KRONOS Instructions - Sick Time Management

for hourly Student Employees or Academic Specialists

SUMMARY - NJ PAID SICK LEAVE ACT

Student Employees (including student assistants, graduate assistants, and federal work-study students) and/or Academic Specialists, that are paid on an hourly basis, may accrue earned sick leave at the rate of **one hour of sick leave for every 30 hours worked, up to a maximum of 40 hours of sick leave per benefit year** (currently, January to December 2019).

Student Employees (including student assistants, graduate assistants, and federal work-study students) and/or Academic Specialists that were actively employed on or before October 29, 2018 began to earn sick leave as of October 29, 2018, and it may begin to be used 120 days after this date- as of February 26, 2019.

Student Employees (including student assistants, graduate assistants, and federal work-study students) and/or Academic Specialists hired after October 29, 2018 begin to accrue sick leave as of their first day of employment, and it may begin to be used 120 days after the start of employment.

When can a Student Employees and/or Academic Specialists use sick time?	Actively employed on or before October 29, 2018	Hired after October 29, 2018
Accrual Start Date	October 29, 2018	Date of Hire (DOH)
Usage Start Date	120 days* after October 29, 2018 (February 26, 2019)	120 days* after DOH

*Probation Period: the 120 days after 10/29/2018 or after DOH during which time an employee is accruing sick time, but cannot use it.

For Supervisors – How to Monitor Sick Time

After a supervisor opens a Student Employee and/or Academic Specialist's timecard, the supervisor should:

1. Click on the desired date to check the accrual balance.

2. Select "Accruals" tab at the bottom of the timecard. The Accrual Code for sick time for an hourly Student Employee and/or Academic Specialist is **Sick-PT**.

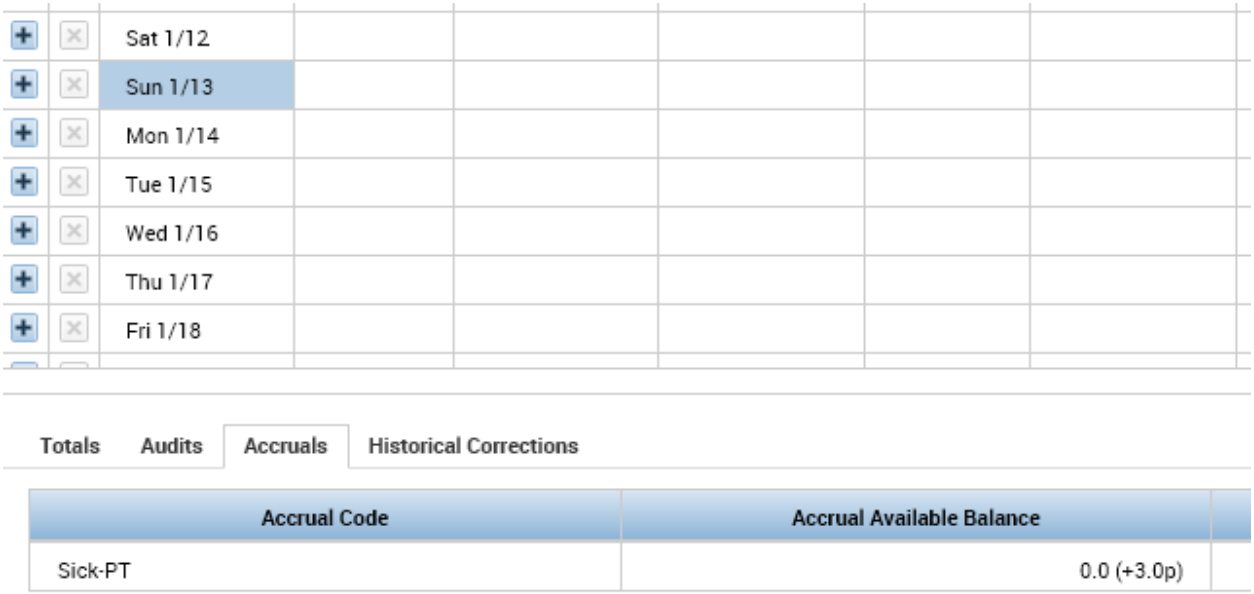
3. Review the amount in the **Accrual Available Balance**. This will display how much time the employee has accrued and/or has available to use.

Example A

In the following example, as of 1/13 (January 13), the Student Employee and/or Academic Specialist's Sick time has accrued, but is not available for use-PT Accrual Available Balance shows 0.0 (+3.0p).

The 0.0 indicates this employee has zero days that are available for use. He/She is not qualified to charge paid sick time as of 1/13. This will occur when an employee is in their 120 day probation period.

The (+3.0p) indicates that the employee has accrued 3.0 hours of sick leave, which can be used once the probation period is over.



For Supervisors – How to Apply Sick Time

After a supervisor opens a Student Employee and/or Academic Specialist's timecard, the supervisor should:

1. Click on the date to which you want to apply the sick time.

2. Enter **Sick-PT** into the Pay Code column from the drop-down.

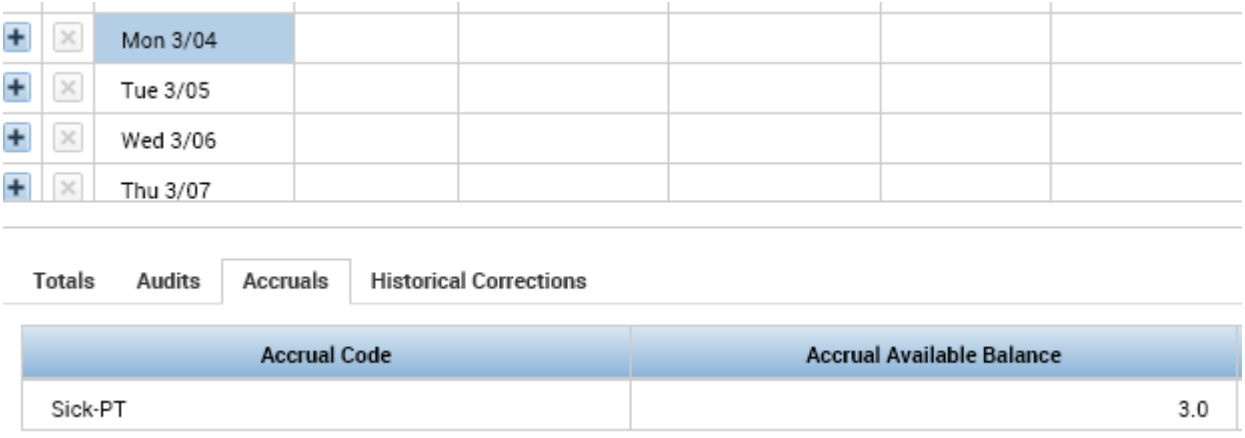
3. In the Amount column, the supervisor may enter the amount of sick time to be applied. (1.0 for 1 hour)

4. Select Save.

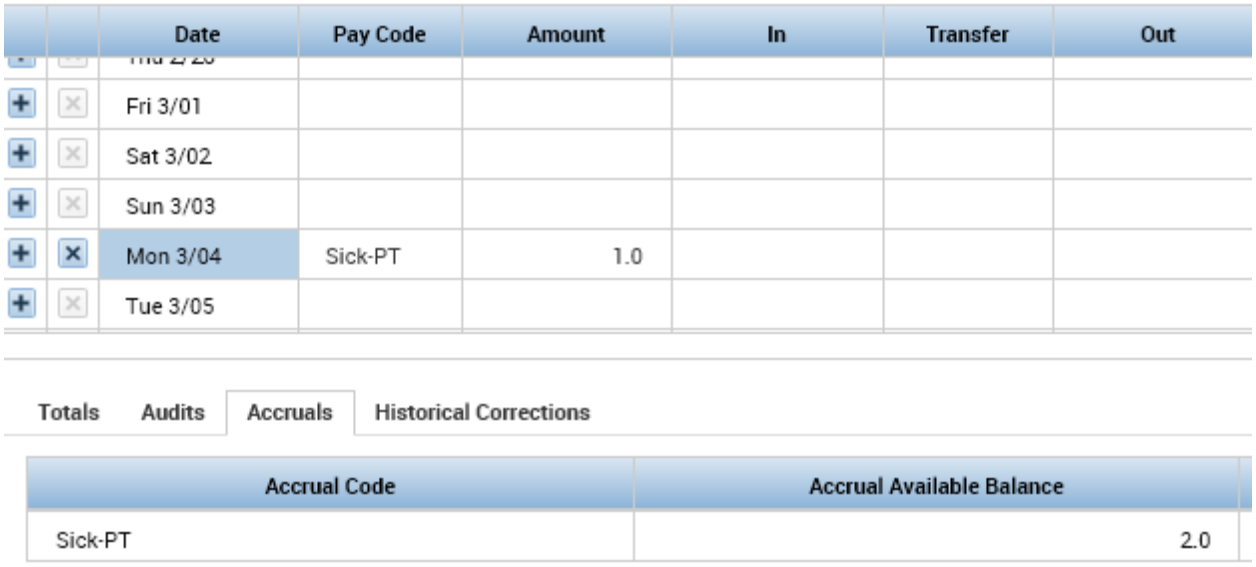
Example B

In the following example, the Student Employee and/or Academic Specialist has completed the 120 day probation period and requested to take 1 hour of sick time on Monday, 3/4/2019.

1. The supervisor may click the date of 3/4/2019 in the timecard, and select the Accrual tab at the bottom of the timecard. Accrual Available Balance for Sick-PT will then be displayed on the supervisor may review this in order to ensure that the employee has sufficient available sick time to cover the request.



2. When the supervisor is ready to apply the sick time to the timecard, the supervisor may open the timecard during the appropriate payroll approval cycle. Then, select the applicable date and enter "Sick-PT" into the Pay Code column from the drop-down. In the Amount column, the supervisor may enter the amount of sick time to be applied. In this example, the supervisor would enter 1.0 (for 1 hour). You will note that this entry causes the accrual balance to decrease (from 3.0 to 2.0).

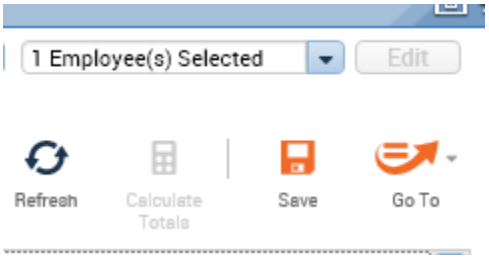


		Date	Pay Code	Amount	In	Transfer	Out
+		Fri 3/01					
+		Sat 3/02					
+		Sun 3/03					
+	×	Mon 3/04	Sick-PT	1.0			
+		Tue 3/05					

Totals | Audits | Accruals | Historical Corrections

Accrual Code	Accrual Available Balance
Sick-PT	2.0

3. Once assigning the sick time is completed, select Save.



Please note that Student Employees and/or Academic Specialists may only use a maximum of 40 hours of sick leave per benefit year, even if accruals are higher than 40 hours.

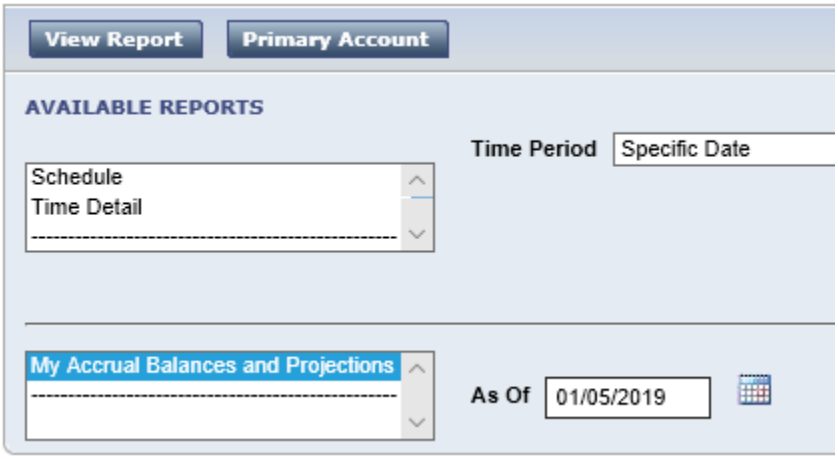
For Student Employee and/or Academic Specialist - Reviewing Sick Time Balances

After a Student Employee and/or Academic Specialist logins to KRONOS, he/she should:

1. Click on My Reports (on the upper, right portion of the screen)



1. Select My Accrual Balances and Projections, and enter an "As Of" date.



2. Click on “View Report.” A report will be displayed, as illustrated below.

   The 0.0 indicates this employee has zero days that are available for use. He/She is not qualified to charge paid sick time. This will occur when an employee is in their 120 day probation period.

   The (+2.0p) indicates that the employee has accrued 2.0 hours of sick leave, which can be used once the probation period is over.

