

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.	
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MATRIX MANAGED REASONS FOR LEAVE

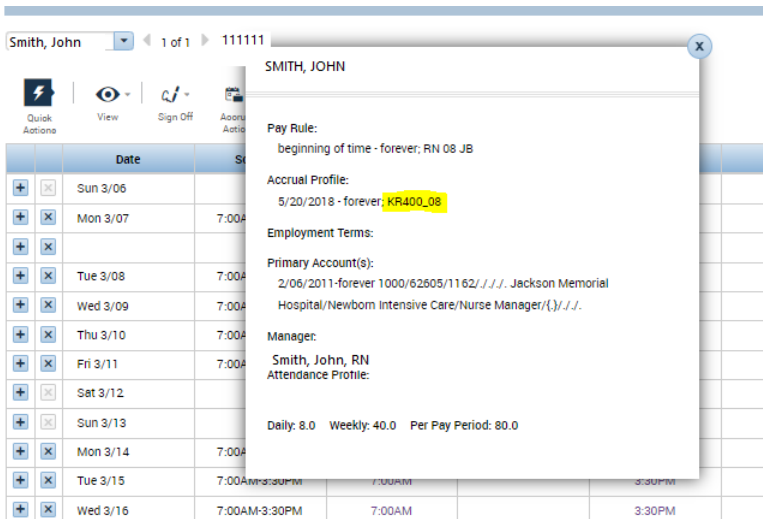
- Military Active Duty
- Military Reserve Duty
- Funeral/ Bereavement
- Education Leave (2 weeks or more)
- Jury Duty
- Court Witness Leave
- Medical Leave of Absence
- Extended Personal Leave of Absence (31 days or more or for any amount of time immediately following a previously approved and exhausted 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.



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

NEW ABSENCE REQUEST FORM

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)						
GSAF PAID ADMINISTRATIVE DAYS		SEIU SOCIAL WORKER TRAINING				
VOTING		AFSCME TRAINING				
JACKSON MANDATED TRAINING (MUST LIST CLASS AND LOCATION OF TRAINING) DIRECTOR SIGNATURE REQUIRED FOR		AFSCME REST & RECUPERATION				
NON-UNION PHYSICIAN EDUCATION DAYS		BUSINESS ADMINISTRATIVE LEAVE ALL TRAINING OFF CAMPUS - VP SIGNATURE REQUIRED FOR APPROVAL				
SEIU RN PAD		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)

Please see policy 319 below to ensure that BAD requests are processed timely:

Timecard Approvals

- i. All BAD requests must be processed timely. This means that requests should be completed prior to payroll closing.
- ii. Employees should be making the requests as soon as the BAD is scheduled and Leadership should be approving BAD training as soon as possible in order to avoid any delay in pay for the BAD training.
- iii. Vouchers for late approvals or late requests should be avoided at all costs. Repeat violations of failing to process BAD requests in a timely manner may lead to corrective action.
- iv. Accountability for the late processing of BAD requests will be as follows:
 - a. First offense will result in an email resetting expectations and advising of their missed opportunity.
 - b. Second offense will lead to a formal coaching
 - c. Third offense will lead to corrective action

ACLS and BLS Training are now to be certified onsite and Jackson Health System is no longer accepting certification from any outside vendor. Please ensure you are scheduling your training ahead of time to avoid failing compliance.

ADMINISTRATION SUSPENSION FOR INVESTIGATORY PURPOSES

Suspension Process is now automated through Lawson. Leaders, HRD's, AIC's, and Labor should be making all requests via Lawson. Reports are ran and timecards coded twice a week. Please review process for making requests below:

In Lawson click JHS Employee Self Serv>HR-Admin Suspension>Enter Employee Number>select type of suspension>enter rationale>select time frame.

This process will prompt Leadership and Labor review. Once signed off and complete, report will generate to ILM for coding.