

## TELEPHONE TIME ENTRY (TTE)

All hourly-based employees at OHSU record their time into the Telephone Time Entry (TTE) system. The TTE system records and organizes timekeeping information and sends it to the desktop application *Kronos Timekeeping System*. Employees log into Kronos to review their Timecards for any errors and notify their timekeepers of any corrections or changes throughout the pay period. All corrections must be made by noon on the Monday after the end of the pay period (10am on Tuesday if Monday is a holiday).

Salaried employees do not clock worked hours into TTE, however, they do record leave time taken either into TTE or Kronos.

Employees are paid on the Friday following the close of the biweekly pay period based on their Timecards. Please see [OHSU Biweekly Payroll Calendar](#).

### 1) TIME FORMAT AND ROUNDING IN TTE

TTE records the date and time of your transactions. The time will appear in Kronos in hours and minutes using the 12-hour format. For example, a clock-in at 2 minutes after 8 am will show as 8:02 am.

However, the time you are paid for is rounded to the nearest tenth of an hour. For example, if you work 9.33 hours, you will be paid for 9.3 hours.

To make these calculations, TTE also rounds the time of day to the nearest tenth of an hour. This means that when you record a clocked transaction (such as a clock-in); the time that you entered in TTE is rounded to the nearest six minute increment (One-tenth of sixty minutes is six minutes). The clock diagram shows how the clock is divided into tenths of an hour. Understanding this is important to ensure you clock appropriately for your full shift.

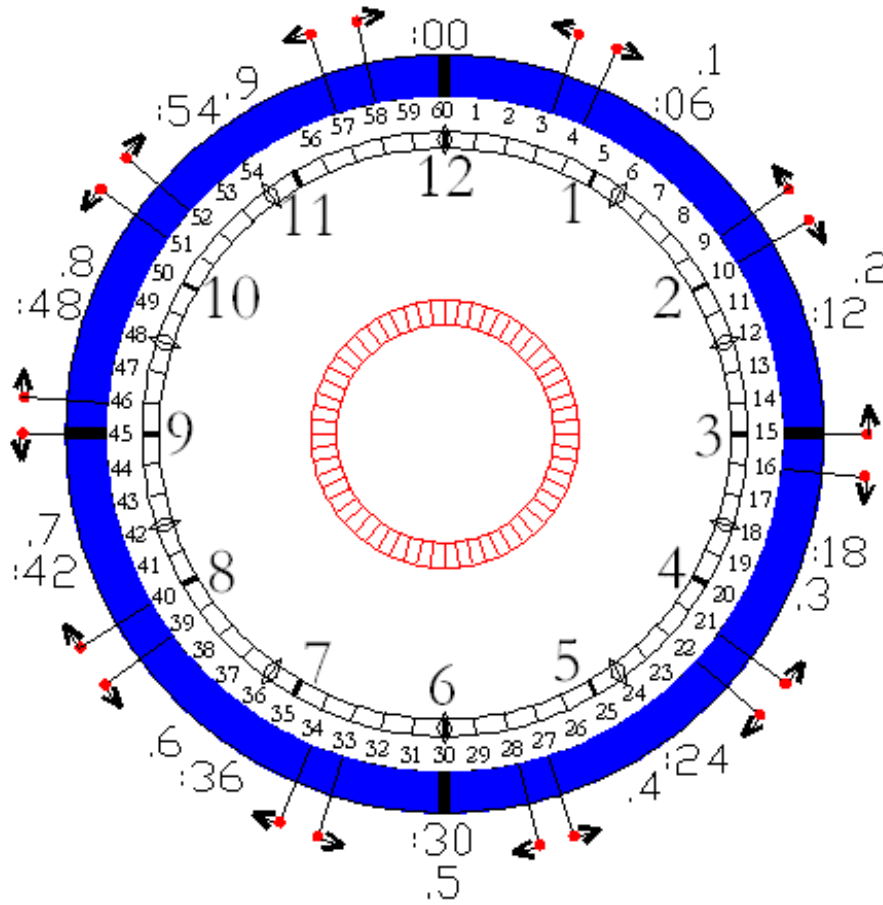
#### Calculating your W.A.C.O

To avoid accruing Incidental Overtime, use the clock diagram to figure out your **Window of Acceptable Clock-out Opportunity (W.A.C.O.)**

1. *Write down what time you clocked-in so you know what time to clock-out.*
2. *Look at where your clock-in time falls on the KRONOS rounding chart. KRONOS rounds to the nearest tenth of an hour (6 minutes). (i.e. Clocking in between 8:28-8:33 rounds you to 8:30)*
3. *Then look at where you need to clock-out on the KRONOS rounding chart. (i.e. Clocking out between 4:58-5:03 rounds you to 5:00) You have a six minute window of time.*

**Example:** If you clock-in at 8:27 am, your time will be rounded down to 8:24 (4/10<sup>th</sup> of an hour). You will need to clock-out between 4:52-4:57, which rounds you to 4:54 (9/10<sup>th</sup> of an hour) for an 8 hour shift with half hour lunch. But, if you clock-out at 4:58 (working 1 minute more than 8 hours) you will have .10 hour (6 minutes) of Overtime added to your pay-earning clock. Conversely, if you clock-in at 8:28 and clock-out at 4:57 (working 1 minute less than 8 hours) you will have .10 hour (6 minutes) docked from your pay-earning clock.

### KRONOS CLOCK DIAGRAM



Tenth of Hr	Rounded Time	Clock Range	Tenth of Hr	Rounded Time	Clock Range
0	:00	:58-:03	0.5	:30	:28-:33
0.1	:06	:04-:09	0.6	:36	:34-:39
0.2	:12	:10-:15	0.7	:42	:40-:45
0.3	:18	:16-:21	0.8	:48	:46-:51
0.4	:24	:22-:27	0.9	:54	:52-:57

## 2) BASIC TTE FUNCTIONS

### WHICH PHONES TO USE

Employees, including timekeepers, must dial into TTE at their departments or work stations. Some departments may designate specific phones to use to call TTE.

### LISTENING TO THE TTE SYSTEM

- Wait for the time to be announced before entering any information: ("The time is \_\_\_\_.")
- After you hear the time, you can wait for TTE to prompt you for information or you can type ahead of the TTE prompt.
- Please wait for the "Thank you" message after you have finished entering your TTE transaction. The message is confirmation that your transaction was accepted by TTE. Do not hang up until AFTER the "Thank you" message begins.

### THE SYSTEM ALREADY KNOWS...

- The current time and date.
- Which days are holidays.
- Which codes you are eligible for.
- When to pay overtime.
- When to pay shift differentials for regular hours and overtime hours.

### IF YOU MAKE A MISTAKE

- If TTE notices an error, it will ask you to enter that information again.
- If you make a mistake, simply hang up before you hear the "Thank you" message or press \*\* to cancel the last transaction entered.
- Your timekeeper can help you fix any errors that get through to Kronos.

### VERIFYING YOUR TIME

- Carefully review your Timecard in Kronos before pay period close.
- Submit corrections and timekeeping transactions you cannot enter yourself to your timekeeper in a timely manner.

### IF YOU THINK SOMETHING IS WRONG WITH TTE

- Hang up and try calling again.
- Immediately call the Help Desk at 4-2222 if problems persist.

### THERE ARE THREE TYPES OF TTE TRANSACTIONS

These are discussed in the following sections.

- Clocked Transactions
- Non Clocked Transactions
- Conversion Transactions

### 3) CLOCKED TRANSACTIONS

A clocked transaction is one in which the system records the specific **time** and **clock code** you are entering. The time that you are calling in the transaction will be used to calculate work time. The most common transactions are **clock-in (1)** and **clock-out (9)**.

	TTE says...	You dial...
1		<b>4-9123</b>
2	<i>"The time is ____. Please enter your EMPLOYEE #."</i>	Your Employee ID Number
3	<i>"Please enter the clock code."</i>	Clock Code
4	TTE responds to your clock code	
5	<i>"Thank you for using Telephone Time Entry."</i>	Hang up after the confirmation beings.

*Made an error? Press \*\* to cancel the last transaction entered.*

CLOCK CODES	ACTIVITY	TTE SAYS
<b>0</b>	Skip A Meal	"Cancel Deduction Recorded"
<b>1</b>	<b>Clock-In</b>	"Time Stamp Recorded"
<b>2</b>	On-call Worked Clock-in	"Call in Recorded"
<b>3</b>	Meal Clock-out	"Meal Out Recorded"
<b>4</b>	Meal Clock-in	"Meal In Recorded"
<b>5</b>	Transfer Dept or Change Position	SEE SECTION 3C
<b>9</b>	<b>Clock-Out</b>	"Clock-out Recorded"
<b>61-69</b>	Change Assignment	SEE SECTION 3D
<b>80</b>	Charge Nurse/Leadworker	"In Charge Recorded"
<b>81</b>	Non-Clocked (Leave Taken/On-call)	SEE SECTION 4
<b>83</b>	Conversion	SEE SECTION 5
<b>85</b>	Transfer to Pay Differentials (ONA only)	SEE SECTION 3F

#### A) MEAL BREAK (Clock codes 0, 3, 4)

A meal break is a period of unpaid time that is automatically deducted from time worked. The time deducted can be skipped or replaced in TTE. Please obtain approval from your manager.

**The skipped meal code (0)** cancels your default meal break deduction for the shift. It may be recorded any time during the shift of the skipped meal BEFORE recording a clock-out (9).

**Meal clock-out (3)** and **meal clock-in (4)** combination are used for taking a longer or shorter meal break than the default. You replace your default meal break with the amount of time that elapses between the time you clock-out for a meal and clock back in from the meal.

## B) RECORDING ON-CALL WORKED (Clock code 2)

To record on-call worked, clock-in with a clock code 2 when you start your shift. Clock-out as usual with a clock code 9 when your shift is complete.

### HOW YOU ARE PAID FOR ON-CALL WORKED

When you work an on-call worked shift you will receive a minimum of two hours of on-call worked differential, which is paid at time and a half. After those two hours your pay goes back to the appropriate rate of pay for the time that you are working, which could be overtime, regular time, etc.

In Kronos, you might see your time divided between worked on-call time, unworked on-call time and regular time. Your on-call worked differential is extra pay you receive on top of regular hours. The pay codes you will see are:

**OCW = On-call Worked.** You receive half of your hourly rate for hours paid at this differential.

**CBN = Call Back Not worked.** You still receive half of your hourly rate for these hours. This pay code lets you know that you didn't work during this time, but are still being paid for it.

**RLO = Regular Other hours.** This will be paid at your full rate and is in addition to OCW and CBN.

For example if you clock-in with a clock code 2 at 8:00 am and out with a clock code 9 at 9:00 am, you will receive **RLO 2.00, OCW 1.00, and CBN 1.00.**

## C) TRANSFER TO ANOTHER DEPARTMENT OR POSITION (Clock code 5)

In TTE, each employee is assigned to **one** department and **one** job. **Transfer clock code (5)** is used to charge hours worked to a different department. It can also be used to record time working in a different position with a different pay rate. You may also switch positions *and* departments. Use Transfer (5) again to return to your home department and position.

Transfers must be authorized by the department. Position changes require the correct set up through a Personnel Action Form (PA) from your department to Human Resources.

### TRANSFER TO ANOTHER DEPARTMENT OR POSITION - CALLING PROCEDURE

TTE says...	You dial...
1	<b>4-9123</b>
2 "The time is ____. Please enter your EMPLOYEE #."	Your Employee ID Number
3 "Please enter the clock code."	<b>5</b>
4 "Please enter the department."	Enter the eight digit org alias number <u>or</u> Press # to default to your home dept
5 "Please enter your position number or # to skip."	Enter the position number <u>or</u> Press # to skip
6 "Transfer recorded."	
7 "Thank you for using Telephone Time Entry."	Hang up after the confirmation beeps.

*Made an error? Press \*\* to cancel the last transaction entered.*

#### D) CHANGE ASSIGNMENT (Clock codes 61-69)

Employees may work the same position, but on occasion work an assignment that either has a pay differential or is tracked by the department for budgeting reasons.

Clock codes **61-68** can be entered at the beginning of a shift as a clock-in, or during the shift for partial shift assignments. Clock code **69** is used to turn off the assignment and return to regular work. **Clock-out (9)** is used if assignment ends at the end of the shift.

Note: to transfer any of these assignment to another org or position, enter star (\*) before the clock code to be prompted to enter the transfer. (eg: clocking \*61 will give you a prompt to enter the org alias and position number).

CLOCK CODES	ASSIGNMENT	TTE RESPONDS
<b>61</b>	Critical Floor Care	"User defined 61 recorded"
<b>62</b>	Union Steward	"User defined 62 recorded"
<b>63</b>	Patient Care Attendant	"User defined 63 recorded"
<b>64</b>	Light Duty	"User defined 64 recorded"
<b>65</b>	Other Assignment	"User defined 65 recorded"
<b>66</b>	Orientation	"User defined 66 recorded"
<b>67</b>	Education	"User defined 67 recorded"
<b>68</b>	Meeting	"User defined 68 recorded"
<b>*61-80</b>	To transfer work status to another org or position, press * before the clock code.	"User defined xx recorded"
<b>69</b>	<b>Turn off Clock codes 61-68, 80</b>	"Clear Work Rule Recorded"

#### E) CHARGE OR LEADWORK STATUS (Clock code 80)

An **intermittent** charge or leadworker receives a pay differential for Charge or Leadwork Status. AFSCME employees are authorized for this status through a PA form submitted to Human Resources. ONA employees do not require a PA form.

Note: **Permanent** lead workers do not call in clock codes to record this status.

Clock code **80** can be entered at the beginning of a shift as a clock-in, or during the shift for partial time. Clock **69** to turn off charge/lead to return to regular work. **Clock-out (9)** is used if charge/lead ends at the end of the shift.

When clocking a charge shift to be transferred to a different unit, enter star (\*) before **80** to get the prompt to enter an org alias and position number.

**F) TRANSFERS TO PAY DIFFERENTIAL (Clock code 85)**

ONA employees occasionally work assignments that entitle them to pay differentials. Clock code **85** is used to clock-in these assignments. TTE prompts, "Please Enter the Transfer Code." Enter the appropriate transfer code from the list below. Only ONA employees are eligible for these codes.

Preceptor	705
Charge Preceptor	706
Charge Call In	707
Preceptor Call In	708
Charge Preceptor Call In	709
Charge Preceptor Doubleback	710
Doubleback	805
Doubleback Charge	806
Doubleback Preceptor	807

**PAY CODES RESULTING FROM CLOCKED TRANSACTIONS**

Time entered in TTE can be viewed in Kronos. Employees should login to Kronos at least once before pay period close to verify their Timecard.

<b>PAY CODE</b>	<b>OVERTIME* PAY CODE</b>	<b>DESCRIPTION</b>	<b>CLOCK CODE</b>	<b>PAY/ACCRUE FACTOR</b>
CHL	CHO	Charge/Leadwork	80	5% of Hourly Rate
DBK	OVR	Double back	85	½ Hourly Rate
OCW	OVR	On-call Worked	2	½ Hourly Rate
PRC	---	Preceptor	85	5% of Hourly Rate
REG	OVR	Regular Pay	1	Hourly Rate
ORT	ORR	Orientation	66	Hourly Day Rate
EDU	OTE	Education	67	Hourly Day Rate
MTG	MOO	Meeting	68	Hourly Day Rate
UNI	UNO	Union Steward	62	Hourly Rate

\*Overtime pay factor is 1.5 times of the corresponding pay factor.

#### 4) NON-CLOCKED TRANSACTIONS (Clock code 81)

A non-clocked transaction is one in which there is no specific time stamp on the clock code. The employee enters the date and amount of hours to be paid. Since these transactions are not clocked, they can be entered any time before the end of the pay period. Non-Clocked Transactions are broken into two categories:

##### A) RECORDING LEAVE (SICK, VACATION, AND COMP)

Scheduled and approved leave time maybe in entered in future pay periods. If you are sick and you don't think you will have the opportunity to record the transaction yourself (before the closing of the pay period), please contact your department from home and ask them to record it for you.

##### B) RECORDING ON-CALL

On-call time may be recorded into TTE any time within the same pay period. If you were on-call and were called in to work, you record that on-call worked time with a clock code 2 (see On-call Worked).

It is recommended that you record on-call time the next day. This will allow you to make any adjustments to the number of net hours you were on-call in case that is different than the number of hours you were scheduled to be on-call.

Record the total number of on-call hours you worked on a particular day. Multiple days of on-call should be divided between the days as they were worked. Do not sum up multiple days of on-call hours and enter them all on one day.

#### ENTERING AMOUNTS OF TIME IN NON-CLOCKED TRANSACTIONS

- Time entries must be entered as four digits.
- Part of an hour is entered as *hundredth of an hour* or *percent of an hour* rather than *minutes*.
- **For example:**  
**1200 = 12 hours and 0 minutes**  
**0650 = 6 hours and 30 minutes (6 & 50/100 hours)**

#### ENTERING DATES IN A NON-CLOCKED TRANSACTION

- Dates must always be four numbers long.
- The month is entered first and the day second. DO NOT ENTER THE YEAR.
- **For example:**  
**1225 = December 25 (12th month, 25th day)**  
**0912 = September 12 (9th month, 12th day)**  
**0101 = January 1 (1st month, 1st day)**

#### ENTERING PAY CODES IN A NON-CLOCKED TRANSACTION

- Pay codes describe pay types and are always three letters or numbers long.
- When dialing in the pay code, look for the letters of the pay code that correspond to the letters on the telephone keys. In other words, spell the pay code out on the telephone pad.

**PAY CODES USED IN NON-CLOCKED TRANSACTIONS:**

<b>DESCRIPTION</b>	<b>ONA PAY CODE</b>	<b>AFSCME PAY CODE</b>	<b>PAY/ACCRUE FACTOR</b>
Comp Time Taken	CMP (267)	COM (266)	Hourly Rate
Double time	DBT (328)	N/A	½ Hourly Rate
Leave With Pay	LWP (597)	LWP (597)	Hourly Rate
Missed Break	MIS (647)	MIS (647)	Hourly Rate
On-call	ONC (662)	OCL (625) or CCL (225)	per union agreement
Phone At Home	PAH (724)	PAH (724)	½ Hourly Rate
Sick Leave Taken	SIK (745)	SIK (745)	Hourly Rate
Transport	N/A	ATP (287)	Per union agreement
Vacation Taken	VAC (822)	VAC (822)	Hourly Rate

**ENTERING MULTIPLE DAYS OF LEAVE**

You may enter multiple days of leave in the same phone call. For example, you can enter three days of sick time in the same call. To enter multiple days of leave, press the 1 key as outlined in step 9 of the calling procedure on the following page. When you are finished, press the 9 key when prompted to exit and wait to hear the “Thank you” message.

You can also enter multiple leave codes in the same phone call. For example, you can enter two days of vacation and one day of comp. To enter multiple leave codes, press the 2 key as outlined in step 9 of the calling procedure on the following page. When finished, press the 9 key when prompted to exit and wait to hear the “Thank you” message.

## NONCLOCKED TRANSACTIONS- CALLING PROCEDURE

TTE says...	You dial...
1	4-9123
2 <i>"The time is ____. Please enter your EMPLOYEE #."</i>	Your Employee ID Number
3 <i>"Please enter the clock code."</i>	<b>81</b>
4 <i>"Please enter the department."</i>	Enter the eight digit org alias <u>or</u> Press # to default to your home dept
5 <i>"Please enter your position number or # to skip."</i>	Enter the position number <u>or</u> Press # to skip
6 <i>"Please enter the pay code."</i>	Ex: Sick = SIK ( <b>745</b> ) AFSCME On-call = OCL ( <b>625</b> )
7 <i>"Please enter the date or pound for today's date."</i>	Press # <u>or</u> four digits for another date, ex: April 3 = <b>0403</b> Nov. 14 = <b>1114</b>
8 <i>"Please enter the number of hours."</i>	Number of hours and hundredths of hours to be paid. Enter as four digits, ex: 8 hrs = <b>0800</b> 6½ hrs = <b>0650</b>
9 <i>"Please press 1 for another non-clocked transaction, press 2 for the next pay code, 4 to repeat the transaction for the following day, or 9 to exit."</i>	Press <b>1</b> for another non-clocked transaction (go to step 4), press <b>2</b> for the next pay code (go to step 6), press <b>4</b> to repeat the transaction for the following day (go to step 9), or press <b>9</b> to finish the call.
10 <i>"Thank you for using Telephone Time Entry."</i>	Hang up after the confirmation beings.

*Made an error? Press \*\* to cancel the last transaction entered.*

## 5) CONVERSION TRANSACTIONS (83)

AFSCME and ONA employees have the option of accruing worked hours of certain pay codes instead of getting paid for them. When you accrue time, it turns into comp time that you use later or cash out. Conversions are non-clocked transactions that can be entered anytime during the same pay period it was worked.

### HOW DO I KNOW IF I HAVE TIME THAT I CAN ACCRUE?

View your Timecard in Kronos to see if there is any time to convert. It's useful to be looking at the report when TTE asks for date and pay code information.

### PAY CODES THAT MAY BE CONVERTED:

PAY CODE	DESCRIPTION	PAY/ACCRUE FACTOR
<b>OVR (687)</b>	<b>Overtime</b>	<b>1½ Hours Per Hour</b>
DBT (328)	Double time	½ Hour Per Hour
OCW (629)	On-call Worked	½ Hour Per Hour
MOV (668)	Mandatory Overtime	½ Hours Per Hour
OTE (683)	Education Overtime	1½ Hours Per Hour
MOO (666)	Meeting Overtime	1½ Hours Per Hour
OOR (667)	Orientation Overtime	1½ Hours Per Hour
OCL (625)	On-call (AFSCME only)	6hr/1hr
HOL (465)	Holiday Worked	½ Hour Per Hour
OLD (653)	Light Duty Overtime	1½ Hours Per Hour
OAT (682)	Other Assignment Overtime	1½ Hours Per Hour
OPC (672)	Patient Call Attendant Overtime	1½ Hours Per Hour
REG (734)	Regular Hours (ONA only)	1 Hour Per Hour
UNO (866)	Union Steward Overtime (ONA only)	1½ Hours Per Hour

## CONVERTING A PAY CODE TO COMP TIME - CALLING PROCEDURE

TTE says...	You dial...
1	49123
2 <i>"The time is ____. Please enter your EMPLOYEE #."</i>	Your Employee ID Number
3 <i>"Please enter the clock code."</i>	<b>83</b>
4 <i>"Please enter the date for the conversion."</i>	Enter the date that the eligible pay was earned. Enter as four digits, ex: April 3 = <b>0403</b> Nov. 14 = <b>1114</b>
5 <i>"Please enter the pay code to be converted."</i>	Example : Overtime = OVR ( <b>687</b> )
6 <i>"Conversion recorded."</i>	
7 <i>"Thank you for using Telephone Time Entry."</i>	Hang up after the confirmation beings.

*Made an error? Press \*\* to cancel the last transaction entered.*

### PAY CODES THAT MAY APPEAR FOR CONVERSION TRANSACTIONS ENTERED

PAY CODE	DESCRIPTION	PAY/ACCRUE FACTOR
CBT	Converted Doubletime	½ Hour Per Hour
CCL	Converted On Call Time (AFSCME only)	6hr/1hr
CCW	Converted On-call Worked	½ Hour Per Hour
COL	Converted Holiday	½ Hour Per Hour
COV	Converted Mandatory Overtime	½ Hour Per Hour
CRG	Converted Regular Hours (ONA Only)	1 Hour Per Hour
CVM	Converted Orientation, Education, Meeting Overtime	1½ Hours Per Hour
CVT	Converted Overtime (OVR), Light Duty, Other Assignment, Patient Care Attendant Overtime.	1½ Hours Per Hour

**PAY CODES ONLY TIMEKEEPERS CAN ENTER IN KRONOS**

<b>PAY CODE</b>	<b>DESCRIPTION</b>	<b>PAY/ACCRUE FACTOR</b>
BKP	Back-Up Service	per union agreement
PEN	Penalty Pay	per union agreement
CTI	CT In-House Standby	\$5.00
HGH	High Work Differential	\$1.00
REQ	Required Leave Without Pay	---
VVO	Voluntary Vacation Cash Out	Hourly Rate
CAS/CCC	Voluntary Comp Cash Out AFSCME/ONA	Hourly Rate