ESSEX COUNTY COLLEGE

REVISED TIME AND ATTENDANCE REPORTING FOR PAYROLL

(Below subject to change at any time)

REVISED MAY 12, 2021

The final week for use of the Online Attendance Form to report time is the week of 05/09/21 - 05/15/21. With the return to campus scheduled for Monday, 5/17/21, all employees will be expected to revert to the reporting method (e.g., Kronos, Monthly Attendance Form) used prior to the COVID-19 pandemic to report time.

All employees except for faculty and adjunct faculty will be expected to complete weekly the revised online Attendance Form. These employees include administrative, professional, support staff, police, security and temporary/part-time staff, and work study students. The online Attendance Form has been revised and enhanced for greater accuracy in the reporting of attendance. There will be a separate form with a different link corresponding to the actual reporting period. On Wednesday of each week, an email notification shall be sent to all employees with the correct online links for access to the forms applicable to the current payroll reporting period.

Employees will be expected to record for the work week the days and hours worked, regardless if worked on campus or remotely, and the days and hours not worked whether absent or having no work assigned by the Supervisor. Faculty and Adjunct Faculty (credit and non-credit), including other employees who are working a second job assignment as an adjunct faculty, are not to use the online Attendance Form.

Supervisors will continue to be responsible for the assignment of work and the posting and reporting of time in Kronos, Banner Webtime Entry or via Timesheets for employees to be paid. Supervisors are to rely on the Attendance Form received via email to review and approve time worked and absences reported. The confirmation email will reflect the total hours for each day, however due to form design limitations ignore the "AM" or "PM" that appears alongside the total hours. Supervisors will be required to ensure that time is posted in the Kronos or Banner Webtime Entry systems by 10:00am on every other Monday for payroll to be processed. Instructions on how to access and maintain time in Kronos are attached for those who may not be experienced or need a refresher on the usage of Kronos.

Supervisors without access to Kronos will be required to contact the Human Resources Department – Denise Mayers at mayers@essex.edu or Doris Colon at colon@essex.edu – to obtain a login id and password.

Supervisors without remote access to Kronos will be required to come on campus to record time in Kronos. Supervisors who desire remote access to the Kronos are to contact the Help Desk at helpdesk@essex.edu as soon as possible for assistance.

Procedural Change in Reporting Time via Kronos Time Clock, Banner Webtime Entry, Monthly Attendance Report, or Timesheet

- <u>Kronos Time Clock</u>: The online Attendance Form shall be a temporary replacement to the Kronos time clock. For employees who were required to clock in time using Kronos, will no longer clock in or out through the Kronos time clock. Instead, these employees will be required to complete and submit weekly, not daily, the online Attendance Form regardless if working, or not working, on campus or remotely. The Kronos time clocks are not to be used during this temporary arrangement.

- <u>Banner Webtime Entry (IT Dept. only)</u>: Employees of the Information Technology Department who report attendance via Banner Webtime Entry will be expected to complete and submit the online Attendance Form regardless if working, or not working, on campus or remotely. The data reported on the online form shall be posted in the Banner Webtime Entry system by the Supervisor unless otherwise directed by the Supervisor.

- <u>Monthly Attendance Report (administrative and faculty only)</u>:

  Administrative employees who report time once a month using the Monthly Attendance Form will be required to complete and submit the online Attendance Form weekly regardless if working, or not working, on campus or remotely. At the end of each month, Supervisors will be expected to complete, approve and submit to Human Resources the Monthly Attendance Report using the data reported on the online forms.

  Faculty employees are to no longer use the online Attendance Form and shall return to prior procedures for the reporting of time directly to their respective Division Chair or designee. At the end of each month, Supervisors will be expected to continue to complete, approve and submit to Human Resources the Monthly Attendance Report.

- <u>Timesheet</u>: Employees who report time using a Timesheet Form will be required to complete and submit the online Attendance Form weekly regardless if working, or not working, on campus or remotely. Supervisors will be expected to complete, approve and submit the Timesheet Form or report the employees time to Payroll as directed by the Payroll Department.

Completion of the Online Attendance Form

The online Attendance Form is to be completed and electronically submitted by 6:00pm on Thursday of each week with actual time for Sunday through Thursday and projected time for Friday and Saturday. The form will change each week to reflect the actual dates for the current week. On Wednesday of each week, an email notification shall be sent to all employees with the correct online link for access to that week's form.

Employees are to report their hours worked and not worked based on their regularly assigned weekly work schedule. Any changes in an employee's weekly work schedule are to be approved by the Supervisor, or designee, prior to the work being performed. Employees assigned to work more than one job assignment are required to complete a separate Attendance Form for each regular and temporary/part-time job assignment. For example, an employee assigned to work full-time in one job (e.g., secretary) and part-time in a secondary job (e.g., tutor), will be required to complete a separate form weekly for each job with submission to the appropriate Supervisors.

For employees who may not have access to the Internet to complete the online form are to call in their time directly to the Supervisor prior to the 6:00pm Thursday deadline of each week. It shall be the responsibility of the Supervisor to maintain and complete the form on behalf of the employee. A separate form is to be expected to be completed each week for each employee who calls in their time.

Upon completion and submission, the online form will be automatically emailed to the respective Supervisor as identified by the email address entered on the form. Step by Step Instructions on how to complete the Attendance Form are available on the Human Resources webpage under the Time & Attendance Online Reporting section at https://www.essex.edu/hr/. The confirmation email will reflect the total hours for each day, however due to form design limitations ignore the "AM" or "PM" that appears alongside the total hours.

Reporting Absences

An absence exists any time an employee is unavailable to work their assigned weekly schedule of hours, whether remotely or on campus. An employee is considered not to be absent if the employee works their assigned scheduled whether remotely and/or on campus at the direction and discretion of the Supervisor and Department Head. Reporting the following absences:

- Employees who work their scheduled hours remotely (and who have been approved to do so) will be paid without having to use accrued paid time off.

- Employees not on campus and assigned to work remotely as directed but had not been assigned work by the respective Supervisor will have the ability to indicate so on the Attendance Form. Time for these employees are to be recorded as usual as if the employees were on-campus working their normal schedule. Employees may be reassigned to a different area and/or job responsibilities depending on the needs of the institution.

- Employees with a COVID-19 related absence and are unable to work remotely will be required to utilize their earned/accrued time (sick, vacation, and/or personal) to cover the absence not worked. If employee does not have enough earned/accrued time, the absence will be without pay. Employees may be required to submit certifiable documentation proving that the absence is COVID-19 related. COVID-19 related absences include: (1) being diagnosed and sick with COVID-19; (2) being

ordered to quarantine; (3) taking care of a child whose school has closed due to COVID-19; and (4) taking care of an immediate family member who is sick or displaced due to COVID-19.

- Employees who may be unable to work as assigned and directed by the Supervisor and Department Head, would need to contact Human Resources at hr@essex.edu to request a reasonable accommodation based on their job duties and responsibilities. An employee who chooses not to work before a decision is reached on the reasonable accommodation request, will be required to utilize their own accrued time (i.e., vacation, personal or sick) for the absence.

- Employees who did not work whether on campus or remotely will be required to utilize their own accrued time (i.e., vacation, personal or sick) to receive pay for the absence.

- Employees with an absence that was not reported to the Supervisor or designee as required, will be required to utilize their own accrued time (i.e., vacation, personal or sick) for the absence.

Supervisors Recording Time for Payroll Processing

Supervisors will continue to be responsible for the assignment of work and the posting/reporting of time in Kronos, Banner Webtime Entry or via Timesheets. Supervisors are to rely on the Attendance Form received via email to review and approve time worked and absences reported. Supervisors will be required to ensure that time is posted in the Kronos or Banner Webtime Entry systems by 10:00am on every other Monday for payroll to be processed. Instructions on how to access and maintain time in Kronos are available at https://www.essex.edu/wp-content/uploads/2020/04/COVID-19%20ECC%20T%26A%20Reporting%20Kronos%20Workforce%20Timekeeper%20Instructions%2004-01-20%20Final.pdf for those who may not be experienced or need a refresher on the usage of Kronos. For reference, a process map illustrating the biweekly time and attendance reporting process is available at https://www.essex.edu/wp-content/uploads/2020/04/COVID-19%20ECC%20T%26A%20Reporting%20Online%20Attendance%20Form%20-%20Process%20Map%2003-31-20%20Final.pdf.

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Supervisors without remote access to Kronos will be required to come on campus to record time in Kronos. Supervisors who desire remote access to the Kronos are to contact the Help Desk at helpdesk@essex.edu as soon as possible for assistance.

Supervisors who desire to have the online Attendance Forms completed and/or time recorded in Kronos by a designee shall do so. However, the Supervisor shall be expected

to review and approve the time reported by their employees. Designees are to perform the following:

- Designee can complete the online Attendance Form on behalf of those employees who are without Internet access to complete the form. Designee to complete a separate online form each week for each employee who calls in their time for submission. The Supervisor's email address is to be entered for receipt of the confirmation email.

- Supervisor is to review and forward a copy of the email confirmation to the Designee for those employees who did complete the Attendance Form online.

- Designee is to use the submitted Attendance Form to record time in Kronos.

- Designee will require access to the Kronos system.

Any questions or inquiries with regard to the reporting of time via timesheet submission should be directed to the Payroll Department via email at payroll@essex.edu.

Any questions or inquiries with regard to the reporting of time or use of Kronos should be directed to Human Resources Denise Mayers via email at mayers@essex.edu or Doris Colon at colon@essex.edu.