



**Policy No: 6.25**

**Subject:** KRONOS Timekeeping and Exception Time  
**Supersedes:** All existing corporate and business unit policies on this subject  
**Effective:** Oct. 20, 2010  
**Reviewed:** March 1, 2016, Nov. 1, 2013  
**Revised:** March 1, 2016, June 15, 2014, March 9, 2014, Feb. 23, 2014  
**Page(s):** 5  
**Approved by:** Human Resources Executive Team (HRET)

### **1.0 Philosophy/Purpose:**

The purpose of this policy is to establish unity among all Henry Ford Health System business units by providing a uniform time and attendance system that collects actual time entered by the employee swiping their badge or sign in with PC using KRONOS software.

### **2.0 Scope:**

This policy applies to all employees at all business units of Henry Ford Health System using a KRONOS timekeeping system.

### **3.0 Responsibility:**

The interpretation, administration and monitoring for compliance of this policy shall be the responsibility of HFHS Human Resources Executive Team (HRET) and Operational Leadership.

### **4.0 Policy:**

At Henry Ford Health System badge swiping is required for non-exempt employees to ensure consistent timekeeping and documentation of hours worked. KRONOS Exception Logs and Exception Time Report Forms will be used to document employee exception time. This KRONOS Timekeeping and Exception Time Policy will be adhered to through the consistent application of procedures related to:

- A. Attendance
- B. Badge Swiping Process
- C. Exception Time
- D. Employee Responsibilities
- E. Manager and Timekeeper Responsibilities
- F. Equipment and Forms

### **5.0 Procedure**

#### **A. Attendance**

1. Henry Ford Health System employees will be held to the attendance standards in the HFHS Attendance Policy, No. 5.02.
2. All employees in non-exempt job classifications are required to swipe the time clock or sign in with PC entry in their designated area. Employees will swipe in at the start of the shift, and swipe out at the end of the shift.
3. Employees are required to adhere to the following time keeping rules:

- a. Employees shall not swipe/sign no more than six (6) minutes before the start of each shift and swipe out no later than six (6) minutes after the shift ends unless the employee has authorization from their manager or supervisor for the early arrival or late departure.
  - b. Employees swiping in one minute or later after their scheduled start time will be recorded as tardy. An employee is considered tardy when she/he is not at their assigned work area, in uniform, and ready to work, at the start of their scheduled shift. There is no grace period for tardy arrivals.
  - c. Employees shall not swipe out before their scheduled ending time, unless authorized to do so by their manager or supervisor.
4. All overtime must be authorized in advance by a manager or supervisor. Employees failing to swipe within six (6) minutes before the start of their shift and no later than six (6) minutes after their shift (unless a manager or supervisor has specifically requested the employee start early or stay late) will receive a verbal warning on the first incident and advance to documented counseling or the next step in corrective action every two (2) incidents thereafter, up to and including termination.
  5. Employees failing to swipe IN or OUT ("missed punch") three (3) times in a rolling three (3) month period will be subject to corrective action, up to and including termination.

## **B. Badge Swiping Process**

1. When coming in for a shift, the employee will either swipe in at a clock or with PC entry.
2. Employees may use the clock in the closest proximity to their department or workstation. A department may designate a KRONOS clock specific to their department for employees to swipe in an out. Please refer to your department policy and procedure for the swiping location.
3. Employees who are swiping in at a clock will swipe their ID badge with their picture facing their body from top to bottom on the right hand side of the KRONOS machine.
4. After swiping, if the device reads the badge successfully, the LED flashes green, and the speaker emits a tone.
5. If the KRONOS clock does not read the badge, the LED flashes red, the speaker emits a different tone, and an error message appears on the screen. Wait until the message times out or tap the **X** to close the message. The badge should be swiped again. If repeated attempts to swipe do not succeed, the employee must contact the department manager, supervisor or designee immediately so the ID badge or clock issue can be investigated. The employee also must complete an entry in the KRONOS Exception Log on the day of the event to record the actual start and/or end time.
6. The employee will repeat the same badge swiping process when the shift is completed.
7. Employees who have forgotten their ID badge are required to inform the manager or supervisor immediately and prior to the start of their shift. A forgotten ID badge will be considered a single "missed punch" occurrence (section A.5).

## **C. Exception Time**

1. Employees are responsible for completing an entry in the KRONOS Exception Log (prior to the end of the shift) anytime worked hours are different from the original schedule or anytime there is a missed swipe.
2. When completing an entry in the KRONOS Exception Log: print name and department along with actual start and end times, the reason for the exception, and the date of the exception (for midnight shift use the date the shift started).

3. All exception time must be approved daily by the manager or designee with a signature. Incomplete or unapproved entries will not be paid or entered into KRONOS.
4. KRONOS automatically deducts 30 minutes for any shift over six and a half (6.5) hours for an unpaid meal period break. If an employee is unable to take a meal period break or is not provided a meal period break, the employee is responsible for informing the manager or supervisor. The manager must cancel the deduction in Kronos.

#### **D. Employee Responsibilities**

1. Employees are required to wear their ID badges at all times while on duty. Any lost badges must be immediately reported to the manager, supervisor or designee and the employee must immediately report to Security Services in order to obtain a replacement ID badge. Employees may be charged for a replacement ID badge in accordance with HFHS Employee Identification Program Policy, No 5.01. Excessive damage of ID badges may be cause for corrective action up to and including termination.
2. Employees unable to swipe due to a forgotten ID badge, an ID badge issue or clock malfunction are required to notify the department manager, supervisor, or designee of the issue at the time of the event and/or prior to the start of the shift. Due to the nature of the service provided, the employee may not be permitted to work without an I.D. badge. Refer to department policy when this requirement applies. It is recommended that employees send a follow-up email after the conversation and prior to the end of the shift. Employees are required to complete an entry in the KRONOS Exception Log.
3. Failure to swipe IN or OUT ("missed punch") by the employee will result in an incomplete line in KRONOS and the employee will not be paid for the shift unless the employee completes an entry in the KRONOS Exception Log and the missed start or end time is entered into KRONOS by the department timekeeper.
4. All overtime must be authorized in advance by a manager or supervisor. Employees are responsible for completing an entry in the KRONOS Exception Log anytime worked hours are different from the original schedule (started more than six (6) minutes early, stayed more than six (6) minutes late, missed 30 minute lunch, etc.).
5. NO Special Check Requests will be issued for missing pay due to employee failure to swipe IN or OUT (unless a manager or supervisor was notified and an entry was completed on the KRONOS Exception Log on the day of the event). The employee will be issued a Payroll Correction on his/her next paycheck.
6. Swiping IN or OUT for another employee will be considered a serious offense for BOTH employees and will be subject to corrective action, up to and including termination.
7. No employee should be in possession of another employee's ID badge at any time. Any employee interfering with other employees' use of time clocks will be subject to corrective action, up to and including termination.
8. Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense and will be subject to corrective action, up to and including termination.
9. Employees will be required to review and approve their timecards prior to payroll processing each pay.

#### **E. Manager and Timekeeper Responsibilities**

1. Departments are required to designate a manager, supervisor, or designee on each shift for employees to notify when they are unable to swipe IN or OUT in fulfillment of section B. 5 and E. 2.

2. The department timekeeper is responsible for maintaining department timekeeping records including, but not limited to, reviewing and editing employee timecards; resolving exceptions and reviewing overtime. Time cards may be edited to reflect the correct time worked, so the employees may get timely paid. They cannot edit time cards to prevent employees from being accurately paid for time they worked.
3. The department timekeeper is responsible for notifying Corporate HR/Corporate Payroll via the IT help desk of KRONOS clock malfunctions or need for replacement.
4. Department managers are accountable to review, edit and approve employee timecards; resolve exceptions; review overtime; approve requests; run reports and schedule employees. Time cards may be edited to reflect the correct time worked, so the employees may get timely paid. They cannot edit time cards to prevent employees from being accurately paid for time they worked.
5. If an employee is not fully compensated during the pay period because of a data input error or a missed punched, a payroll adjustment form must be completed and sent to the e-mail box at [payroll1@hfhs.org](mailto:payroll1@hfhs.org) or payroll shared mailbox in Outlook. This information must be completed in full. If any information is missing or if a manager is not included on the e-mail request, the form may be returned and the request not processed.

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## F. Equipment and Forms

ID Badge  
KRONOS Clock

## 6.0 Pay Transparency Nondiscrimination Provision

The Henry Ford Health System (HFHS) will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is:

- a) in response to a formal complaint or charge,
- b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or
- c) Consistent with the Henry Ford Health System's (HFHS) legal duty to furnish information.

### ***Attachments to HR Policy 6.25***

KRONOS Exception Log

### **See Also:**

Attendance Policy HR 5.02  
Employee Identification Program HR 5.01

