TEMPORARY STAFF AND ACTIVE RETIREE QUESTIONS:

1. Where can temporary staff and active retirees find guidance about how to enter time worked in My Time (Kronos)?
   Support resources have been developed for easy reference:
   - Temporary Staff and Active Retiree Quick Guide
   - My Time Awareness Video for Temporary Staff and Active Retirees

2. What is the last week to enter time in STU-CAS?
   Time can be entered in STU-CAS for temporary staff and active retirees through Tuesday, May 2 at 11:00 a.m. for hours worked through Saturday, April 29.

3. Will each temporary staff member or active retiree enter their hours each week into My Time (Kronos), whether or not they work the same hours from week to week?
   Yes, hours must be entered on the timecard or the temporary staff member or active retiree will not be paid.

4. Will temporary staff and active retirees receive reminders to enter their hours?
   No. Monday reminders will only be sent to timecard approvers when employee and/or manager approval is missing from a temporary staff/active retiree timecard that contains hours worked.

5. If a timecard approver doesn’t sign off on a temporary staff or active retiree timecard, does that person still get paid?
   Yes. As with C&T timecards, any hours on the timecard will be paid even if there are no approvals.

6. How do eligible temporary staff or active retirees request sick time (Connecticut Sick Leave) in My Time (Kronos)?
   They will be able to see their accrued sick time under the Accruals tab in My Time (Kronos).
   Please reference the Temporary Staff and Active Retiree Quick Guide for more information.
   Temporary staff or active retirees who have usable sick time must request the time off through their supervisor until this functionality is available in My Time.

7. Are temporary staff and active retirees who reside outside of Connecticut eligible for CT Sick Leave?
   Yes.

8. What is the timecard approval deadline for temporary staff or active retirees?
   Timecards must be approved by 12:00 p.m. each Monday.
MANAGER AND DESIGNATED APPROVER QUESTIONS:

1. Where can timecard approvers of temporary staff and active retirees find guidance about how to enter and approve time worked in My Time (Kronos)?
   Please reference the Timecard Approvers Quick Guide.

2. What is the final deadline for entering time in STU-CAS?
   Time can be entered and approved in STU-CAS for temporary staff and active retirees through Tuesday, May 2 at 11:00 a.m., for hours worked through Saturday, April 29.

3. Will managers and timecard approvers receive reminders to approve temporary staff and active retiree hours?
   Monday reminders will be sent when employee and/or manager approval is missing from a temporary staff/active retiree timecard that contains hours worked.

4. Can there be an alternate timecard approver in case the approver is away and cannot access My Time (Kronos)?
   As with C&T and M&P timecards:
   a. Timecard approvers do not have to be a person’s immediate manager.
   b. Timecard approval can be delegated from one approver to another temporarily, such as when the assigned approver is on vacation. See the Assign a Temporary Supervisor Delegate guide for further information.
   c. The business office can approve the timecard instead of the manager.

5. What access does my business office need to enter time on temp timecards?
   Salaried staff who work in a business office and will be involved in temporary staff and active retiree time entry in My Time require “Business Office” access, which provides the ability to view, edit and approve timecards. Hourly business office staff require “Time Reporting Administrator with Edit” access, which provides the ability to view and edit timecards. Any requests to grant this access should be made by the Operations Manager or Lead Administrator by email to employee.services@yale.edu.

6. Can a C&T be granted Business Office access?
   Hourly paid employees cannot be granted Business Office access because it includes access to approve a timecard, which is limited to salaried staff as per the Fair Labor Standards Act. A slightly different kind of access can be granted to a C&T called Time Reporting Administrator with Edit, which grants access to update time or add charging instructions but not to approve a timecard.

7. How are temporary staff and active retiree hours tracked?
   Hours can be monitored using the ‘Payroll Time-Related Earnings – Yale’ report in Workday.

8. Who will have access in My Time (Kronos) to view, enter hours and Charging Instruction information (if necessary), and approve the timecard?
   Managers, timecard approvers, and those with Business Office access can edit and approve timecards. Some back office/technical staff also have access to view and/or edit timecards (Employee Services, Payroll, etc.).
9. **How are hourly rates loaded?**
   Rates for the primary job will feed from Workday to My Time (Kronos). Managers and business offices will have the capability to select different jobs and the associated rates if the temporary staff member or active retiree is working a job at a different rate than their primary job.

10. **How can I get a new hourly rate or other segment of the Kronos charging instructions added to My Time (Kronos)?**
    Please send an email to employee.services@yale.edu with your request. The subject of the email should be “New Segment for My Time (Kronos) Charging Instructions.”

11. **How will effort certification be captured for temporary staff and active retirees?**
    Anyone on a grant whose work requires effort certification must continue to use a paper timesheet. Departments will determine who is responsible for entering this time in My Time (Kronos).

12. **What is the timecard approval deadline for approvers of temporary staff or active retirees?**
    Timecards must be approved by 5pm each Monday, unless an earlier deadline has been specified by your department.

13. **If time is not entered in My Time (Kronos) before the payroll deadline, how will the temporary staff member or active retiree be paid for those hours?**
    Business Offices will be able to use a feature called “Historical Edit” to enter time in the current pay period (or previous pay period if time is being entered on a Monday) and link it back to a prior, inaccessible pay period in which the hours were actually worked. More information can be found in the My Time Historical Edits Quick Guide or in the Manager Approvals for Temporary Staff and Active Retirees video. If the temporary staff member or active retiree cannot wait until the following week to be paid those hours, the business office should submit a Payroll Adjustment form to employee.services@yale.edu.

14. **How do I view a historical amount that has been added to a timecard?**
    To view a historical amount that has been added to a timecard, select the employee and then select a Time Period that includes the date(s) in the past on which the hours were worked. The historical amount will be shown on the timecard for the date(s) entered, and a “Historical Amounts” tab will be visible below the timecard that summarizes the historical amounts that have been added for that period.

15. **Will the supervisors that appear in My Time for temporary staff and active retirees be pulled from Workday or Oracle?**
    Supervisors will be pulled from Workday. If there is a timecard approver on an employee’s record, that will be the name pulled into My Time instead of the actual manager.

16. **Are current PTAEOS and hourly rates being loaded into My Time (Kronos)?**
    Yes. Default PTAEOS/Charging Instructions and hourly rates will be fed from Workday to My Time (Kronos) for all temporary staff and active retirees.
17. How will PTAEOs and hourly rates be loaded into My Time (Kronos) for newly hired temporary staff and active retirees?
   Default PTAEOs/Charging Instructions and hourly rates will be fed from STARS to Workday, and then to My Time (Kronos).

18. How will the time-tracking process in My Time (Kronos) be different after the Workday Financials Go-Live in July?
   The process will not change, but My Time (Kronos) charging instruction segments will have different names and values to reflect the transition from PTAEO to the new Chart of Accounts.

19. Can business offices monitor the status of timecard approvals for temporary staff and active retirees?
   Yes, business offices will have the ability to monitor both employee and manager approvals for their temporary staff and active retiree timecards. **Temps/Active Retirees** has been added as a choice in the Show field drop-down list that appears on all Genies in My Time (Kronos).

20. Are vendor paid temporary staff included in this transition to My Time?
   No; since vendor paid temporary staff are paid by an outside agency and not paid by Yale, their hours should not be entered in My Time.

21. How does this transition impact temporary staff who are on salary continuation?
   Temporary staff who are on salary continuation must continue to submit paper timesheets to Employee Services for entry into My Time (Kronos).

**MULTIPLE SUPERVISORS, JOBS, & CHARGING INSTRUCTIONS**

1. How are charging instructions entered that are different than the default charging instructions in My Time (Kronos)?
   If time is worked in another job, for another supervisor, at a different hourly rate, or for another account (PTAEO), those charging instructions can be entered in the Transfer column on the timecard. The Transfer column can be populated by the temporary staff or active retiree, their timecard approver, or business office staff with access to edit timecards. Each timecard can have multiple rows, and each row in the timecard can have different charging instructions. If the Transfer column is blank, any hours entered on that row will be charged to the default charging instructions.

2. How should time be entered for a temporary staff or active retiree who works in more than one department?
   As indicated in the question above, another row should be added on the timecard to capture hours worked in a different department, and the Transfer column should be populated with the alternate charging instructions. Each department is responsible for ensuring that hours are charged correctly.
3. **Is there a way in My Time to share visibility to a temporary staff or active retiree who regularly works for two different departments?**

   Yes. Please send the relevant information to employee.services@yale.edu and the team will provide you with more information.

4. **How will CT Second Job and MP Overtime be processed after April 30th?**

   The week ending June 3 will be the final week for which time can be entered in STU-CAS for CT Second Jobs and MP Overtime. Overtime worked by eligible MP staff, and time worked by a CT in a second job for the week ending June 10 must be entered in My Time (Kronos) in order to be paid.

5. **If a temporary staff member or an active retiree has two managers, will one or both see the entire My Time (Kronos) timecard, and how will each know when their approval is needed?**

   The manager listed in My Time (Kronos) will automatically have visibility into the employee’s timecard. Hours will need to be transferred to the second manager in order to provide visibility into the timecard for that manager. (More information about how to use the Transfer column is available in the Timecard Approvers Quick Guide.) All managers who have access to a timecard will see all hours on that timecard. Managers with that access are expected to approve the timecard with the knowledge that, though all hours appear, their approval will only be logged (and appear as “partial”) for the hours under their own supervision.

   Timecard approval reminders will be sent each Monday for timecards that contain hours worked and are missing employee and/or manager approval. These will be sent to any manager or timecard approver included in the charging instructions on the timecard. Additionally, as with C&T timecards, departmental business offices are expected to review temporary staff and active retiree timecards each Monday to ensure that they are correct and approved.

6. **What should business offices do if a temporary staff member or active retiree is working multiple jobs and the hours worked in an additional job cause the hours for the primary job to be charged as overtime?**

   My Time (Kronos) compiles hours as they are worked chronologically by day of the week starting with Sunday, in the order in which those hours were entered on the timecard. Once the weekly total hits 40 hours, every additional hour on the timecard that day and for the rest of the week automatically becomes overtime. Departments are advised to use the OVERTIME pay code to apply overtime hours to the appropriate job/charging instructions if the automatic attribution of overtime is not accurate, and are further advised to ensure that the pay code is only used for hours worked in excess to 40 in any one week on a temporary employee’s timecard.

7. **How can the default charging instructions that are loaded each week in My Time (Kronos) be changed?**

   Requests to change default charging instructions in My Time (Kronos) can be made by the Lead Administrator or Operations Manager by email to: employee.services@yale.edu.

8. **What controls have been put in place to ensure that temporary staff or active retirees submit correct charging instructions?**

   Temporary staff and active retirees will be able to enter or change charging instructions on their timecards. Timecard approvers and business offices will be responsible for ensuring that
charging instructions are correct. The “Temporary Employee Hours by Labor Account” report is available in My Time (Kronos), and can be run each Monday to confirm that data entry for the prior week is accurate.

9. How can charging instructions be corrected after the timecard is locked by Payroll? Prior to July 1st, a Labor Distribution Adjustment (LDA) must be processed in Oracle to transfer the funds to the correct account. Post July 1st, a Payroll Allocation Adjustment (PAA) must be processed in Workday to transfer the funds to the correct account.

MISCELLANEOUS

1. How will the change from Oracle to My Time (Kronos) for temporary staff and active retirees be communicated to those without email addresses? Departments will be responsible for ensuring that all temporary staff and active retirees who will enter their own time in My Time (Kronos) are aware of the change.

2. Will Local 35 casuals be affected by this change? No. They will continue to swipe their ID card at a timeclock.

3. Will temporary staff or active retirees continue to be hired through STARS? Yes.