

To: Managers and Timekeepers
Subject: Furloughed employees–Kronos Instructions

You have been identified as an area who has furloughed employees. Your assistance is required to ensure employees are paid correctly for the upcoming pay ending 4/25 and in the subsequent pays. It is important that all COVID bank and CTO/PTO hours are input into Kronos as soon as possible in addition to all work time.

Please keep in mind, employees are not required to use the hours in their Special COVID bank, but they are available to assist with financial needs during this difficult time. Additionally, employees can use up to two (2) additional weeks of available CTO/PTO prior to seeking unemployment. When using hours from the COVID bank and/or CTO/PTO bank, please see the Kronos following guidelines:

Hourly Employees - Kronos	
Employees with COVID Balance	<ul style="list-style-type: none">• CV No Work - if the employee has Special COVID CTO balance and the employee would like to be paid.• CV CTO - if the employee has opted to also use regular CTO hours
Employees with no COVID Balance	<ul style="list-style-type: none">• CV CTO - if the employee has opted to also use regular CTO hours up to 2 additional weeks.• If the employee does not opt to use regular CTO, no entry is needed
Employees with reduced standard hours	<ul style="list-style-type: none">• Kronos schedules should be updated to reflect the new standard hours/FTE status.
Salaried Employees	
Employees with COVID Balance	<ul style="list-style-type: none">• CV No Work or CV No Work PTO (Leadership) – the employee is paid for the hours from their Special COVID bank. The assumption is the employee would want to use the hours in the Special COVID bank. If the employee does not want to use the Special COVID bank, they should contact Employee Services.• If COVID CTO is exhausted prior to the end of the week, regular CTO/PTO hours will be used to supplement to full standard hours for the week.
Employees with no COVID Balance	<ul style="list-style-type: none">• If the employee has no Special COVID CTO/PTO balance, regular CTO/PTO hours will be used to supplement to full standard hours for the week in which the furlough occurs.
Employees with reduced standard hours	<ul style="list-style-type: none">• Kronos schedules should be updated to reflect the new standard hours/FTE status.

If you have questions regarding Kronos tasks related to Furlough employees, please contact Employee Services at employeeservices@hfhs.org.