

## **FAQ's for Staff Moving to Kronos:**

### **Why am I moving from the Semi-monthly payroll to the Kronos biweekly payroll?**

To ensure compliance with federal and state compensation requirements and applicable collective bargaining agreements.

### **When will I be moving to Kronos?**

12-month non-exempt staff will be moving to Kronos in groups according to the following schedule located on the [Kronos webpage](#). Less than 12-month staff will be moved at the onset of their new contract term throughout the summer.

### **How do I access Kronos?**

You will use your UVM credentials (Net ID/password) when logging into Kronos. If you are not already logged into UVM systems, DUO Security may be required before accessing Kronos. You can find Kronos login locations in the following access points:

- UVM home page via [myUVM.edu](http://myUVM.edu)
- [UVM A to Z by clicking on K](#)
- [Payroll home page](#)
- [Systems Access & Support Page](#)

### **Can I access Kronos from home?**

Yes, you can access Kronos from home at the access points listed above. When logging in off campus DUO Security will be necessary.

### **How will I enter my time?**

You will no longer be entering your time in PeopleSoft. You will be recording your time in Kronos via timestamping or using a Kronos clock.

### **How will my hours be recorded/entered in Kronos?**

At the beginning of your day, you will either timestamp or use a clock to record the start of your shift and you will do the same at the end of your day. Kronos will automatically calculate the hours worked each day.

### **Do I need to timestamp in and out for my lunchbreak?**

No, Kronos will automatically deduct the amount of your lunch, for example either 30 minutes or 60 minutes. This may vary by department.

### **What if I do not take my lunch break?**

Because your lunch break is automatically deducted in Kronos, you will need to communicate to your supervisor that you did not take your lunch break. Your supervisor can cancel the auto-lunch deduction to give you back your lunch.

**What if I have an appointment in the middle of my workday?**

If you need to leave for an appointment during your workday, you will timestamp out. If you return to work, you will timestamp back in.

**Who will enter my leave or exception time in Kronos?**

Staff have access to enter their own leave in Kronos, the process for doing this will be covered in training. If you are unable to add your leave, your supervisor can do it for you.

**What if I forget or am unable to timestamp in and/or out?**

You will communicate with your supervisor who will then manually enter any missing timestamps for you. Staff do not have access to manually enter timestamps.

**When will get I paid?**

Staff recording their hours in Kronos will be paid on a bi-weekly pay schedule. Bi-weekly staff are paid every other Friday. This means you will be paid 26 times per year instead of 24 times per year. Please go to the Payroll Services home page to view the [biweekly payroll schedule](#).

**How will my move to the bi-weekly payroll cycle (Kronos) affect the cost of my UVM benefits?**

For 12-month staff, the cost of your benefits will now be deducted over 26 paychecks instead of 24.

**Will my existing accruals move to Kronos?**

Yes, Payroll will migrate your current accruals in PeopleSoft to Kronos. You will continue to accrue your paid time off on the 15<sup>th</sup> of the month in Kronos.

**How will I be trained in using Kronos?**

Payroll Services will be scheduling Kronos training sessions for staff and supervisors. These sessions will provide information such as timestamping, viewing your accruals, adding leave, and navigating Kronos. Payroll Services has user guides and videos for staff to review and use as needed. These resources will be available on the Payroll Services home [page](#) as well as on the [Kronos web page](#).

Payroll Services will offer drop-in training sessions each week during the initial rollout phase and will also be available by appointment via Teams. Payroll is also available to answer questions sent to [payroll@uvm.edu](mailto:payroll@uvm.edu). After you have attended the training, you will have access to a “practice environment” where you will be able to replicate timestamping, adding leave, and navigating Kronos before your actual move to Kronos.

**Who do I contact if I am having issues with Kronos?**

After the implementation period is complete, your first contact should be your supervisor. If they are unable to answer your questions, they will contact Payroll Services or direct you to do so at [Payroll@uvm.edu](mailto:Payroll@uvm.edu)