

# School District of Osceola County

## Frequently Asked Questions (FAQs) – Kronos Implementation



### Q1. Why is the District using Kronos?

To improve the accuracy and efficiency of the District's payroll processes, Kronos shall be the standard timekeeping system for all non-exempt, professional support staff in the District as of **July 1, 2024**, including educational and office support staff at every District school.

This will ensure the timely and accurate payment of overtime for non-exempt staff by automatically recording time worked in the District's payroll system during the appropriate pay period.

Instructional staff are not to use Kronos for timekeeping.

### Q2. What is the difference between Exempt Employees and Non-Exempt Employees?

In accordance with the Fair Labor Standards Act (FLSA), employees are either "exempt" or "non-exempt" from overtime pay. Non-exempt staff are eligible for overtime pay for hours worked beyond their regular work schedule.

Exempt staff are paid on a salary basis to perform their job and are not eligible for overtime pay. To qualify as exempt, an employee's specific job duties and salary level must meet specific requirements set by the U.S. Department of Labor.

### Q3. How do I know if I am an Exempt or Non-Exempt Employee?

You can a) contact your secretary or b) go to the Human Resources page and click "[Job Descriptions](#)". Then, search for your position title and open the document.

OSCEOLA COUNTY SCHOOL DISTRICT		
JOB DESCRIPTION		
Position Title: Applications Clerk		Board Approved: 09/16/03 Rev. 06/17/18; Eff. 07/01/18
Position Level: 2 – 4 May be assigned as: 12-months/258 days	FLSA Status: Non-Exempt	Job Code:

## NON-EXEMPT EMPLOYEES

### Q4. I am a non-exempt employee. How does this benefit me?

Any pre-approved overtime hours worked will be automatically captured and calculated in the Kronos timekeeping system, and then fed into the payroll system in the appropriate pay period. This will standardize overtime calculations, reduce the possibility of errors, reduce processing time, and ensure timely payment of overtime.

### Q5. Can my hours be adjusted if I punch at the wrong time?

Yes, your site's payroll secretary can adjust punches in Kronos, if necessary. You must submit a Missed Punch Form or send an email requesting the adjustment. Secretaries shall not adjust any time without the written consent of the employee, and approval from their administrator.

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### **Q6. Do I need to punch in/out for my lunch break?**

No. A 30-minute or 60-minute lunch will be automatically deducted each day based on the approved schedule for your position. You are only required to punch in and punch out at the beginning and end of your scheduled workday.

### **Q7. How do we ensure a whole department can punch on their scheduled time if there is only one (1) clock?**

Punches in Kronos are rounded to the nearest 15-minute interval for pay purposes. Therefore, there is a window of time before and after each shift during which employees can punch in or punch out without affecting their total hours paid.

Employees may punch in up to seven (7) minutes before or after the start of their shift, or punch out up to seven (7) minutes before or after the end of their shift without incurring overtime or docked pay.

The Kronos Self-Service tool is an alternative option that allows employees to punch in or punch out from a computer or mobile device that is connected to the District network. An instruction guide for using the self-service tool is available here: <https://www.osceolaschools.net/Page/1473>.

### **Q8. I already use a Kronos clock. Do I need to do anything different?**

If you are already using a Kronos clock for timekeeping, there is no change. Beginning on **July 1, 2024**, be sure to punch in and punch out for your scheduled workday within the 7-minute rounding window to prevent unauthorized overtime.

## **EXEMPT EMPLOYEES**

### **Q9. I am an exempt employee. How does this affect me?**

If you were using a Kronos clock for timekeeping, you will no longer need to do so. Your annual salary will continue to be prorated over the number of checks you elect to receive (20 or 24), and adjusted for supplements and/or leave, when necessary.

Non-instructional exempt staff will only be required to request leave when absent for half of their scheduled workday or more. Leave requests shall be submitted in advance, in half-day intervals only, and shall be subject to administrator approval.

Exempt employees are still expected to work their scheduled hours each week, at minimum, and shall not shorten their work day on a regular basis without prior administrator approval. Any employee working less than their scheduled hours without approved leave, and without prior approval from their administrator, may be subject to disciplinary action.

### **Q10. How will I be compensated for time worked beyond my scheduled hours?**

Exempt employees are not eligible for overtime. Therefore, you will not receive additional pay for working beyond your regular scheduled hours.