

Kronos Overview

January 28, 2009

Why Kronos?

As part of the overall ERP/Banner project implementation:

- Time Collection System is going away
- Manual submission of overtime and dockings to Payroll will be eliminated
- Standardized pay policies and practices will be put into place
- Kronos provides Temple University administration and staff, student workers, and work-study students with a centralized system for recording, reporting, and approving all employee time, attendance and leave activity.

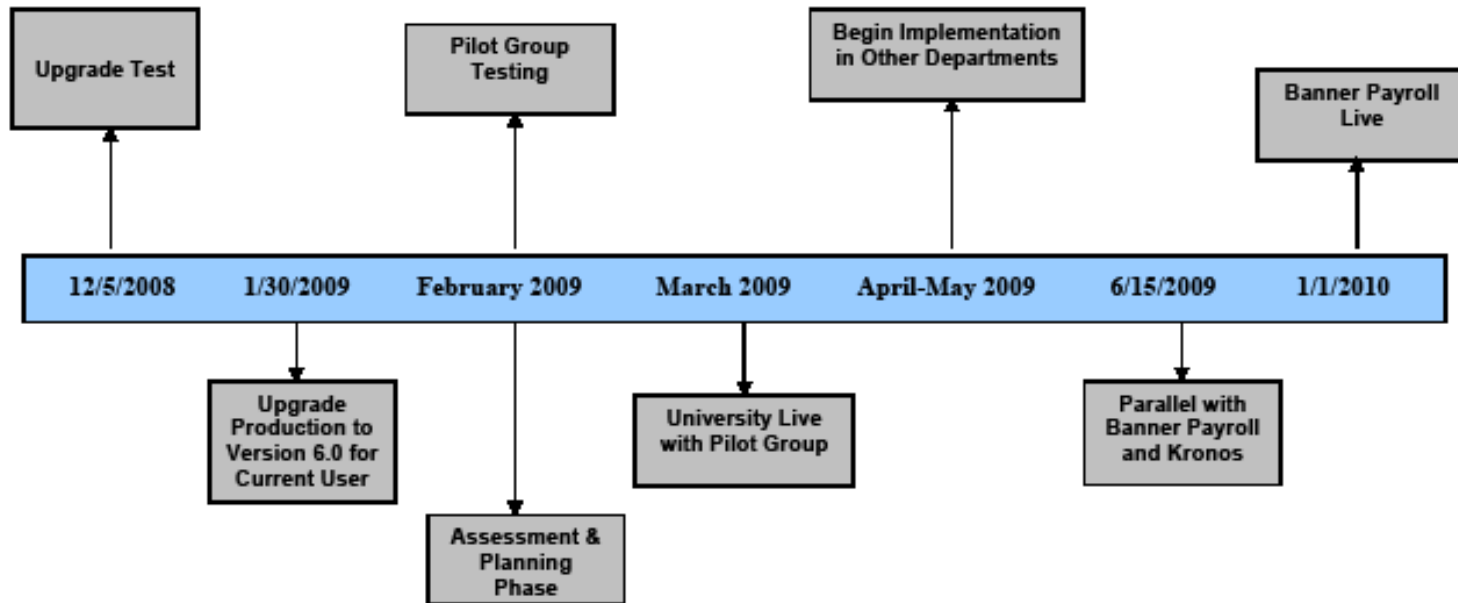
Who Will be Impacted?

All Temple employees are required to use the Kronos system, except for TAUP and Law Faculty, Adjunct faculty, and graduate students receiving an assistantship, internship, or externship.

Methods of Gathering Information for Implementation

- Questionnaire and census data were distributed to all school, college and administrative departments for their review.
- Individual departmental assessment sessions are being scheduled and conducted. Sessions are designed to determine the best method for recording time that best meets the departments needs and constraints.

Timeline



Top 5 FAQ's

- **Who will use Kronos?**

- Employees that are paid by the hour will use the system to record hours worked and leave time.
- Other employees will use the system to record leave time, at a minimum.

- **Who will not use Kronos?**

- TAUP and Law Faculty, Adjunct faculty, and graduate students receiving an assistantship, internship, or externship.

- **How Will Kronos record my time?**

- By punching in and out at a Kronos time clock.
- By punching in and out by use of the Kronos web based Employee module.
- By reporting hours to a timekeeper (for employees not eligible to receive overtime)

Top 5 FAQ's

- **Will training be provided?**
 - Employee Training will be provided by HR/Payroll Management to all schools, colleges and administrative departments as we phase in each area.
 - On the use of time clocks and the web based system
 - Timekeeper/Approver Training on the use of all functions performed at the timekeeping/approver level
- **Where can I find more information on the Kronos time & attendance system?**
 - Click on the Kronos link on the HR website

<http://www.temple.edu/hr>