Historical Edits
  - Audit Functions
  - Schedules
  - Comments

System Requirements for Kronos Full
The Full edition of Kronos requires Java and a supported browser and operating system. Read the Technical Requirements for Kronos.
What is Java?
A high-level programming language commonly used foundation for developing and delivering content on the Web.

Why are there constant issues getting into Kronos as a result of Java?
It is constantly being exploited for security holes, therefore it is constantly being updated - it is impossible to keep up with.

Kronos is set to check for the latest version of Java from the Java website, therefore, it will always be out of date.

You MUST run Java when prompted.
99% of the issues with Kronos are due to users ignoring the popups or selecting deny.
JAVA

* Solutions:
  * Browser recommendations – **Use Internet Explorer** for Kronos
  * SCCM update service – Updates are automatically pushed out to computers on the College network.
  * Nothing users need to do, EXCEPT, major updates of java (ex: version 8 to 9), will have prompt the first time
  * Home computers – Will need to follow prompts each time there is an update.
JAVA Update Prompts:

1. Your Java version is out of date.
   - Update (recommended)
     Get the latest security update from java.com.
   - Block
     Block Java content from running in this browser session.
   - Later
     Continue and you will be reminded to update again later.
   - Do not ask again until the next update is available.
JAVA Update Prompts:

2.
JAVA Update Prompts:

3.
JAVA – STILL ISSUES?

Submit a ticket to VMIT
http://www.vet.cornell.edu/college/vmit/support.cfm

- AHDC-IT Animal Health and Diagnostic Center
- BIOMED-IT Biomedical Sciences
- MOLECMED-IT Molecular Medicine
- POPMED-IT Population Medicine
- DCS-IT Department of Clinical Sciences
- CUHA-IT Cornell University Hospital for Animals
- CVMADMIN-IT Administration
- CVM-CARE-IT Center for Animal Research and Lab Animal Services
- FSLIB-IT Flower-Sprecher Library
- MICRO-IT Microbiology & Immunology
- BAKER-IT Baker Institute and Feline Health Center
RECORDING TIME

- Recording time correctly will ensure you are paid correctly
- All hours worked must be recorded in Kronos
- Enter hours worked “as you go” to ensure correct and timely pay
- Do NOT enter time worked in advance, UNLESS you work on the last day of the pay period, beyond the approval deadline.*
- Supervisor approval deadline is Wednesday @ 11 a.m., therefore employees must enter and approve BEFORE that time.
- Supervisors should review employee timecards each week to ensure time is being entered timely and accurately, and issues can be addressed closer to when they occur.
Meal Breaks

* Solid red box – missing punch, will NOT be paid for shift
* Red box – **Does NOT** indicate a violation 100% of the time. **Does** indicate you should review to determine if there is a violation.
* Any red box (violation or not) – **COMMENT WITH REASON IS REQUIRED**, for audit back-up
* Any red box – **Supervisor must ensure comment is added and indicate “reviewed”; box will turn green**
* Change timecard email – does not mean timecard has been changed; often it is a result of payrep adding a comment.
* Employees – If you are not permitted to take the required meal breaks, contact a representative in the CVM OHR.
**KRONOS**

**RECORDING TIME – Time away from work**

<table>
<thead>
<tr>
<th>Common EARNINGS CODES to identify type of leave used (or taken):</th>
<th>Effective July 9, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation Pay</td>
<td>VAC</td>
</tr>
<tr>
<td>Health &amp; Personal Leave – NON-UNION staff only</td>
<td>HAP</td>
</tr>
<tr>
<td>Sick, Family Health Care, Personal – UNION staff only</td>
<td>SIC / FHC / PERS</td>
</tr>
<tr>
<td>Holiday Leave Pay (no work)</td>
<td>HSP</td>
</tr>
<tr>
<td>Other Earnings Codes:</td>
<td></td>
</tr>
<tr>
<td>Short Term Disability</td>
<td>STD</td>
</tr>
<tr>
<td>Parental Leave</td>
<td>PAR</td>
</tr>
<tr>
<td>Paid Leave (ex: funeral lv, jury duty, etc.) – Select reason</td>
<td>PDL</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>WCP</td>
</tr>
<tr>
<td>Paid leave credit Other (credit EARNED for working commencement, other non-holiday reason)</td>
<td>CTO</td>
</tr>
<tr>
<td>Paid Leave Credit TAKEN</td>
<td>CMO</td>
</tr>
</tbody>
</table>
### Recording Time

**Additional Earnings Codes for those who work irregular shifts, nights and holidays:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Leave Credit EARNED on holiday that falls on a day usually not worked</td>
<td>CTE</td>
</tr>
<tr>
<td>Paid leave credit TAKEN</td>
<td>CMO</td>
</tr>
<tr>
<td>Emergency Call Back – worked</td>
<td>EMG, enter using Work Rule – see below</td>
</tr>
<tr>
<td>Emergency Call Back - leave paid</td>
<td>EPL</td>
</tr>
<tr>
<td>Inconvenience Pay</td>
<td>INC</td>
</tr>
<tr>
<td>Inconvenience Pay/Shift Differential – Union</td>
<td>SUA</td>
</tr>
</tbody>
</table>

Emergency call back work rules:
- Regular staff – CUNU No-Day Call back
- Union staff – UAW NENU-No-Inc Call back
Inconvenience/Shift Pay:

* When you **work** a shift >4 hours between the hours of 6 pm and 6 am, you automatically receive shift/inconvenience pay for entire shift

* You are entitled to this pay when you use paid leave time off (except long-term leave such s/t dbl, workers comp, parental leave)

* To receive this pay, when you enter paid leave, you must also **add a line and enter INC or SUA (union)** for the same # hours
RECORDING TIME – Editing a previous timecard

“Historical Edit” - Full Version of Kronos required

* In **Time Period**, select previous timecard
* Click Amount
* Click **Add Historical with Retroactive Pay Calculation**
* In new window/duplicate timecard that opens, enter changes
* Click **Calculate Differences**
* Add Comment/Note
* **Save**
* Hours will appear in the **Historical Amounts** tab on edited timecard, and on your current timecard in the **Totals and Schedules** tab.
* Approvals are done in “current” timecard, there is not a separate location to approve
KRONOS

RECORDING TIME – Working on a Holiday

* Kronos automatically enters holiday leave (HSP) of 1/5 of your standard work schedule
* For Kronos web users, when you work, click on \[ \text{ } \] to add a row
* Enter In/Out times
* Kronos default pay option is 1.5 x pay + 1.0 paid leave credit
* If you want another option, in the drop down menu in the Transfer column select SEARCH
* Change the Work Rule at bottom left corner of window
**KRONOS**

**RECORDING TIME – Working on a Holiday**

<table>
<thead>
<tr>
<th>Date</th>
<th>Earnings Codes</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>In</th>
<th>Tr...</th>
<th>Out</th>
<th>Shift</th>
<th>Daily</th>
<th>Cumula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 12/30</td>
<td>Winter Break Da...</td>
<td>0.0</td>
<td>7:00AM</td>
<td>;;CUNU No-Day--Hol Wrk 2.5</td>
<td>1:00PM</td>
<td>1:30PM</td>
<td>5:08PM</td>
<td></td>
<td></td>
<td>9.6</td>
<td>9.6</td>
</tr>
<tr>
<td>Wed 12/30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Holiday lv is reduced as work time is entered
- Work rule entered; selected 2.5 X pay
### Payment Options

#### Day Shift

<table>
<thead>
<tr>
<th>Regular Staff:</th>
<th>1) Pay 1.5 + PLC 1.0 CUNU No-Day HW-1.5</th>
<th>2) Pay 1.0 + PLC 1.5 CUNU No-Day-HW 1.0-Comp 1.5</th>
<th>3) Pay 2.5 CUNU No-Day-Hol Wrk 2.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union Staff:</td>
<td>1) Pay 1.5 + PLC 1.0 UAW NENU-No-Day-HW 1.5-Comp</td>
<td>2) Pay 1.0 + PLC 1.5 UAW NENU-No-Day-HW 1.0-Comp 1.5</td>
<td>3) Pay 2.5 UAW NENU-No-Day-Hol Wrk 2.5 (for 2.5 pay)</td>
</tr>
</tbody>
</table>

#### Night Shift

<table>
<thead>
<tr>
<th>Regular Staff:</th>
<th>CUNU No INC HW 1.5-Comp</th>
<th>CUNU No INC HW 1.0-Comp 1.5</th>
<th>CUNU No INC Hol Wrk 2.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union Staff:</td>
<td>UAW NENU-No-Inc-HW 1.5-Comp</td>
<td>UAW NENU-No-Inc- HW 1.0-Comp 1.5</td>
<td>UAW NENU-No-Inc-HW 1.5-Holiday (for 2.5 pay)</td>
</tr>
</tbody>
</table>

**KRONOS**

**RECORDING TIME – Working on a Holiday**

**Work Rules to determine pay option:**
Entitled to 1/5 of standard workweek – Paid or Paid Leave Credit earned (CTE)

1. Add a row. Enter HSP, “–” # hrs (to remove holiday lv)
2. Add a row. Enter CTE (Paid leave Credit Earned) and hours

Example:

<table>
<thead>
<tr>
<th>Date</th>
<th>Earnings Codes</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 12/28</td>
<td>CTE</td>
<td>7.8</td>
</tr>
<tr>
<td>Mon 12/28</td>
<td>HSP</td>
<td>-7.8</td>
</tr>
<tr>
<td>Mon 12/28</td>
<td>Winter Break</td>
<td>7.8</td>
</tr>
</tbody>
</table>
Responsibilities

Time Collection process is a shared responsibility!

Employee

Supervisor

Payroll Representative
Employee Responsibilities:

- Accurately & timely report time worked
- Take required meal breaks; accurately record them in Kronos
- Add comment for any violation or non-violation that is flagged with a red box
- Review timecard for accuracy before approval
- Approve your timecard
- Read & follow instructions provided in the Kronos reminders
- If you do not understand how to enter time by following instructions available, contact your payroll representative prior to entering and approving your timecard.
Supervisor Responsibilities:

- Communicate expectations to the employees you supervise
- Review your employees' timecards mid-pay period to ensure hours are being entered and reported accurately
- Ensure your employees take the required meal breaks and accurately record them in Kronos
- Ensure that employees have entered comments for any violations or non-violations that are flagged with a red box
- Review comments and select “mark as reviewed”
- Approve all timecards
- Read & follow instructions provided in the Kronos reminders
- If you do not understand how time should be entered by following instructions available, contact your payroll representative prior to approving the timecard.
Payroll Representative Responsibilities:

* Help you navigate policies and procedures to ensure you are paid correctly!
* Review timecards to ensure:
  * Employee &/or supervisors have added comments for any red flagged punch, including meal break violations
  * Employees & supervisors have approved timecards
  * Leave time is entered correctly, using appropriate earnings codes
  * Work time is entered correctly, using appropriate earnings codes/work rules
* Provide instructions on how to enter time worked and/or paid leave for university holidays and other situations.
* Provide training to new employees and as-needed to employees and supervisors
Cornell Policies:
- Meal Periods and Rest Breaks – Policy 6.7.10
- Time Away From Work – Policy 6.9
- Student Employment Meal Periods and Rest Breaks

Federal & State Laws:
- United States Department of Labor
- New York State Department of Labor (DOL)
- NYS DOL Meal Period Guidelines
- NYS Meal and Rest Periods FAQ
https://www.kronos.cornell.edu/
RESOURCES

Cornell Payroll – Kronos:  
https://www.dfa.cornell.edu/payroll/kronos/

How-To Guides & Manuals          Kronos Full (Java) & Basic (HTML)
Technical Requirements          Java and Kronos
Kronos and Workday              Kronos Clocks
FAQ                                Error Messages/Troubleshooting

CVM Office of Human Resources
Payroll Coordinator - Heidi Meyerowitz-Volk
hv74@cornell.edu, 3-3956
HR Rep - Donna Patykula (CUHA)
daf8@cornell.edu, 3-3159
RESOURCES

Questions?

Thank you!