Policy 2.53
Time and Attendance

This policy version was not current at the time of printing. Please see http://policies.emory.edu/2.53 for the current version.

Responsible Official: Vice President for Finance/Chief Finance Officer
Administering Division/Department: Payroll
Effective Date: January 01, 2008
Last Revision: March 13, 2009

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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](http://policies.emory.edu/2.53)
- Human Resources System: [https://psofhr.cc.emory.edu/psp/hrprod/?cmd=login](https://psofhr.cc.emory.edu/psp/hrprod/?cmd=login)
- Human Resources: [http://emory.hr.emory.edu](http://emory.hr.emory.edu)
- HR System Manager Self-Service: [https://psoftsa.cc.emory.edu/](https://psoftsa.cc.emory.edu/)
- Instructions for Bi-Weekly employees: [http://emoryhr.eu.emory.edu/Forms%20and%20Brochures/Employee%20Forms/KRONOS%20Instructions/KRONOS%20Instructions%20for%20Bi-Weekly%20employees](http://emoryhr.eu.emory.edu/Forms%20and%20Brochures/Employee%20Forms/KRONOS%20Instructions/KRONOS%20Instructions%20for%20Bi-Weekly%20employees)
- Instructions for Student and Temporary Workers: [http://emoryhr.eu.emory.edu/Forms%20and%20Brochures/Employee%20Forms/KRONOS%20Instructions/KRONOS%20Instructions%20for%20Student%20and%20Temporary%20Workers](http://emoryhr.eu.emory.edu/Forms%20and%20Brochures/Employee%20Forms/KRONOS%20Instructions/KRONOS%20Instructions%20for%20Student%20and%20Temporary%20Workers)
- Instructions for Student Hires, OPUS (Online Pathway to University Students): [http://emory.hr.emory.edu/eu/Forms%20and%20Brochures/Manager%20and%20HR%20Rep%20Forms/Hiring%20Student](http://emory.hr.emory.edu/eu/Forms%20and%20Brochures/Manager%20and%20HR%20Rep%20Forms/Hiring%20Student)

Contact Information

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<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Timekeeping and KRONOS</td>
<td>Payroll Department</td>
<td>404.727.6100</td>
<td><a href="mailto:payroll@emory.edu">payroll@emory.edu</a></td>
</tr>
<tr>
<td>Human Resources</td>
<td>Customer Service</td>
<td>404.727.7600</td>
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Revision History

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.