

Guide to Entering in School Closures (Scheduled & Unscheduled), Paid Sick Hours, & General Unpaid Time Off in Kronos

Time Off Types (and when to use them):

- **Scheduled School Closure:** Fall, Winter, & Spring Break Closures, Holidays, other pre-scheduled closures on district calendar
- **Unscheduled School Closure:** Snow or Weather-Related Closure and any unexpected/non-planned closures
- **Sick Hours:** Paid hours that can be used when out sick, during scheduled school closures, and unscheduled school closures (*up to max total hours typically scheduled per day; Sick Hours Balance MUST be used before last day of SY to avoid losing "sick" hours*)
- **General Unpaid Time Off:** Used to show time taken off when Sick Hours balance is used up.

Steps When Selecting Time Off Type:

Step 1: Click on Time Off Drop Down & Select Browse to pull up options

Step 2: Select Time Off Type (pick 1 of the 4 listed above)

Step 3: Enter your regularly scheduled total daily hours into the "Raw Hours" box (no need to enter "from" and "to" entries)

Step 4: Click "SAVE" or if all hours entered for 2-Week Pay Period, click "SUBMIT" to send for payroll approval

***Scheduled School Closure, Unscheduled School Closure, & General Unpaid Time Off** selections do **NOT** bill/pay even with entering the scheduled total daily hours in "Raw Hours" box (*Entering those in the "Raw Hours" box is showing the closure or unpaid time off is for the full day*)

****Sick Hours** Entries WILL pay, but NOT bill the school district.

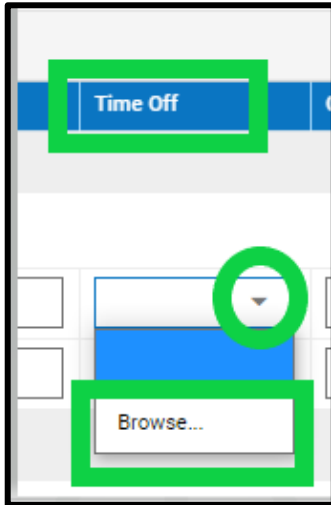
*****If you are on Spread Pay** (pay stretched over 26 pay periods), you will still receive your biweekly pay BUT you still need to select Time Off types during closures or time off days.

******If you are on an Hourly Pay** (paid only for hours worked each pay period), you will only receive pay for "Sick Hours" entered during any days off

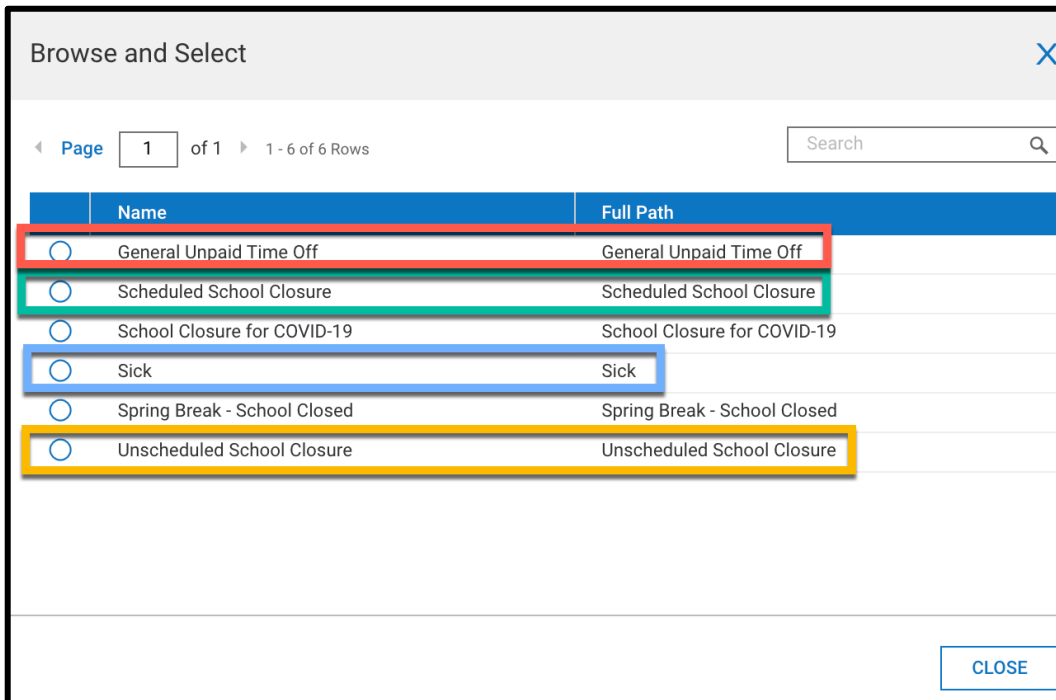
Please see Screenshot Examples of each Time Off Selection Type below. *If still unsure of which Time Off Option to select, please reach out to your Recruiter or TC Approver for further assistance.*

Thank you!

1) Under the Time Off Column, click on the dropdown (for time off date) and select "Browse" to bring up Time Off Options:



2) Selection Types (Please ONLY use the 4 Circled):



3) Scheduled School Closure Selection and 4 (unpaid) Hours entered in Raw Hours Box:

Date	From	To	Raw Total	Calc. Total	Evaluations	Time Off
TUE Aug 24						
4 Hour Workday	From am	To am	4.00	4.00	0	Scheduled School Closure
	From am	To am	0.00	0.00	0	
			4.00 hrs	4.00 hrs		

4) Unscheduled School Closure and 4 (unpaid) Hours entered in Raw Hours Box:

Date	From	To	Raw Total	Calc. Total	Evaluations	Time Off
WED Aug 25						
4 Hour Workday	From am	To am	4.00	4.00	0	Unscheduled School Closure
	From am	To am	0.00	0.00	0	
			4.00 hrs	4.00 hrs		

5) Sick Hours Selection and 4 Hours (paid) in Raw Hours Box:

Date	From	To	Raw Total	Calc. Total	Evaluations	Time Off
SUN Aug 22			0.00 hrs	0.00 hrs		
MON Aug 23						
4 Hour Workday	From am	To am	4.00	4.00	0	Sick
	From am	To am	0.00	0.00	0	
			4.00 hrs	4.00 hrs		

6) General Unpaid Time Off Selection and 4 (unpaid) Hours entered in Raw Hours Box:

Date	From	To	Raw Total	Calc. Total	Evaluations	Time Off
THU Aug 26						
4 Hour Workday	From am	To am	4.00	4.00	0	General Unpaid Time Off
	From am	To am	0.00	0.00	0	
			4.00 hrs	4.00 hrs		