Mini Tune-Up: Curtailment 2022

Electronic Timekeeping
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.
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**
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, 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**
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**.
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!
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

![Image of Pay Period Close Detail and Current Pay Period options]
Hypothetical cautionary tale...

- Dept has hard closure
- PM goes to Current Pay Period + All BW and signs off on Current Pay Period
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<th>Pay Rule</th>
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**Additional sign off action required!**
If your department plans to stay open during curtailment...

No need to sign off early!
If your department has shared employees...

Please coordinate with the other depts before signing off!
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
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
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)?
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
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
Resources

- Admins’ email on the Timekeeping website
- HR’s 2022 Holiday Pay Eligibility and General Curtailment Information memo
- Timekeeping Calendar
Closing Poll

Poll:
I am comfortable with processing payroll during curtailment.
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.
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.
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.
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.
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.
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.