
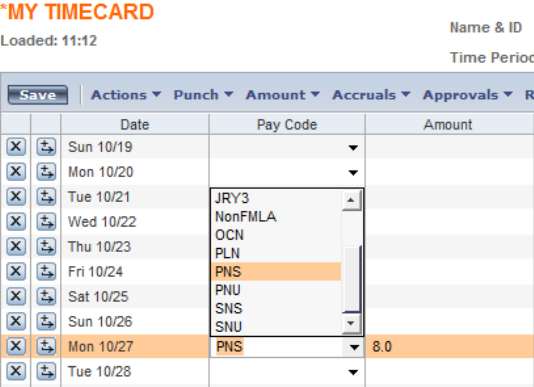
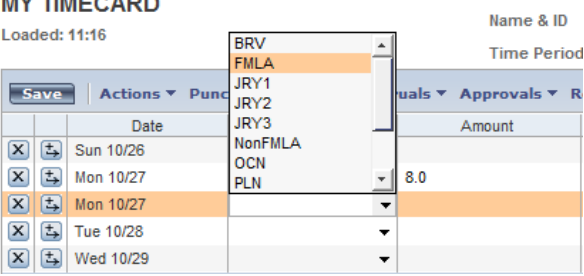
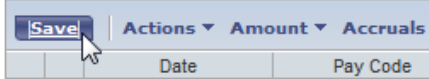


## KRONOS Klue

### How to Record FMLA Hours

<b>Step 1:</b>	Log into <a href="#">Kronos</a> with your VUNetID and e-Password.	<a href="https://kronosprod.mis.vanderbilt.edu/wfc/logon">https://kronosprod.mis.vanderbilt.edu/wfc/logon</a>
<b>Step 2:</b>	Your timecard will be displayed.	
<b>Step 3:</b>	<p>Enter time off that corresponds with FMLA / NonFMLA</p> <ul style="list-style-type: none"> <li>-Click In the Pay Code column,</li> <li>-Click on the down arrow to choose the pay code from the available pay code list.</li> <li>- Click on the appropriate time off pay code. (Pay Code information is located on the Kronos website.)</li> </ul> <p>If necessary, click on the +→ to add a new line.</p>	
<b>Step 4:</b>	<p>Record FMLA / NonFMLA hours</p> <ul style="list-style-type: none"> <li>-Click on the +→ to add a new line.</li> <li>-Click In the Pay Code column,</li> <li>-Click on the down arrow to choose FMLA or NonFMLA.</li> </ul> <p>Enter the amount of hours.</p>	
<b>Step 5:</b>	Save the timecard.	
<p>For <a href="#">Kronos</a> issues, email <a href="mailto:Kronos@vanderbilt.edu">Kronos@vanderbilt.edu</a></p> <p>For <a href="#">Kronos Terminal Reader</a> issues, call 3-HELP or email <a href="mailto:HelpDesk@vanderbilt.edu">HelpDesk@vanderbilt.edu</a></p>		

## FMLA/NonFMLA Kronos Time Entry

If any time off is covered by FMLA/NonFMLA – the employee and/or timekeeper will enter an FMLA/NonFMLA Line in Kronos including the hours covered by FMLA/NonFMLA, in addition to the line with the paycode.

Examples:

Type Of Leave	Non-Exempt		Exempt
	Scheduled	Unscheduled	
Paid Time Off	PNS	PNU	PES
Grandfathered Sick	SNS	SNU	SES
Paid Parental Leave	PLN		PLE
FMLA covered	FMLA		
NonFMLA covered	NonFMLA		

<u>Non Exempt – FMLA covered</u>	<u>Non Exempt – NonFMLA covered</u>
<ul style="list-style-type: none"> <li>• Paid time off – scheduled – FMLA covered:               <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Line: PNS hours</li> <li>○ 2<sup>nd</sup> Line: FMLA hours</li> </ul> </li> <li>• Paid time off – unscheduled – FMLA covered:               <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Line: PNU hours</li> <li>○ 2<sup>nd</sup> Line: FMLA hours</li> </ul> </li> <li>• Grandfathered Sick – scheduled – FMLA covered:               <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Line: SNS hours</li> <li>○ 2<sup>nd</sup> Line: FMLA hours</li> </ul> </li> <li>• Grandfathered Sick – unscheduled – FMLA covered:               <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Line: SNU hours</li> <li>○ 2<sup>nd</sup> Line: FMLA hours</li> </ul> </li> <li>• Paid Parental Leave – FMLA covered:               <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Line: PLN hours</li> <li>○ 2<sup>nd</sup> Line: FMLA hours</li> </ul> </li> <li>• Unpaid time – FMLA covered:               <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Line: FMLA hours</li> <li>○ 2<sup>nd</sup> Line: Not needed</li> </ul> </li> <li>• Short term disability:               <ul style="list-style-type: none"> <li>○ FMLA hours should be entered every day even though employee is on unpaid leave.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Paid time off – scheduled – NonFMLA covered:               <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Line: PNS hours</li> <li>○ 2<sup>nd</sup> Line: NonFMLA hours</li> </ul> </li> <li>• Paid time off – unscheduled – NonFMLA covered:               <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Line: PNU hours</li> <li>○ 2<sup>nd</sup> Line: NonFMLA hours</li> </ul> </li> <li>• Grandfathered Sick – scheduled – NonFMLA covered:               <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Line: SNS hours</li> <li>○ 2<sup>nd</sup> Line: NonFMLA</li> </ul> </li> <li>• Grandfathered Sick – unscheduled – NonFMLA covered:               <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Line: SNU hours</li> <li>○ 2<sup>nd</sup> Line: NonFMLA</li> </ul> </li> <li>• Unpaid time – NonFMLA covered:               <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Line: NonFMLA hours</li> <li>○ 2<sup>nd</sup> Line: Not Needed</li> </ul> </li> </ul>