Understanding the 30 Minute Time Adjustment on Timecards

The following information is intended to help Supervisors review timecards with accuracy. As we transition to an automated time and attendance system, certain pay codes are automatically calculated and added to employee Timecards. One such pay code involves Time Adjustments.

Full-time benefit-eligible employees who work a five-day/eight-hour schedule or a four-day/10-hour schedule receive one-half hour (30 minutes) adjustment per day, subject to the applicable collective bargaining agreement provisions. This is called a Time Adjustment. Kronos automatically applies Time Adjustments to eligible employee Timecards when an employee clocks in to start their shift; however, the Time Adjustment appears differently for Hourly/Non-Exempt employee timecards than it does for Salaried/Exempt employee timecards.

When reviewing an employee’s timecard, Supervisors should understand how Kronos displays the 30 minute Time Adjustment. The differences between the two timecards are described below:

**Hourly/Non-Exempt Employees TIMECARD**
‘Shift’ hours do NOT show a 30 minute daily Time Adjustment. Shift hours do NOT show Leave Time.
‘Daily’ hours are based on the hours worked and do NOT include a 30 minute daily Time Adjustment.
Leave Time (entire shift) include a 30 minute daily time adjustment.
‘Cumulative’ hours show the sum of daily hours for the pay period.

**Hourly/Non-Exempt Employees TOTALS & SCHEDULES**
In Kronos, the automated calculation of regular hours, daily time adjustment of 30 minutes, pay codes and overtime hours worked are processed behind the scenes and the results will show under the ‘Totals & Schedules’ tab.

Since the TIMECARD does NOT show values for a 30 minute daily Time Adjustment, Kronos automatically includes the Time Adjustment when calculating hours to be paid within the ‘Totals & Schedules’ section. **Note:** Time Adjustment hours are not considered time worked when calculating the appropriate overtime and shift differential pay for hourly/non-exempt employees.
Salaried/Exempt Employees TIMECARD

‘Cumulative’ hours show the sum of daily hours for the pay period.

‘Shift’ hours show a 30 minute daily Time Adjustment on days worked and days when leave is taken. Shift hours do NOT show Leave Time.

‘Daily’ hours are based on the scheduled shift and include a 30 minute Time Adjustment.

Leave Time (entire shift) include a 30 minute daily Time Adjustment that does not affect a salaried employee’s pay.

Salaried/Exempt Employees TOTALS & SCHEDULES

In Kronos, the automated calculation of regular hours and pay codes are processed behind the scenes and the results will show under the ‘Totals & Schedules’ tab.

The TIMECARD shows values for a 30 minute Time Adjustment in the ‘Daily’ total hours (8 or 10 hours). As a result, Kronos does not display the Time Adjustment when calculating hours to be paid under the ‘Totals & Schedules’ section. Note: Salaried/Exempt employees are not eligible for overtime.