

JACKSON HEALTH SYSTEMS

KRONOS CODING MANUAL

NON-PRODUCTIVE TIME

DEPARTMENT MANAGED ABSENCES

The following leaves of absences are approved and coded by the home department of the employee

| Absence Type | Approval Requirements | Kronos Codes |
|------------------------------------|--|---|
| Planned PL | Employee should complete Absence Request form, submit to their manager and receive approval in advance of the requested time off | PlanndPL PLCntOt (Not for Job Basis) PL NoPay PI Shift 2 (if applicable) |
| Voting | Unionized employees only in accordance with Union Contracts – 1 Hour Only | Voting |
| Non-Union Physician Education Days | Non Union physicians should complete form and submit to manager and receive approval in advance of the requested time off. | MdAdTra |
| SEIU RN PAD | Job Basis Nurses only in accordance with union contract. | SEIRnPad |
| SEIU CRNA & OR PAD | This absence type is granted by the manager based on the rules of the union contract and not requested by the employee | SEICnPDA SEIRnOPA |
| SEIU Social Workers Training | Employee should complete Absence Request form, submit to their manager and receive approval in advance of the requested educational time off | SEIPfTr PL Shift 2 (if applicable) |
| SEIU Physician Education Days | 40 hours per fiscal year to meet CME requirements. Employee must submit absence request form to their Medical Director indicating the course to be taken and day off needed, and obtain approval before taking the time off. | SEIDrTra |
| AFSCME LPN Rest & Recuperation | Limited to LPN's only and in accordance with the AFSCME Contract, limited to 5 days per year. | AFSLpnRR |
| AFSCME Training | At least 30 days in advance, employee is to complete Absence Request form, submit to their manager and receive approval in advance of the requested days off. | AFSTrain PL Shift 2 (if applicable) |
| Unplanned Absence | Any "FULL DAY" of absence that was not requested "and" approved in advance | UNplanPL PL Shift 2 (if applicable) EIIIUnpl UpInPINP |

| | | |
|---|--|--|
| SEIU Training for RN, CRNA, Nurse Midwife, and CRNA's | Employee should complete Absence Request form, submit to their manager and receive approval in advance of the requested educational time off. Requested day should be on a day scheduled and not a day off. Employees must report the approved days to Matrix and provide proof of class within 14 days of the EDAY. | |
|---|--|--|

MATRIX MANAGED REASONS FOR LEAVE

- Military Active Duty
- Military Reserve Duty
- Funeral/ Bereavement
- Education Leave (2 weeks or more)
- Jury Duty
- Court Witness Leave
- Medical Leave of Absence
- Extended Personal Leave of Absence (31 days or more or for any amount of time immediately following a previously approved and exhausted leave)
- FMLA
- Miami Dade FMLO
- Domestic Partner Leave
- Paid Veteran's Leave

CODING UNPLANNED PERSONAL

The Unplanned Personal pay rule has specific rules as it relates to when an employee can be paid using their extended illness bank. The rule is tied to an employee's Seniority date and years of service for the first 3 days only.

| Years of Service | CODING |
|------------------|--|
| < three years | Code 24 hours of UnplanPL then EIIIUnpl |
| 3-10 years | Code 16 hours of UnplanPL, then EIIIUnpl |
| > ten years | Code 8 hours of UnplanPL, then EIIIUnpl |

Note: Refer to Employee Accrual tab from the employee’s timecard for specific employee instructions. For Example, “KR400_08” = Use 8 hours of PLU first, and then code extended illness EIU thereafter.

| | | | | |
|---|---|----------|--|--|
| ^ | ⏪ | Wed 5/30 | | |
| X | ⏪ | Thu 5/31 | | |
| X | ⏪ | Fri 6/01 | | |
| X | ⏪ | Sat 6/02 | | |

| | | | |
|------------------------------|---|--------------------------|---------------|
| TOTALS & SCHEDULE | | ACCRUALS | AUDITS |
| Accrual Profile KR400_08 | | | |
| Accrual Code | / | Balance on Selected Date | |
| CONVSCK | | 0.0 | |
| EXT-ILL | | 172.62 | |
| HOLIDAY | | 0.0 | |
| PERS-LEAVE | | 249.27 | |
| RNEDUC | | 24.0 | |
| RNPAD | | 0.0 | |

Unplanned personal is used first, then unplanned extended illness according to the seniority date for the first 3 days only, and only if extended illness time is available.

If your employee does not have an extended illness bank, you must continue to pay UnplanPL. If there is no PL bank available, you must code UPlnPINP

Any employee calling out sick for 4 days or more may be re-directed to call Matrix at 1-877 202-0055 if eligible for FMLA. Do not remove the coding for Absence Days 1, 2 and 3. Once the employee calls Matrix, the codes will be automatically populated for Day 4 forward

If your employee is absent for less than a full day, you must code Early Out PL or Late In PL. Unplanned is never to be used for partial day absences.

****SPECIAL RULES FOR MEMBERS OF COMPANIES 100, 110, 200, 210, 220, 300, 310, 320 (non-union)****

Extended illness will be coded from the first day of the unplanned absence pattern if the employee is calling out sick. Employees who are part of this employment group, do not have to use any PL time unless they do not have any Extended Illness time or run out of Extended Illness during their absence.

KRONOS – EDITING

SHIFT DIFFERENTIAL PAY RULES

| Pay Rule Distribution - SH2 | | | | | |
|-----------------------------|------------------|-----------------------------|-------------|-------------|--------------|
| PAY RULE | PAY RULE | Schedule with Split SHIFT 2 | SHIFT 1 | SHIFT 2 | TOTAL HOURS |
| A11JB | AFSCME 11 JB | 7am-730pm | 7.50 | 4.00 | 11.50 |
| A1140 | AFSCME 11.5-40 | 7am-730pm | 7.50 | 4.00 | 11.50 |
| A1140 D | AFSCME 11.5-40 D | 7am-730pm | 7.50 | 4.00 | 11.50 |
| A1236 | AFSCME 12-36 | 7am-730pm | 7.50 | 4.50 | 12.00 |
| ACOMB | AFSCME COMBO | 7am-730pm | 7.50 | 4.50 | 12.00 |
| ACOMB | AFSCME COMBO | 7am-1130pm | 7.50 | 8.50 | 16.00 |
| ACOM D | AFSCME COMBO D | 7am-730pm | 7.50 | 4.50 | 12.00 |
| ACOM D | AFSCME COMBO D | 7am-1130pm | 7.50 | 8.50 | 16.00 |
| APT | AFSCME PT | 7am-730pm | 7.50 | 4.00 | 11.50 |
| GPT | GSA PT | 7am-730pm | 7.50 | 4.00 | 11.50 |
| N1140 | NON-U 11.5-40 | 7am-730pm | 7.50 | 4.00 | 11.50 |
| NCOMB | NON-U COMBO | 7am-1130pm | 7.50 | 8.50 | 16.00 |
| PCOMB | PROF COMBO | 7am-1130pm | 0.00 | 16.00 | 16.00 |
| PJCMB | PROF COMBO JB | 7am-1130pm | 0.00 | 16.00 | 16.00 |
| R08JB | RN 08 JB | 9am-530P | 5.50 | 2.50 | 8.00 |
| R0840 | RN 08-40 | 9am-530P | 5.50 | 2.50 | 8.00 |
| R0840 | RN 08-40 | 830am-5P | 6.00 | 2.00 | 8.00 |
| R10JB | RN 10 JB | 830am-7p | 6.00 | 4.00 | 10.00 |
| R1040 | RN 10-40 | 830am-7p | 6.00 | 4.00 | 10.00 |
| R11JB | RN 11.5 JB | 7am-730pm | 7.50 | 4.00 | 11.50 |
| R1140 | RN 11.5-40 | 7am-730pm | 7.50 | 4.00 | 11.50 |
| R1236 | RN 12-36 | 7am-730pm | 7.50 | 4.50 | 12.00 |
| R1340 | RN 13-40 | 7am-830pm | 7.50 | 5.50 | 13.00 |
| R1440 | RN 14-40 | 7am-930pm | 7.50 | 6.50 | 14.00 |
| RCOMB | RN COMBO | 7am-730pm | 7.50 | 4.50 | 12.00 |
| RCOMB | RN COMBO | 7am-1130pm | 7.50 | 8.50 | 16.00 |
| RCOMB | RN COMBO | 7am - 9:30pm | 7.50 | 6.50 | 14.00 |
| RJCMB | RN COMBO JB | 7am-730pm | 7.50 | 4.50 | 12.00 |
| RJCMB | RN COMBO JB | 7am-1130pm | 7.50 | 8.50 | 16.00 |
| RCOMP | RN COMPRESS | 7am-730pm | 9.33 | 4.00 | 13.33 |
| RPT | RN PT | 7am-730pm | 7.50 | 4.00 | 11.50 |

AFSCME

Employees scheduled to work 12 hours or longer shifts that begin between 6:30AM and 9:30AM are entitled to Shift 2 for all hours scheduled after 3:00PM. Employees whose time cards show 11.5 hrs in the daily totals are also included.

DO NOT PAY SHIFT DIFFERENTIAL ON ANY AFSCME EXTENDED ILLNESS TIME

SEIU-Nurses and Professionals

Shift 2 will be paid for all hours scheduled after 3:00PM if the shift ends 5:00PM or later.

SEIU-Attending Physicians

This bargaining unit does not receive the shift 2 differential

If the employee is eligible for PL Shift 2:

1. Do not add PL Shift 2 to the No Pay leave code where No Pay is for the entire shift
2. Partial number of PL Shift 2 hours will be given when part of the leave is PAID and part is UNPAID
 - a) Only give up to the maximum number of hours of PL Shift 2 that is PAID and eligible
 - b) Only give PL Shift 2 if there are enough hours in PL bank to cover shift 1
3. If the employee is scheduled for 7am to 7:30pm and Kronos shows a True Shift 2 or True Shift 3, the True Shift will over-rule. Do Not Add the Shift 2

ABSENCE REQUEST FORM

| | | | | | |
|------------------|----------------|---------------------|----|----------------------|--------------|
| EMPLOYEE NAME | LAST | FIRST | MI | LAWSON ID | DEPARTMENT # |
| | | | | | |
| CONTACT INFO | WORK | | | ALTERNATE | |
| LEAVE START DATE | LEAVE END DATE | RETURN TO WORK DATE | | TOTAL TIME REQUESTED | |
| | | | | HRS | MIN |

Please check one of the boxes below (One Request Per Form)

| | | | |
|------------------------------------|--|-------------------------------|--|
| PLANNED PERSONAL | | SEIU RN PAD | |
| EDUCATION DAY | | SEIU SOCIAL WORKER TRAINING | |
| GSAF PAID ADMINISTRATIVE DAYS | | AFSCME TRAINING | |
| VOTING | | AFSCME REST & RECUPERATION | |
| NON-UNION PHYSICIAN EDUCATION DAYS | | SEIU PHYSICIAN EDUCATION DAYS | |

| | |
|------------------------|--|
| COMMENTS / DESCRIPTION | |
|------------------------|--|

| | |
|--------------------|----------------|
| EMPLOYEE SIGNATURE | DATE REQUESTED |
| | |

SUPERVISOR SECTION ONLY

| | | | | | |
|----------------------|------|-------|----|---------------|--------------|
| SUPERVISOR NAME | LAST | FIRST | MI | LAWSON ID | DEPARTMENT # |
| | | | | | |
| CONTACT INFO | WORK | | | ALTERNATE | |
| SUPERVISOR SIGNATURE | | | | DATE RECEIVED | |
| | | | | | |

| | |
|----------|--|
| APPROVED | COMMENTS / CHANGES TO LEAVE REQUEST / DENIAL REASON(S) |
| YES | |
| NO | |

* Reminder - Upon approval to update your employee's Kronos timecard (with the exception of BAD, BAD will be sent to the Leave office for coding after approval).

BUSINESS ADMINISTRATIVE LEAVE

Training required by JHS that is not license specific for employees in a union, such as SEIU or AFSCME, i.e.. ACLS and CPR.

Training required to maintain a professional license for non-union employees, such as engineering licenses, HR certificates and Risk Management certificates.

Employee should request the days/hours through Lawson self-service to receive director approval. The BAD request is located under Bookmarks, personal information, My Business Admin (BAD)

BUSINESS ADMINISTRATIVE LEAVE – DISCIPLINARY SUSPENSION

Managers will still need to send a copy of the suspension letter to JHSLOA@jhs-miami.org, but should include their Local HR Manager or Director in the email.