

**Timekeeping Guidance**

The timekeeping guidance below is specific to the Emergency Activation for Hurricane Laura. For Timekeeping guidance related to Texas Children's COVID-19 Response, please click [here](#).

Situation	Kronos	Clairvia	Function
<p><b>Missed Work Hours due to inclement weather.</b></p> <p><i>This could include any reason related to inclement weather, including but not limited to flooding preventing travel to the worksite, power outages preventing remote work, weather related childcare issues preventing the employee from reporting work, lack of work due to disruptions in normal operations caused by the weather emergency, etc.</i></p>	PTO.	PTO	<ul style="list-style-type: none"> <li>• Uses PTO hours available</li> <li>• Uses EIB COVID Rollover</li> <li>• Pays COVID Continuity Pay after PTO and EIB COVID Rollover depletion</li> <li>• Does <u>not</u> count towards attendance occurrences</li> </ul>
<p><b>Missed Work Hours due to reasons other than inclement weather or COVID.</b></p> <p><i>For Timekeeping guidance related to Texas Children's COVID-19 Response, please click <a href="#">here</a>.</i></p>	PTO-NonCCP	PTO NONCCP	<ul style="list-style-type: none"> <li>• Uses PTO hours available</li> <li>• Does <u>not</u> use EIB COVID Rollover</li> <li>• Does <u>not</u> pay COVID Continuity Pay after PTO depletion</li> <li>• Will result in Absent No Pay (ANP) status if employee runs out of accruals</li> <li>• Counts toward attendance occurrences</li> </ul>
<p><b>Tardy due to inclement weather.</b></p> <p><i>This is relevant to Non-exempt employees only. If an Exempt employee performs any work during the day, no Paid Time Off is needed.</i></p>	PTO.	PTO	<ul style="list-style-type: none"> <li>• Uses PTO hours available</li> <li>• Uses EIB COVID Rollover</li> <li>• Pays COVID Continuity Pay after PTO and EIB COVID Rollover depletion</li> <li>• Does <u>not</u> count towards attendance occurrences</li> </ul>

<p><b>Tardy due to reasons other than inclement weather or COVID.</b></p> <p><i>This is relevant to Non-exempt employees only. If an Exempt employee performs any work during the day, no Paid Time Off is needed.</i></p>	<p><b>PTU-8, 9, 10, 12, 16</b></p>	<p><b>PTU Occurrence</b></p>	<ul style="list-style-type: none"> <li>• Uses PTO hours available</li> <li>• Does <u>not</u> use EIB COVID Rollover</li> <li>• Does <u>not</u> pay COVID Continuity Pay after PTO depletion</li> <li>• Counts toward attendance occurrences</li> </ul>
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**1. How are Emergency Pay Practices activated?**

Emergency Pay Practices may be activated during a Partial Activation or Full Activation of a declared emergency. After an Alert Activation is declared by the Administrator On Call (AOC), the Executive responsible for the affected Texas Children's entity(ies) and Executive HR Leadership will decide the specific date and time if/when Emergency Pay Practices are activated and inactivated.

All decisions are coordinated with Human Resources and Payroll prior to communication to Texas Children's staff.

**2. How will I know when the Emergency Pay Practices are activated?**

Global communications will be sent to all staff and leaders.

**3. Will Emergency Pay apply to the entire event?**

Emergency Pay is not based on majority rules but on Emergency Pay Practices activation times. Emergency Pay for Non-exempt employees is paid for actual hours worked when clocking in during the designated Emergency Pay Practices activation window. Emergency Pay and shift differentials do not apply to Off-Shifts.

**4. What is an Off-Shift?**

An Off-Shift is a period of time when you are not engaged in work and are able to pursue personal activities, including but not limited to sleep, but are still required to remain onsite during Ride-Out.

**5. Who qualifies to receive Emergency Pay and Off-Shift Pay?**

Emergency Pay practices, including Emergency Pay and Off-Shift Pay, only apply to employees who are working onsite, at a hospital location. Emergency Pay practices do not apply to employees who are working remotely, or employees who work at TCP, TCU, the Health Plan, or other non-hospital locations.

Non-exempt employees must use a manual clock when working onsite during the Emergency Activation to ensure accurate Emergency Pay and Off-Shift Pay.

**6. My employee is not eligible for the Emergency Pay practices, how do I ensure s/he does not inadvertently receive Emergency Pay?**

Leaders should instruct all employees who are working remotely to add the *Telecommute* code to their timecard by following the steps below.

SITUATION	NEXT STEPS
<p>Leaders should instruct employees who are working remotely to add the Telecommute code to their timecard for any/all days worked remotely.</p>	<p>Employees will need to submit a request for the day(s) s/he is working remotely.</p> <ol style="list-style-type: none"> <li>1) Navigate to the Kronos web application by clicking the <b>Kronos icon</b> from your desktop</li> <li>2) <b>Log in</b> using your network user ID and password</li> <li>3) Select <b>Time off Request</b>, under the <b>My Information</b> workspace</li> <li>4) Click the <b>Type drop-down</b> and select <b>Telecommute</b></li> <li>5) Enter the <b>Start and End Dates</b></li> <li>6) Click the <b>Submit</b> button</li> </ol>
<p>Why is there an “<b>ATK Telecommute</b>” pay code on my timecard?</p>	<p>After submitting the Telecommute form under Request Time Off, Kronos will automatically enter the <b>ATK Telecommute</b> code to the timecard.</p>
<p><b>Leaders/timekeepers must diligently review timecards to ensure the ATK Telecommute code is applied correctly. It is very important that this code is applied accurately and consistently. Failure to do so may result in overpayments of Emergency Pay to ineligible staff.</b></p>	



<p>If my employee applied “<b>ATK Telecommute</b>” in error, how can I remove this incorrect pay code?</p>	<p>From your employee’s timecard, <b>Leaders/Editors</b> must:</p> <ol style="list-style-type: none"><li>1. Select the <b>Go To</b> link (upper right corner)</li><li>2. Select <b>Schedule Editor</b></li><li>3. On the schedule, right click on <b>ATK Telecommute</b> and select <b>Delete</b></li><li>4. Click the <b>Save</b> button</li></ol>
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**7. How do I track Off-Shifts in Kronos?**

Off-Shifts should be tracked via Kronos using the ‘Disaster Shift’ button, which will only be available on Kronos clocks and will not be available on Desktop applications. After selecting the ‘Disaster Shift’ button, badge in and then select ‘Disaster Zone Off Shift Begin’ when you have disengaged from work and ‘Disaster Zone Off Shift End’ when you are going to reengage in work. Refer to [Kronos Resources](#) for additional Emergency Pay Procedures.

Onsite Non-exempt employees must clock in/out every time they disengage/engage from work in order to capture their work and Off-Shifts.

**8. Is a meal break considered an Off-Shift?**

Yes, a meal break is considered an Off-Shift. Do not clock out for meal breaks, instead utilize the ‘Disaster Shift’ button on the Kronos clock to designate the beginning and end of the Off-Shift.

**9. How is the Emergency Pay added to my paycheck?**

Emergency pay for Non-exempt employees is automatically applied to worked time during the Emergency Pay Practices activation. Please refer to the Texas Children’s [Emergency Pay Codes Legend](#).

**10. During the Emergency Pay Practices activation, will I receive shift differential pay?**

During a Full or Partial Emergency Activation, all Non-exempt employees who are working onsite, at a hospital location will be eligible for shift differentials during working time, regardless of departmental shift eligibly designation during normal operations. The Labor Pool (CC5010) is only eligible for shift differentials during a **Full** Emergency Activation. During a Full or Partial Emergency Activation, shift differentials will not apply to employees who are working remotely, or employees who work at TCP, TCU, the Health Plan, or other non-hospital locations. Those who are eligible for shift differentials will be paid according to the [Differential Policy](#).

Exempt employees will receive their normal pay. No additional timekeeping adjustments are required.

**11. Will I be paid for Off-Shifts?**

Yes, regular pay and overtime, if applicable, will be paid during Off-Shifts; however, Emergency Pay and shift differentials will not be paid during Off-Shifts.

**12. How will employees be paid if they are told to report to work prior to their scheduled start time (e.g. night shift should report at 4:00 p.m.)?**

Non-exempt employees **must** clock-in when they arrive and will be paid in accordance with the Emergency Pay Practices. Exempt employees will receive their normal pay. No additional timekeeping adjustments are required.

**13. How are employees, who volunteer to stay, paid?**

Must be approved by his/her leader.

- Non-exempt employees who volunteer to stay and are approved to work by their leader should clock-in when they arrive and will be paid in accordance with the Emergency Pay Practices.
- Exempt employees who volunteer to stay and are approved to work by their leader will receive their normal pay. No additional timekeeping adjustments are required.

**14. How will employees be paid if they are told to go home but cannot physically go home due to inclement weather or other circumstances?**

- If the employees are not working, they will have the option to be paid from their PTO bank, if necessary to meet their standard hours.
- If the non-exempt employees are permitted to perform work, they should clock in as usual and will be paid in accordance with FLSA guidelines.
- Exempt employees who work any part of a day will be paid for the full day/shift, however Exempt employees who are told to stay home will need to use PTO. Time off will only be charged in periods of whole day/shift increments for Exempt employees.

**15. How will employees be paid if they are told to stay home?**

Non-exempt and Exempt employees must use PTO. See the [Time Off Policy](#) and [Time Off Policy COVID-19 Response](#).

**16. Where are Kronos Time Clocks located?**

To view a list of all available Kronos Time Clock locations on *Connect*, click here: [Texas Children's Kronos Time Clocks Listing](#)

**17. How do I record my time if the Time Clocks are down?**

Record time using the [Emergency Pay Timekeeping Correction Form](#)

**18. How should Non-exempt staff clock throughout the Activation Period?**

General timekeeping guidelines are provided below. For additional details related to how employees should have clocked upon arrival at Texas Children's on Wednesday August 26<sup>th</sup>, please refer to the [Timekeeping Guidance online](#).

Action	Kronos Clock Button to Choose
Start regular shift	Clock In
Disengage from work – leaving for lunch, rest, or sleep	1) Disaster Shift 2) Disaster Zone Off Shift Begin
Return to work – from lunch, rest, or sleep	1) Disaster Shift 2) Disaster Zone Off Shift End
End of regular scheduled shift, but remaining at Texas Children's facility	1) Disaster Shift 2) Disaster Zone Off Shift Begin
Leaving to go home	Clock Out

**19. How do leaders submit time corrections for Off Shift missed punches?**

A special form, the [Emergency Pay: Timekeeping Correction Form](#), is available for leaders to submit any missing time the employee may have.

When submitting the form, please provide the following:

- Date
- Begin Punch Time (with AM/PM)
- End Punch Time (with AM/PM)

- Check correction date row as “Engaged (work) or Disengaged (sleep, rest, lunch)”

**20. Are contract staff eligible for Emergency Pay?**

No, contract staff are not eligible for these Emergency Pay Practices; however, they should remain clocked in and will be paid for all hours that they are required to be onsite at a hospital location.

**21. If an employee is approved for Employee Disaster Roster (EDR) exception but can fulfill their normal duties remotely, can they be allowed to work?**

If an employee is able to work from home, they can continue to work remotely with approval from their leadership. For all employees working remotely though, leaders must ensure that the ATK-Telecommute code to the employee's time card.