



# Time and Attendance Information

Employees' Guide to Caltech

## Timekeeping Ethics Policy

The California Institute of Technology, as an employer and a government contractor, is subject to numerous laws and regulations that govern the way the Institute conducts business. The laws that regulate employees' wages and hours are designed to insure that employees are paid, as specified, within these regulations. These records contain valuable information pertaining to scheduled hours worked, actual non-exempt employees hours worked, vacation accruals, sick accruals and leave reporting.

It is the responsibility of each employee to report his/her time worked, meal periods, and/or leaves accurately and completely for each pay period. Any falsification or misrepresentation of time and attendance information may result in disciplinary action, up to and including termination. Electronic Timecard Approver/Managers and Payroll Activity Managers are responsible for ensuring that the work and leave time reported accurately reflects each employee's activity for each pay period and validate this by approving the employee's timecard. The Payroll Activity Monitors are responsible for notifying Human Resources of any work schedule changes for employees in their assigned areas. Errors in reporting hours worked, even those occurring inadvertently; can result in serious consequences to Caltech and the individuals involved. Penalties to the Institute may include civil liability, temporary or permanent loss of funding and in extreme cases criminal fines.

Each employee assists the Institute in being compliant with all Federal and State regulations when they adhere to the Institute's practices, policies and your cooperation is greatly appreciated. It is the expectation that every Caltech employee will adhere to all timekeeping practices and Personnel Memorandum policies that address payment of employee hours and wages.

## Time and Attendance Instructions

Caltech's timekeeping system is called Kronos. Employees who are paid biweekly and hold exempt, non-exempt, student or temporary positions, whether full or part-time, are required to use Kronos.

The following information summarizes Caltech policies and procedures as well as legal time reporting requirements. Information about accessing these policies and procedures as well as helpful instruction manuals is shown below. This handout is not intended to replace or supersede Caltech's policies.



# Time and Attendance Information

Employees' Guide to Caltech

## **Kronos Electronic Timecard Reporting Method – Exempt, Non-Exempt & Occasional Employees**

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The time and leave reporting method that you will use is determined by your department. Hours worked and absences for non-exempt employees can be entered by using a computer or by swiping a Kronos clock. Exempt Employees are required to only report leave absences using a computer.

The Kronos software enables employees to use an industry standard Web browser, such as Microsoft Internet Explorer for timekeeping recording purposes. The application may be accessed from any computer (PC or MAC) from both on and off campus. A VPN account is not required to access Kronos from off campus.

- Personal Computer users need a Java Plug-in (1.4.1-05) loaded onto their computers. This is not a requirement for MAC OS X users. You may download the plug-in at the following URL: <http://www.its.caltech.edu/win/kronos.html>. Internet Explorer is the recommended browser for both PC's (IE 5.0 and higher) and MAC's (IE 5.2)
- The Username and Password field is case sensitive and must be entered in lowercase. Your Kronos Username is the same as your ITS account name. If you do not have an ITS account, use your Oracle Username. The first time you log into Kronos, use your Caltech UID number, including the three preceding zeros, for a password and then you will be prompted to change your password.

## **Online Training Tutorials/Caltech Policies – Exempt, Non-Exempt & Occasional Employees**

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On line training tutorials that explain how to use the Kronos timekeeping system are located on the IMSS web site ([WWW.IMSS.caltech.edu](http://WWW.IMSS.caltech.edu)) for Exempt, Non- Exempt and Occasional employees. A hard copy of the Kronos User Guide training instructions is also available for printing. This CIT Training Material can be accessed when you are using your electronic timecard and are located under the "My Links" section of the Kronos timecard. If you have any questions about Caltech timekeeping, pay or leave policies, they can also be accessed from the "My Links" section of the Kronos timecard or at <http://cit.hr.caltech.edu/policies/policies-main.html>.

## **Information for Non-Exempt Employees**

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"Non-exempt" refers to those employees who are required by Federal and State law to be paid time and one-half and double time, where applicable, for overtime worked. Overtime work



# Time and Attendance Information

## Employees' Guide to Caltech

hours are normally calculated for any hours in excess of eight (8) hours in a workday and forty (40) hours in a workweek.

As a non-Exempt employee, you are required to report on a daily basis all time worked. Absences should be reported using appropriate leave codes in increments of hours and tenths of hours (6-minute time increments).

Your time worked is either manually entered by you in the online Kronos timekeeping system or recorded when you use your Caltech ID card to swipe the time clock when you arrive for work, take a meal break, return from a meal break, and when you leave at the end of the workday.

When using either the Kronos electronic or "swiping clock" system to record time and leave hours, any overtime worked must be pre-approved by your supervisor.

Make up time must also be pre-approved by your immediate supervisor and is recorded in the same week as the time off that was not work related. FMLA partial day integrated hours will be entered by the Payroll Activity Monitor in your department.

**Electronic Timecard Approval** At the end of each pay period, you are required to approve your time worked and any leave hours recorded for the pay period by entering your approval to the Kronos electronic record. By approving your electronic timecard, you are attesting to the best of your knowledge that your information submitted is complete and accurate. You are responsible for any inaccuracy or omission of which you are aware at the time the electronic timecard was approved and submitted. You may be subject to disciplinary action up to and including termination for submitting any inaccurate information on your report.

**Employee Accruals** Your vacation and sick leave accrual balances can be viewed on the electronic Kronos timecard. The accrual balances are also listed on the statement of earnings that you receive each pay period.

**Payroll Activity Monitor and Supervisor Sign Off's** Once you have approved your electronic time card in Kronos, it will be reviewed by your department's Payroll Activity Monitor for any inaccuracies or omissions, as well as by the person to whom you report, at the completion of the current pay period.

**Correcting Hours Reported** If you have any Not Previously Reported (NPR) hours from a prior pay period, you must inform your Payroll Activity Monitor and/or supervisor. If you need to change any Prior Pay Period Leave Code, you also must inform your Payroll Activity Monitor and/or supervisor. Any Historical Edits for the Not Previously Reported and the Prior Pay Period Leave changes will be entered by the Payroll Activity Monitor.



# Time and Attendance Information

## Employees' Guide to Caltech

**Time Clock Reporting Method** If you are using the time clock reporting method, time is collected electronically when you swipe a time clock which transmits information to the Kronos time entry system and can then be validated by your department's Payroll Activity Monitor. Time collected electronically is updated on a real time basis. You must have an active Caltech ID card in order to use a time clock.

### 1. Time Worked

- Record your daily work activity by using your Caltech ID card to "swipe clock" when you report for work, take a meal break, return from meal break, and leave at the end of the workday.

### 2. Meal Period

- Record your meal activity by using your Caltech ID card to "swipe clock" when you leave for a meal break and when you return from a meal break.

### 3. Leave Taken

- If you use leave time such as vacation, sick leave, etc. you need to report these types of absences to your department administrator who is responsible for tracking hours worked and attendance. The department administrator will give you specific instructions on how to report these absences.

## Information for Exempt Employees

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"Exempt" refers to employees who are exempt from Federal and State laws regarding payment of overtime. Caltech pays on a salaried basis, (i.e., the Institute establishes a fixed salary) for performance of the position's duties and responsibilities regardless of how many hours are worked and pays that salary in bi-weekly increments. Exempt employees are not required to track or report hours worked for performing assigned duties. Exempt employees are only required to report full day absences in the Kronos electronic timekeeping system. Exempt employees are not eligible for overtime compensation. FMLA partial day integrated hours will be entered by the Payroll Activity Monitor in your department.

**Electronic Timecard Approval** If you have entered any absence (leave) entries in Kronos, you must approve your electronic timecard. By approving the electronic timecard, you attest to the best of your knowledge that your information submitted is complete and accurate. You are responsible for any inaccuracy or omission of which you are aware at the time the electronic timecard was approved and submitted. You may be subject to disciplinary action up to and including termination for submitting any inaccurate information on your report.

**Payroll Activity Monitor and Supervisor Sign Offs** Once you have approved your electronic time card in Kronos, it will be reviewed by your department's Payroll Activity Monitor for any



# Time and Attendance Information

## Employees' Guide to Caltech

inaccuracies or omissions, as well as reviewed by the person to whom you report, at the completion of the current pay period.

**Accruals** Your vacation and sick leave accrual balances can be viewed on the electronic Kronos timecard. The accrual balances are also listed on the statement of earnings that you receive each pay period.

If you have any questions about how to use Caltech's timekeeping system, please talk to your supervisor, manager and/or your department's Payroll Activity Monitor. If you are experiencing technical system related issue, please contact your department's system administrator or IMSS, extension 3500.