

GBMC KRONOS Time-Keeping Instructions

ORIENTATION TIME-KEEPING INSTRUCTIONS

*Please note: If you are attending orientation that includes any staff members, **the info for staff is different**, so you cannot rely on the educator to explain the process to you for agency – the information they will review will pertain to staff – please follow the below directions:*

During classroom orientation, you must have your agency Timeslip signed at the end of each day. At the end of your last day of classroom orientation, you must take the your agency Timeslip to the Staffing Office – they will manually add you to that week’s KRONOS report and give you the below information on how to use the KRONOS system for your regular clinical shifts going forward. They will provide you with the employee ID and the unit billing code(s) that you need to clock in and out of KRONOS.

REGULAR CLINICAL-SHIFT TIME-KEEPING INSTRUCTIONS

*Please note: **The info for staff to use KRONOS is different than agency**, so you cannot rely on staff members to explain the process to you for agency – the information they know and may relay will pertain **ONLY** to staff – please follow the below directions:*

Time and attendance phones have been installed adjacent to every time clock. To use these, simply pick up the phone. They will automatically dial the Time and Attendance system and begin the prompts taking you through the time entry process.

To Clock In

Pick up the phone

Dial #6123

Enter Employee ID (this will be provided to you by the staffing office)

Press 2

Enter Unit Billing Code (this will be provided to you by the staffing office)

To Clock Out

Pick up the phone

Dial #6123

Enter Employee ID (this will be provided to you by the staffing office)

Press 1

ON-CALL SHIFT TIME-KEEPING INSTRUCTIONS

Fill out a Kronos exception form for call hours and drop off to Jill in the GBMC staffing office. You can also obtain this form there. If you are called in you should use clock in/out using Kronos to document the call-in hours.

*****DO NOT ASK TO HAVE AN AGENCY TIMESLIP SIGNED AFTER YOUR CLASSROOM ORIENTATION WEEK** – they will not sign it, and have reiterated to us numerous times that agency employees are NOT request a signed timeslip. **YOU MUST USE KRONOS. No exceptions.** This is a very simple yet important direction to follow.***

*****IF YOU MISS A KRONOS CLOCK IN OUR OUT, YOU MUST FILL OUT AN EXCEPTION FORM AND HAVE IT SIGNED BY YOUR UNIT SUPERVISOR (Manager or CUC) AND RETURN IT TO THE STAFFING OFFICE. No exceptions! Your time must be verified via KRONOS reporting in order to be paid on time.*****