

# TIMEKEEPING SYSTEM SETUP FORM

Use this form for any hourly-based employee whose timekeeping information will be different from the system defaults (refer to instructions for defaults). To change a current employee's information, check only the boxes that are changing as outlined below. These changes will be effective at the *beginning* of the pay period in which the form is received in the Payroll Office by 5:00 p.m. the Thursday prior to the payweek. Mail this form to the **Payroll Office** at Mail Code **AD225**.

Employee Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Effective the Beginning of Pay Period #: \_\_\_\_\_

HOURLY-BASED EMPLOYEES ONLY	
<p><u>40 Hours (7-day periods)</u> Pick <i>one</i> regular shift length:</p> <p><input type="checkbox"/> 8 or less      <input type="checkbox"/> 9.5      <input type="checkbox"/> 12</p> <p><input type="checkbox"/> 8.5      <input type="checkbox"/> 10      <input type="checkbox"/> 12.5</p> <p><input type="checkbox"/> 9      <input type="checkbox"/> 11      <input type="checkbox"/> 16</p>	<p><u>80 Hours (14-day periods)*</u> The regular shift length <i>cannot</i> exceed 8 hours:</p> <p><input type="checkbox"/> 8 or less hours <b>Hospital Employees <u>Only</u>.</b></p>
<p>Indicate the default meal break (check one):      [ <input type="checkbox"/> ] No meal break      [ <input type="checkbox"/> ] 0.50 hour meal break      [ <input type="checkbox"/> ] 1.00 hour meal break</p>	

ONA EMPLOYEES ONLY	
<p>Nurses eligible for charge nurse differential; indicate if there is an upper-limit to the maximum number of charge hours per shift:</p>	
<p>[ <input type="checkbox"/> ] No Charge Nurse Max</p>	<p>[ <input type="checkbox"/> ] Charge Nurse Max = _____ Hours</p>

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*I understand that my overtime rule will be managed according to the Bureau of Labor and Industry 8/80 rule.*

Department Director/Designee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## INSTRUCTIONS FOR COMPLETION OF THE TIMEKEEPING SYSTEM SETUP FORM

### DEFAULTS:

- 40-hour week with a shift length of 8 or less hours.
- 0.50 hour meal break.
- 40-hour week for part time.
- No charge nurse Max.

Please Note: Do not send this form if the new hire employee's setup will be the same as the default.

**Effective Pay Period #:** The current, or future, pay period in which the new settings are to take effect. Any changes to the employee's KRONOS record that are input during a pay period are retroactive to the beginning of that pay period. Do not put a date here.

### HOURLY-BASED EMPLOYEES:

**Shift Length and Weekly Overtime Calculation:** For every employee, indicate whether the employee is on a 40 or 80 hour workweek for purposes of identifying weekly overtime. If an employee is on an 80 hour workweek for determining weekly overtime, they will not receive weekly overtime pay until they work over 80 hours across a two-week period. For example, a full-time employee who has a workweek of six 8-hour shifts in week one and four 8-hour shifts in week two, should be on an 80-hour workweek for purposes of identifying weekly overtime. Employees on a 40-hour workweek will receive weekly overtime when they work over 40 hours in a week.

*For employees on a 40-hour workweek:* Indicate the employee's regular shift length. Unless otherwise indicated on Employee Schedule Maintenance, the employee will receive daily (contract) overtime when they work more than the indicated number of hours.

*For employees on an 80 hour work week:* Federal law stipulates that only Hospital Department employees may be set up on an 80-hours work week and, for the purpose of calculating overtime, regular shift length cannot exceed 8 hours.

**Meal break deduction:** Indicate the employee's default meal break. Unless otherwise indicated with a clock code 0 (skipped a meal) or code 3 (meal clock out) and code 4 (meal clock in), this is the amount of time the timekeeping system will automatically deduct when the employee works four or more hours in a shift.

### ONA EMPLOYEES:

**Charge Nurse Maximum Hours:** For nurses who occasionally have charge nurse duties, indicate whether the system should automatically 'turn off' their charge nurse differential after a specific number of hours.

If you have questions regarding the completion of this form, contact the Payroll office at 494-8103.