School District of Osceola County
Frequently Asked Questions (FAQs) – Kronos Implementation

This document will answer some of the most frequently asked questions regarding Kronos implementation.

Q1. Why is the District using Kronos?

To improve the accuracy and efficiency of the District's payroll processes, Kronos shall be the standard timekeeping system for certain non-exempt, professional support staff in District departments, and school custodial staff as of **August 1, 2022**.

Beginning **August 1, 2023**, Kronos shall be the standard timekeeping system for all Bus Drivers and Bus Attendants.

Q2. Who will be required to use Kronos timeclocks?

Non-exempt, professional support staff in District departments, and all Bus Drivers and Bus Attendants, will use Kronos for timekeeping purposes. **School Custodians** will also continue to use Kronos.

Bus Drivers and Bus Attendants will "punch in" and "punch out" for their scheduled workday by swiping their District identification badge in the Time and Attendance System on their assigned bus. Punch data will be transferred from the Time and Attendance System to Kronos. Punches will be rounded to the nearest 15-minute interval for pay purposes.

All other non-exempt staff using Kronos will "punch in" and "punch out" for their scheduled workday by swiping their District identification badge at a Kronos timeclock.

Employees are expected to work their regular scheduled hours each week. However, any overtime that is approved in advance by an administrator, and reported in Kronos, will be automatically recorded in the District's payroll system. This will ensure the timely and accurate payment of pre-approved overtime.

The following employee groups **will not** be required to use Kronos for timekeeping purposes:

- Instructional staff in schools and departments
- School-level professional support staff, except for Custodians
- Department staff in exempt positions

Q3. What is the difference between Exempt and Non-exempt Employees?

In accordance with the Fair Labor Standards Act (FLSA), employees are either "exempt" or "non-exempt" from overtime pay. Non-exempt staff are eligible for overtime pay for hours worked beyond their regular work schedule.

Exempt staff are paid on a salary basis to perform their job and are not eligible for overtime pay. To qualify as exempt, an employee's specific job duties and salary level must meet specific requirements set by the U.S. Department of Labor.

Q4. How do I know if I am an Exempt or Non-exempt Employee?
Currently, you may a) contact your secretary, or b) contact Human Resources to verify if your position is exempt or non-exempt. This information will also be published on the Human Resources website at a later date.

NON-EXEMPT EMPLOYEES

Q5. I am a non-exempt employee. How does this benefit me?
Overtime will not be manually calculated or entered in the District's payroll system. Any pre-approved overtime hours worked will be automatically captured and calculated in the Kronos timekeeping system, and then fed into the payroll system in the appropriate pay period. This will standardize overtime calculations, reduce the possibility of errors, reduce processing time, and ensure timely payment of overtime.

Q6. Can my hours be adjusted if I punch at the wrong time?
Yes, your site's payroll secretary can adjust punches in Kronos, if necessary. You must submit a Missed Punch Form or send an email requesting the adjustment. Secretaries shall not adjust any time without the written consent of the employee, and approval from an administrator.

Q7. Do I need to punch in/out for my lunch break?
No. A 30-minute or 60-minute lunch will be automatically deducted each day based on the approved schedule for your position. You are only required to punch in and punch out at the beginning and end of your scheduled workday.

Q8. How do we ensure a whole department can punch on their scheduled time if there is only one (1) clock?
Punches in Kronos are rounded to the nearest 15-minute interval for pay purposes. Therefore, there is a window of time before and after each shift during which employees can punch in or punch out without affecting their total hours paid.

Basically, employees can punch in up to seven (7) minutes before or after the start of their shift, or punch out up to seven (7) minutes before or after the end of their shift without incurring overtime or docked pay.

The Kronos Self-Service tool is an alternative option that allows employees to punch in or punch out from a computer that is connected to the District network. An instruction guide for using the self-service tool is available here: https://www.osceolaschools.net/Page/1473.

Q9. I already use a Kronos clock. Do I need to do anything different?
If you are already using a Kronos clock for timekeeping, there is no change. Beginning on **August 1, 2022** be sure to punch in and punch out for your scheduled workday within the 7-minute rounding window to prevent unauthorized overtime.

EXEMPT EMPLOYEES

Q10. I am an exempt employee. How does this affect me?
If you were using a Kronos clock for timekeeping, you will no longer need to do so. Your annual salary will continue to be prorated over the number of checks you elect to receive (20 or 24), and adjusted for supplements and/or leave, when necessary.

Non-instructional exempt staff will only be required to request leave when absent for half of their scheduled workday or more. Leave requests will be submitted in half-day intervals only.

Q11. How will I be compensated for time worked beyond my scheduled hours?
Exempt employees are not eligible for overtime. Therefore, you will not receive additional pay for working beyond your regular scheduled hours. Your administrator may negotiate compensatory (comp) or flex time with you at their discretion.