FAQs for Supervisors with Staff Moving to Kronos:

Why are staff reporting to me 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 the staff be moving to Kronos?

12-month non-exempt staff will be moving to Kronos in groups according to the schedule found 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
- UVM A to Z by clicking on K
- Payroll home page
- Systems Access and Support Page

How will staff enter their time?

Staff will no longer be entering their time into PeopleSoft. They will be recording their time in Kronos via timestamping or using a Kronos clock.

As a supervisor will I be entering time/leave for my staff?

The expectation is that the staff are responsible for recording their time/leaves. However, there might be instances where the staff are unable to record their time/leaves and the supervisor will need to record the time/leave for staff.

Do staff have to punch in and out for their lunch break?

No, Staff do not need to punch in and out for their lunch break. Kronos will automatically deduct lunch. The lunch break is usually 30 minutes or 60 minutes but may vary by department.

What if my staff member does not take their lunch break?

Because lunch breaks are auto deducted, you will need to cancel the lunch deduction in Kronos. We will cover this in training.

What are my Kronos responsibilities as supervisor?

On a weekly basis review and approve timecards for accuracy and completeness. Coach new staff on how to use Kronos for time and leave entries with Payroll assistance.

Will I be responsible for adding or updating staff schedules in Kronos?

No, Payroll Services will be entering and updating schedules for you during the initial phase. Supervisors have access to the schedule workspace in Kronos and will eventually enter and update schedules for their staff. Payroll Services is always available when additional assistance is needed.

Can staff edit a timecard already approved?

No, once the time has been entered by the staff member only the supervisor can make any adjustments to the timecard. Once the timecard is approved by the supervisor no further edits can be made to a timecard.

Can I edit a timecard already signed off by Payroll Services?

Payroll Services is responsible for signing off the timecards in preparation for payroll production. No further edits can be made to a timecard once it's signed off by Payroll Services. The sign-off will need to be removed to allow any editing, this can only be done by Payroll Services.

What if I am unavailable to approve timecards?

In the case of a supervisor's absence an appropriate delegate should be selected to approve timecards. The delegate should be granted Kronos access and be trained by Payroll Services. When delegate approval is required timely communication between supervisor and delegate should occur to ensure accurate and prompt approval of an employee's timecard.

Can I or staff reporting to me 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.

What if my staff want comp earned instead of overtime?

Overtime (OT) can be converted to comp earned (CE) in Kronos, the process must be done by the supervisor. Moving OT to CE will be covered in training.

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 accruals, adding leave time, navigating Kronos, reviewing and approving Kronos timecards. Payroll Services has user guides and videos for staff and supervisor 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 provide 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. After you have attended the training, you will have access to a "practice environment" where you will be able to replicate adding leave, navigating Kronos, reviewing, and approving Kronos timecards before the actual move to Kronos.

Who do I contact when I am having issues with Kronos?

You may reach out to Payroll Services at Payroll@uvm.edu with any concern regarding Kronos.