



Policy 2.53 Time and Attendance

Responsible Official: Vice President for Finance/Chief Finance Officer

Administering Division/Department: Payroll

Effective Date: January 01, 2008

Last Revision: September 14, 2017

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Overview

To provide timely and accurate payment of wages to employees, the Payroll Department requires employees to adhere to strict standards of accurate time keeping and attendance.

Applicability

All bi-weekly employees and their supervisors including departmental Timekeepers.

Policy Details

2.53.1 General

The Payroll Department is responsible for processing all wages and salary payments and withholding proper taxes and setting up authorized deductions. This is facilitated through the Human Resources and KRONOS systems.

The University uses the Human Resources system to maintain all payroll, fringe benefit, and personnel information. The Human Resources system performs all gross-to-net calculations including computation of tax withholdings and most of the cost calculations for fringe benefits.

Hourly employees use KRONOS to track time and attendance. The KRONOS system is an automated time and attendance system for recording hours worked. KRONOS is maintained and administered by the Payroll Department.

2.53.2 Assistance with KRONOS

Instructions for departmental Timekeepers to help non-exempt employees adhere to University policies for non-exempt employees are on the Human Resource website and through these links:

- [Instructions for Bi-Weekly Employees](#)
- [Instructions for Student and Temporary Workers](#)
- [Instructions for Student Hires](#) - HR system manager self-service

Instructions for Timekeepers are located in the training documentation that is handed out during the initial Timekeeper training class. Contact the Payroll Department with any questions or concerns.

Additionally, all Timekeepers are required to pass a test at the end of the training class. Only those who take the test and pass it will be allowed access to the system.

Definitions

KRONOS: The timekeeping and attendance system used by the University for its hourly employees.

Timekeepers: Employees who have received special training on the timekeeping system and can provide assistance to employees within their own departments.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.53>
- [Payroll Department](https://www.finance.emory.edu/home/payroll/index.html): (https://www.finance.emory.edu/home/payroll/index.html)
- [Human Resources System](https://psofthr.cc.emory.edu): (https://psofthr.cc.emory.edu)
- [Human Resources](http://emory.hr.emory.edu): (http://emory.hr.emory.edu)
- [Instructions for Bi-Weekly Employees](http://www.hr.emory.edu/eu/docs/kronos-instructions-bi-weekly.pdf): (http://www.hr.emory.edu/eu/docs/kronos-instructions-bi-weekly.pdf)
- [Instructions for Student and Temporary Workers](http://www.hr.emory.edu/eu/docs/kronos-instructions-students-temps.pdf):
(http://www.hr.emory.edu/eu/docs/kronos-instructions-students-temps.pdf)
- [Instructions for Student Hires. OPUS \(Online Pathway to University Students\)](http://www.hr.emory.edu/eu/docs/kronos-instructions-students-temps.pdf):
(http://www.hr.emory.edu/eu/docs/kronos-instructions-students-temps.pdf)

Contact Information

Subject	Contact	Phone	Email
Timekeeping and KRONOS	Payroll Department	404.727.6100	payroll@emory.edu
Human Resources	Customer Service	404.727.7600	N/A

Revision History

- Version Published on: Jul 31, 2013 (*Updated the HR PeopleSoft/Self-Service System link per Mary Dial's req*)
- Version Published on: Jul 31, 2013 (*Updated "Related Links"*)
- Version Published on: Jan 08, 2013 (*Updated broken links*)
- Version Published on: Mar 13, 2009 (*Original Publication*)

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