December 8, 2022

Mini Tune-Up: Curtailment 2022

Electronic Timekeeping

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Mini Tune-Up Session Info

Objective

- To provide campus Payroll Managers and Timekeepers additional training, resources, and assistance for various Timekeeping topics.

Format

- ~45 min sessions via Zoom Webinar
- Questions can be submitted throughout presentation
- Recording, slide deck, and Q&A will be posted on website

Agenda

- Training Objectives

- Curtailment
  - Overview
  - Signing off during Current Pay Period
  - Entering leave

- Q&A

Training Objectives

By the end of this session, Payroll Managers and Timekeepers should understand:

- How curtailment impacts payroll processing

- How to approach signing off Current Pay Period timecards, if needed

- When to use different leave pay codes during curtailment

Intro Poll

Poll:

I am comfortable with processing payroll during curtailment.
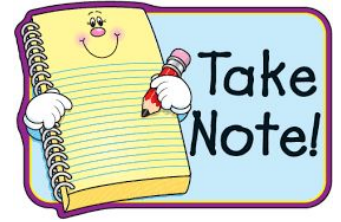
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What is curtailment?
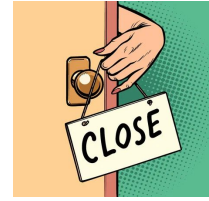
- Winter holiday period when depts may choose to close

- Depts that close will have prior approval from control point

- Curtailment dates this year: **Tues, 12/27 - Thurs, 12/29**

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How does curtailment impact payroll processing?

Two major areas are impacted:

Sign off timeline for closed depts

- Ability to sign off during **Current Pay Period** temporarily enabled

Leave entry

- Ability to enter pay code **LNS Curtailment** temporarily enabled
- Vacation borrowing (3 days/24 hours) temporarily enabled

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MON 26	TUE 27	WED 28	THU 29	FRI 30
🎄	⏱️			
	🚪	🚪	🚪	🎆
Mon, 12/26 Christmas holiday (observed)	Tues, 12/27 Curtailment day	Wed, 12/28 Curtailment day	Thurs, 12/29 Curtailment day	Fri, 12/30 New Year's Eve holiday (observed)
	BW PPE 12/24 sign off deadline			

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Signing off Current Pay Period

- BW PPE 12/24 must be signed off by **Tues, 12/27 at 11am**
- Some depts will be closed during that sign off deadline
- Current Pay Period sign off temporarily enabled to allow depts to sign off timecards before hard closure

Signing off during the Current Pay Period will be permitted starting **Thurs, 12/15 at 11am, until Thurs, 12/22 at 5pm**.

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Signing off Current Pay Period: be careful!

Word of caution:

- When Current Pay Period sign off is enabled, Kronos will first sign off the *previous* pay period if it wasn't already signed off
- This situation requires *another* click of the Sign Off button to complete sign off for the Current Pay Period

How to confirm Current Pay Period sign off:

- Refresh Pay Period Close view with Current Pay Period selected to double-check that sign off is in place through 12/24

If a BW timecard is not signed off, the employee will not be paid! ⚠️

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If your department will *not* be available on Tues 12/27 for BW sign off…

- Ensure all BW employees complete and approve their timecards *before* leaving for the holidays
  - Timecards need both hours worked and leave taken

- Sign off using Current Pay Period view
  - Double-check sign off via Pay Period Close view

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Hypothetical cautionary tale…

- Dept has hard closure

- PM goes to Current Pay Period + All BW and signs off on Current Pay Period

Manage Employees 🔄 ➕

Pay Period Close Detail

Pay Period Close Detail

➕

Current Pay Period ▼
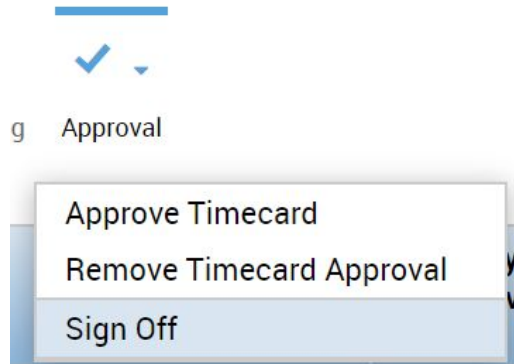
Ho... Dept	Pay Rule	Pay Schd	Name	Employee Approval	Missed Punch	Manager Approval	Signed Off
-	99 BW-H STU HOL0 OT...	BI...	TEST, NON-EXEMPT				✔
-	99 BW-H STU HOL0 OT...	BI...	TEST, STAMP				✔
-	CX BW-H HOL8 CT	BI...	TEST, TIMEKEEPER				✔
-	99 BW-H HOL8 CT 40OT	BI...	TEST, TIMEKEEPER PO...				
-	99 BW-H HOL6 OT 40OT	BI...	TEST, TIMEKEEPER ST...				
-	99 BW-H HOL8 CT 40OT	BI...	TEST, NON-EXEMPT2				

Additional sign off action required!

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If your department plans to stay open during curtailment…

No need to sign off early!

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If your department has shared employees...

Please coordinate with the other depts before signing off! 🤝

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Knowledge Check

Poll:

In which scenario would a department need to sign off BW PPE 12/24 timecards in the Current Pay Period?

Knowledge Check

Correct answer:

- The department wants to prevent employees from entering time after the sign off deadline
- ✅ **A hard closure prevents the department from signing off after BW PPE 12/24 on Tues 12/27 while using the Previous Pay Period view**
- All employees in the department have predictable schedules, so timecards can be signed off earlier than usual

Leave Entry: LNS Curtailment

LNS Curtailment pay code available to input on timecards during:
Thurs, 12/15, 11am until Tues, 1/10, 11am

- Intended for use if dept has hard closure
- Pay code does not reduce accrual earnings
- Should be limited to the number of days allowed in employee's contract for hard closure dates
- Reference [HR's memo](#) for more details

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Leave Entry: LNS Curtailment

Additional notes for PM/TKs:

- Use pay code **LNS Curtailment** and the **quantity of hours** when entering on employees' timecards
- Employees do not have access to this pay code
- Must be entered by a manager, timekeeper, or payroll manager

Leave Entry: *Additional* LNS (outside of curtailment)

Hourly employees:

- Enter nothing on the timecard

Salaried employees:

- Enter pay code **Leave No Sal** and the **quantity of hours**
- If entered on December MO timecard: will upload in January, reduce pay and accruals on February 1st paycheck
- If entered on January MO timecard: will upload in February, reduce pay and accruals on March 1st paycheck

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Leave Entry: Borrowing Vacation

- Temporary enabling of Vacation overdrafts (3 days/24 hours)
- Check CBAs for represented employees to confirm vacation advance provision
- Overdrafts must be entered during: **Thurs, 12/15, 11am until Wed, 1/4 at 12:00pm**

⚠️ **MO Employees should enter Vacation overdrafts ASAP!** ⚠️

Knowledge Check

Poll:

What distinguishes LNS Curtailment from the Leave No Sal pay code (for salaried employees) and not entering hours at all (for hourly employees)?

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Knowledge Check

Correct answer:

- LNS Curtailment is only available for use during a limited period of time
- LNS Curtailment is used for both hourly and salaried employees
- LNS Curtailment still allows employees to earn accruals while they are taking leave
- ✅ **All of the above!**

Summary

Curtailment = a few temporary changes for payroll processing!

- If signing off Current Pay Period, **double-check** by refreshing Pay Period Close view with Current Pay Period selected
- LNS Curtailment pay code temporarily available
- 3 days/24 hours of Vacation borrowing temporarily available (check CBAs for represented employees)

3 different time windows to use all of these Kronos functions

STAY ALERT

Important dates & deadlines

Sign off deadline for BW PPE 12/24
Tues, 12/27, 11am

Current Pay Period sign off enabled for BW PPE 12/24
Thurs, 12/15, 11am – Thurs, 12/22, 5pm

Entering Vacation overdrafts
Thurs, 12/15, 11am – Wed, 1/4, 12pm (both BW & MO)

Entering LNS Curtailment
Thurs, 12/15, 11am – Tues, 1/10, 11am

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Resources

- [Admins' email on the Timekeeping website](#)
- [HR's 2022 Holiday Pay Eligibility and General Curtailment Information memo](#)
- [Timekeeping Calendar](#)

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Closing Poll

Poll:

I am comfortable with processing payroll during curtailment.

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THANK YOU!

Questions?

Live Q&A: LNS Curtailment and 24 hours/3 days

Q: What is the difference between LNS Curtailment and the 24 hours or 3 days?

A: Employees can use up to 24 hours of LNS Curtailment, spread across the 3 days of curtailment. However, the 24 hours should only be used if an employee is full-time. If an employee is less than full-time, then they would be limited to a proportional number of LNS Curtailment hours for those 3 days.

Live Q&A: LNS Curtailment and Comp Time

Q: Is comp time available to use for the curtailment days?

A: In general, comp time is available to use for curtailment days, [per HR's documentation.](#) Please reach out to HR with more specific questions about eligible leave during curtailment.

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Live Q&A: LNS Curtailment usage for open dept

Q: If our department is not closed can we still use the curtailment hours?

A: No. The LNS Curtailment pay code should only be used by departments that have a hard closure.

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Live Q&A: Vacation overdrafting usage

Q: Is the vacation overdraft only for employees who do not have enough vacation hours?

A: Yes. Vacation overdrafting is only to be used if an employee would go below 0 Vacation hours during curtailment.

Live Q&A: Vacation overdrafting pay code

Q: There is not a special leave entry code for borrowing Vacation hours against the bank, correct?

A: Correct, just use the pay code Vacation and the desired number of hours.

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Live Q&A: Current Pay Period sign off

Q: For our department we have a lot of time cards and will try to get a jump start, we will use the Current pay period for signing off 12/15 - 12/22 and Previous pay period for signing off on 12/27, does that sound correct?

A: If your department will not be closing, we generally recommend *not* using Current Pay Period sign off functionality and waiting for the pay period to finish before signing off.

Additionally, it's not possible to sign off one week at a time, so 12/15 - 12/22 cannot be signed off separately from the rest of BW PPE 12/24.

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Live Q&A: Current Pay Period sign off timing

Q: So we can use the Current Pay Period sign off at the same time as when we use the Previous Pay Period sign off if our department will be closed?

A: No. If your department will be closed, use Current Pay Period sign off *before* BW PPE 12/24 concludes. (Current Pay Period sign off will no longer be available after Thurs, 12/22 at 5pm.) This is mutually exclusive from using Previous Pay Period sign off *after* BW PPE 12/24 concludes.

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