

## Kronos Policy

The coordinators are responsible for entering the hospital site code for all their residents and/or fellows into Kronos every pay period. All hospital sites must be entered no later than the Friday before payday. In order for the Payroll Office in Physician Services to complete the payroll, the coordinator must also email the payroll technician all vacation and sick time that the resident/fellows took during that pay period so that it can be deducted from the vacation and sick time bank. Additionally, a backup person must be designated in case the coordinator is on vacation or out of the office and unable to enter in the hospital sites by the deadline. If no backup can be designated then the coordinator must notify the payroll technician via email the hospital sites for that pay period so that the tech can enter them into Kronos in the coordinators absence. The process for entering the hospital sites is as follows:

1. The coordinator must complete the Kronos User Access Form to obtain a user name and password. The form can be obtained from Physician Services. Physician Services will submit the request to IT and will notify the program coordinators as soon as a username and password has been issued.
2. The Kronos log on screen is accessed through the JHS Intranet home page.
3. Once logged in, the coordinator will select their cost center which lists all of the residents/fellows in the department.
4. Select all the resident/fellows names and click on the Timecard icon to display the timecard for the pay period.
5. Using the department's rotation schedule, the coordinator will enter the hospital site code that corresponds to where the resident/fellow was rotating during that pay period. The hospital site must be entered in the "Transfer" column for each day of the pay period.
6. When all the hospital site codes have been entered on the resident/fellow's timecard press the save button and select the next person.