Kronos-Natural Disaster Instructions

In the event of a Natural Disaster, the employee timesheet will need to be adjusted for the amount of time to account for.

← Timesheet Edit () @ TEACHER ASSISTANT ZVACANCY (000054091) 2, □ < january 15, 2024 - january 21, 2024 > Open m ²												ave Submit	
Time Entry Inter	Time Entry Internal Funds Exceptions Calc Detail Calc Summary Counters Summary By Day												
				00:00 I Total Paid Hou	rs Total Unp	00 hrs aid Hours							
> Date		From	То	Raw Total	Calc. Total	In Date	Time Off	School/Department	Extra Duty	Exceptions	Account Override	Move to Comp	Note
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PT/Temp/Sub/Student	Û	From am	To am 🕓	00:00	00:00	MON Jan 15 🔻	•	PERSONNEL SERVICES () E	Choose Eq	Choose Eq	Choose E	Choose Eq	
	+			00:00 hrs	00:00 hrs								

Step 1: Go to the date on the timesheet that needs to be adjusted.

Time Entry Inte	ernal Fund	s Exceptions	Calc Detail	Calc Sum	nary Co	unters Summary	By Day						
				08:00 H	rs 00:	00 hrs paid Hours							
> Date	Fr	rom	То	Raw Total	Calc. Total	In Date	Time Off	School/Department	Extra Duty	Exceptions	Account Override	Move to Comp	Notes
MON Jan 15 PT/Temp/Sub/Student		From am	To am	08:00	08:00	MON Jan 15 👻	•	PERSONNEL SERVICES @ E	Choose.	Choose_ Ek	Choose	Choose 🗛	P
	+			08:00 hrs	08:00 hrs								—

Step 2: Add the amount of time for the day off in the Raw Total column

Step 3: Go to the Exceptions column on the timesheet and click on the browse icon

Step 4: Choose the Natural Disaster Option and click Save

Natural Disaster
"ACTS OF GOD" - to include, but not limited to: inclement weather (snow, hail, hurricane, earthquake, flood, etc.)

The timesheet will now be populated with the time authorized for the natural disaster.

Time Entry	Intern	al Fund	s Exceptions	Calc Detail	Calc Sum	mary Cou	inters Summary	By Day						
O8:00 hrs D0:00 hrs Total Paul Nors Total Upged Hors														
> Date		Fr	om	То	Raw Total	Calc. Total	In Date	Time Off	School/Department	Extra Duty	Exceptions	Account Override	Move to Comp	Notes
V MON Jan 15		•• 🔽	From am	To am 🔍	08:00	08:00	MON Jan 15 🔻	· ·	PERSONNEL SERVICES () E	Choose 🖪	Natural Disaster 💿 🖪	Choose 🖪	Choose 🕰	P
PT/Temp/Sub/Stud	dent	+			08:00 hrs	08:00 hrs								

If an employee has approved leave, this may need to be adjusted for the Natural Disaster hours. Please contact the Payroll Specialists in the Payroll Department for questions regarding Natural Disaster time and leave adjustments.

This procedure only applies to permanent employees. Substitute, temporary, part time employees do not receive paid time for natural disasters.