

Kronos Compensatory Time Entry For Non-Teaching Educators

As per the current Collective Bargaining Agreement between DCC and DUE, Article 5.05 (d), the Board of Trustees shall grant Non-Teaching Educators compensatory time off for additional job related work required to be performed outside of the NTE's regular work schedule. Such additional required work, whenever feasible, using the College's provided form, must be preapproved by the NTE's supervisor and the division VP or designee. Compensatory time is cumulative up to a maximum of 5 days per fiscal year. The College's unit for computation of accrual shall not be less than one half hour. Required attendance on a non-work day will accrue a half day for up to 3.5 hours of work and a whole day for work in excess of 3.5 hours.

Non-Teaching Educators are required to note both the earning of Compensatory time as well as its usage in the College's timekeeping system. Prior to an earning entry into Kronos, Non-Teaching Educators must have received approval from their supervisor and the Divisional VP via a signed *Compensatory Time Request Form*. Whenever feasible, the authorization to earn the time must be obtained before the work will be performed.

Likewise, the usage of Compensatory time requires approval by the employee's supervisor. This is achieved via the *Administrative Staff Request for Time Off Form*.

Please Note: Benefit time is intended to be used as an alternative to work time and not as an addition to one's regularly scheduled daily hours. Compensatory time used is limited to the available amount earned up to a total of 35 hours per fiscal year. Any compensatory time not used within 45 days of the end of the fiscal year in which it was earned (by October 15) will be forfeited.

For more information, please contact:

Human Resources at humanresources@sunydutchess.edu 845-431-8670

or

Payroll at payrollstaff@sunydutchess.edu 845-431-8307

How to enter compensatory time into Kronos

TIMECARD
Name & ID: Court, Esther M
Last Calculated: 9:31AM
Time Period: Next Pay Period

Week starting: Sat 11/21/15

Pay Code	Transfer	Sat 11/21/15	Sun 11/22/15	Mon 11/23/15	Tue 11/24/15	Wed 11/25/15	Thu 11/26/15	Fri 11/27/15	Total
AdmcompErn				2.00	2.00				4.00
Columbus Day								7.00	7.00
Reg1				7.00	7.00	7.00		7.00	28.00
Thanksgiving Day							7.00		7.00
				9.00	9.00	7.00	7.00	14.00	46.00

Week starting: Sat 11/28/15

Pay Code	Transfer	Sat 11/28/15	Sun 11/29/15	Mon 11/30/15	Tue 12/01/15	Wed 12/02/15	Thu 12/03/15	Fri 12/04/15	Total
AdmcompUse					4.00				4.00
AdmcompUse - Sys					4.00				4.00
Reg1				7.00		7.00	7.00	7.00	28.00
				7.00	4.00	7.00	7.00	7.00	32.00

TOTALS & SCHEDULE

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Comp	4.00	Hour	12/04/2015	0.00	0.00	0.00	0.00
Comp: Previous	0.00	Hour	12/04/2015	0.00	0.00	0.00	0.00
Floating Holiday	0.00	Hour	9/01/2016	0.00	7.00	0.00	0.00
Personal	28.00	Hour	9/01/2016	0.00	28.00	28.00	28.00
Sick	269.30	Hour	12/04/2015	0.00	0.00	269.30	269.30
Vacation	140.00	Hour	9/01/2016	0.00	147.00	147.00	140.00

Once the appropriate pay period timesheet is in view, please select one of the following pay codes to either enter an earning or usage of Compensatory time:

AdmcompErn – Select this pay code to enter in the approved work time that is to accumulate as compensatory time. The minimum increment for earning time is one half hour (30 minutes).

AdmcompUse – Select this pay code to enter the Compensatory time to be charged (used). The minimum usage increment is one quarter hour (15 minutes).

AdmcompUse – Sys or AdmcompUse – Previ

These are system generated pay codes. In addition to the pay code line selected by the employee AdmcompUse, a second line will automatically appear to note which accrual accumulation is being charged. **AdmcompUse-Sys** refers to the current year's accumulation and **AdmcompUse –Previ** refers to the last fiscal year's accumulation which may be used within 45 days of the end of the previous fiscal year. Employees should not select these manually.

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Re

Week starting: Sat 11/21/15

Pay Code	Transfer	Sat 11/21/15	Sun 11/21/15
<input checked="" type="checkbox"/> <input type="checkbox"/> AdmcompErn			
<input checked="" type="checkbox"/> <input type="checkbox"/> AdmcompUse			
AdmcompUse - Sys			
<input checked="" type="checkbox"/> <input type="checkbox"/> Reg1			

Week starting: Sat 11/28/15

Pay Code	Transfer	Sat 11/28/15	Sun 11/28/15
<input checked="" type="checkbox"/> <input type="checkbox"/> Hours Worked			

TOTALS & SCHEDULE ACCRUALS AUDITS

Accrual Profile Admin Fac Exmpt

Accrual Code	Balance on Selected Date	Units	
Comp	3.00	Hour	12/0
Comp Previous	0.00	Hour	12/0
Floating Holiday	0.00	Hour	9/01
Personal	28.00	Hour	9/01
Sick	289.30	Hour	12/0
Vacation	140.00	Hour	9/01

The Accruals section of the timesheet view is used to view available balances on any given day of the pay period. To view a balance, highlight the day in question. The available balance on the specified day will be listed as follows:

Comp – This is the current fiscal year’s available balance

Comp Previous – This is the previous fiscal year’s unused available balance. This accumulation will only appear after the end of the fiscal year (8/31). If unused within 45 days, the time will be forfeited and the balance will be adjusted to zero (0.00).

Balances will automatically be reduced by the amount of time entered into the timesheet. The system has been programmed to automatically use the *Comp Previous* balance first before charging *Comp* (current year’s balance).

The limit for the earning of Compensatory time is 35.00 hours per fiscal year. Once an employee has earned the maximum amount, the system will not accumulate additional hours beyond 35 hours.

D U T C H E S S
COMMUNITY COLLEGE

ADMINISTRATIVE STAFF REQUEST FOR TIME OFF

FROM: _____ DATE: _____

I am requesting _____ day (s) / hours of benefit time* to be taken on the following dates:

_____ Vacation _____

_____ Sick _____

_____ Personal _____

_____ Compensatory Time _____

_____ Other (Specify) _____

Supervisor's Signature: _____ Date: _____

DIRECTIONS: Submit this request to your supervisor at least two days in advance of absence, whenever possible. Upon approval, keep the original and forward a copy to Human Resources.

Benefit time is intended to be used as an alternative to work time and not as an addition to one's regularly scheduled daily hours. Compensatory time used is limited to the available amount earned up to a total of 35 hours per fiscal year. Any compensatory time not used within 45 days of the end of the fiscal year (by October 15) will be forfeited.