

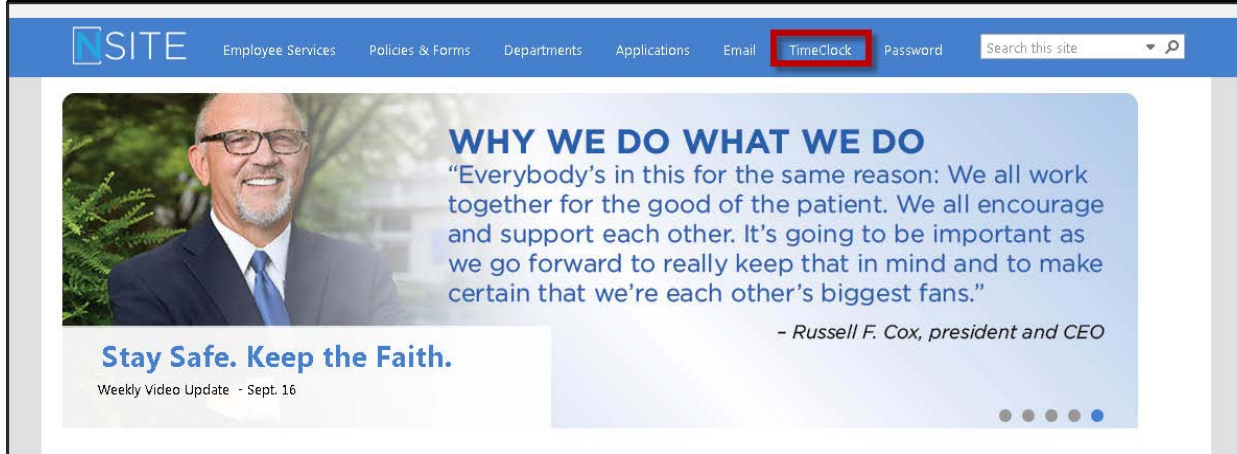
# **Parental Leave Timekeeping** **Instructions**



# *Parental Leave Timekeeping* *Overview*

- Employees will receive Parental Leave Pay based on their FTE (normal hours) in the Kronos Time and Attendance System
- Managers will receive an email notification from Unum including all necessary information regarding an employee's approved Parental Leave
  - Employee name, employee ID, leave start date, leave through date (end date), and return to work date will be included in this notification
- Upon receipt of the notification, the manager/timekeeper will update Kronos
  - Key up to four weeks of Parental Leave hours on the employee's timecard based on the employee's normal schedule/ FTE
  - Maintain the employee's schedule upon return from Parental Leave

***Pull up NSite on a Norton computer and click on "TimeClock"***



The screenshot shows the NSite website interface. The top navigation bar is blue and contains the following links: Employee Services, Policies & Forms, Departments, Applications, Email, TimeClock (highlighted with a red box), and Password. A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a featured article with a blue background. The article features a photo of a man in a suit and glasses, and the text: "WHY WE DO WHAT WE DO" followed by a quote: "Everybody's in this for the same reason: We all work together for the good of the patient. We all encourage and support each other. It's going to be important as we go forward to really keep that in mind and to make certain that we're each other's biggest fans." The quote is attributed to Russell F. Cox, president and CEO. Below the photo, the text reads "Stay Safe. Keep the Faith." and "Weekly Video Update - Sept. 16".

***Login to Kronos using your AHSN and network password***



The screenshot shows the Kronos Workforce Central login page. The page has a dark blue background. In the top left corner, there is the Kronos logo. In the top right corner, it says "Workforce Central® Version 8.1.6". Below the logo, there are two input fields: "User Name" and "Password". The "User Name" field contains a series of asterisks. The "Password" field also contains a series of asterisks. To the right of the "Password" field, there is a blue button with a white right-pointing arrow.



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# Locate LOA Employees

The screenshot displays the Kronos Genies interface. At the top left is the Kronos logo. Below it, a navigation bar contains 'Schedule Planner' and 'Manage My Department' (highlighted with a red box). Under 'Manage My Department', a dropdown menu is open, listing various options: 'QuickFind', 'Flex Breakdown', 'Flex-Sch and Unsch and late in', 'FMLA Tracking', 'Holiday Review', 'Intermittent FMLA Hours', 'Job Code Totals', and 'LOA Employees' (highlighted with a red box). The main content area features a search bar, a 'Current Pay Period' dropdown, and a table with columns: 'File Nu...', 'Pay Rule', 'Status', 'Cost Center', and 'Primary Labor Account'. Navigation icons for 'Timekeeping', 'Approval', and 'Schedule' are also visible.

- Under “Mange My Department” please select “LOA Employees” from drop down

# Select Employee & View Timecard

- Double click on the employee's name or click on "Go To" drop down and then choose Timecards

The screenshot displays the KRONOS Genies interface. At the top, there are navigation tabs for 'Schedule Planner' and 'Manage My Department'. Below this, the 'Genies' header includes a search bar for 'LQA Employees', a 'Loaded 9:16PM' indicator, and a 'Current Pay Period' dropdown. A toolbar contains various icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Approval', 'Schedule', 'Refresh', 'Share', and 'Go To'. The 'Go To' button is highlighted with a red box. Below the toolbar is a table with columns: Name, Location, Dept, Total Reg, OT, Flextime, Flex FMLA, and Flex-Un. The first row of the table is highlighted with a red box, showing 'testemployee' in the Name column. A dropdown menu is open from the 'Go To' button, showing a list of options: '1 Selected', 'Current Pay Period', 'Go to widget', 'Schedule Planner', 'Request Manager', 'Reports', 'Rule Analysis', 'Audits', 'People Editor', and 'Timecards'. The 'Timecards' option is highlighted with a red box.

Name	Location	Dept	Total Reg	OT	Flextime	Flex FMLA	Flex-Un
testemployee	NON Em...	Pre Pilot ...					

# Change time period according to Unum Notification

Step 1: Click on calendar icon

Step 2: Insert correct date from Unum notification

The screenshot shows the Kronos Timecards interface for a user named 'testemployee'. A red box highlights the calendar icon in the top right corner of the 'Employee(s) Selected' dropdown menu.

The screenshot shows the Kronos Timecards interface with a 'Select Dates' dialog box open. A red box highlights the dialog box, which contains fields for 'Start Date' and 'End Date', and 'Cancel' and 'Apply' buttons. A red arrow points from the dialog box back to the email notification below.

## Sample Email Notification from Unum

<b>Employee Name:</b>	Mick Mousey	<b>Last day worked:</b>	08/15/2017
<b>Employee ID:</b>	888888888	<b>Leave approved through:</b>	09/12/2017
<b>Leave Reason:</b>	Employee Health	<b>Return to work date:</b>	09/13/2017
<b>Leave Number:</b>	111111111	<b>Return to work status:</b>	Verified
<b>Start Date:</b>	08/16/2017	<b>Report Group:</b>	1
<b>Schedule:</b>	Continuous	<b>Office State:</b>	Kentucky

### Status Changes/Updates

\*\*\*Please review this section for the most recent leave dates and status\*\*\*

**Timeframe:** 08/16/2018 through 09/12/2018, Continuous

<b>Protection</b>	<b>Status</b>
FMLA	Approved
Norton Healthcare Parental Leave	Approved

<b>Status Reason</b>
Received Documentation
Received Documentation



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# Adding Parental Leave Pay Code to Timecard

- Select “Parental Leave” from the Pay Code drop down
- Add daily hours based on the employee’s FTE up to four weeks
  - FTE noted on previous slide
- Click save after all hours have been added

The screenshot displays the Kronos Timecards interface for an employee named 'testemployee'. The interface includes a navigation bar with 'Schedule Planner', 'Manage My Department', and 'Timecards'. Below this, there are filters for 'testemployee' and '1 of 1 TESTEMPLOYEE'. A toolbar contains various actions like 'Quick Actions', 'View', 'Approve Timecard', 'Sign Off', 'Accruals Actions', 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'. The main table shows a timecard grid with columns for Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, and Daily. A row for Monday, 9/28, is highlighted, showing a 'Parental Leave' pay code and an amount of 8.0. The 'Save' button is highlighted with a red box.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily
+ x	Sat 9/26								
+ x	Sun 9/27								
+ x	Mon 9/28					Parental Leave	8.0		8.0
+ x		7:30AM-4:00..							
+ x	Tue 9/29	7:30AM-4:00..							
+ x	Wed 9/30	7:30AM-4:00..							
+ x	Thu 10/01	7:30AM-4:00..							