

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.

The screenshot shows the 'Timesheet Edit' interface for a 'TEACHER ASSISTANT VACANCY' on January 15, 2024. The 'Time Entry' tab is active. The 'Raw Total' and 'Calc. Total' columns are both set to 00:00. The 'In Date' is 'MON Jan 15'. The 'School/Department' is 'PERSONNEL SERVICES'. The 'Exceptions' column has a 'Choose...' dropdown.

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

The screenshot shows the 'Timesheet Edit' interface with 08:00 hours entered in the 'Raw Total' column for 'MON Jan 15'. The 'Calc. Total' column also shows 08:00. The 'In Date' is 'MON Jan 15'. The 'School/Department' is 'PERSONNEL SERVICES'. The 'Exceptions' column has a 'Choose...' dropdown.

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

The screenshot shows the 'Exceptions' dropdown menu with 'Natural Disaster' selected. The description for 'Natural Disaster' is: "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.

The screenshot shows the 'Timesheet Edit' interface with 08:00 hours entered in the 'Raw Total' column for 'MON Jan 15'. The 'Calc. Total' column also shows 08:00. The 'In Date' is 'MON Jan 15'. The 'School/Department' is 'PERSONNEL SERVICES'. The 'Exceptions' column has 'Natural Disaster' selected.

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.