

12.818 KRONOS

Reference:

Procedure 12.000, Shift Lineup to Emergency Communications Section
 Procedure 12.815, Court Appearances, Jury Duty, and Other Hearings
 Procedure 12.820, Compensation for Court Attendance, Hearings and
 Other Administrative Recalls
 Procedure 12.821, Special On-Call Pay
 Procedure 12.825, Compensatory Time, and Paid Overtime
 Procedure 12.826, Processing Payroll/Timekeeping
 Procedure 13.109, Fixed Shift Assignment
 Procedure 13.110, Assignment, Rotation and Transfer of Personnel
 Procedure 16.110, Personnel Accounting and Distribution
 Procedure 16.112, Mandatory Off Day Deviation and Voluntary Shift Deviation
 Procedure 16.120, Shift Differential: Recording and Processing
 Procedure 16.130, Non-sworn Employee's Daily Time Forms
 Procedure 19.105, Sick/Injured with Pay, Occupational Exposures and Special Leaves
 Procedure 19.107, Family Medical Leave Act (FMLA)
 Procedure 19.130, Limited Duty and Extended Sick Personnel
 Procedure 19.131, Employee Pregnancies
 Procedure 19.135, Annual Vacation Policy
 Procedure 19.140, Outside Employment
 Fraternal Order of Police/City Labor Agreements
 American Federation of State, County and Municipal Employees
 (AFSCME) City Labor Agreement
 Cincinnati Organized and Dedicated Employees (CODE) Labor Agreement
 City of Cincinnati Human Resources Policies and Procedure

Definitions:

KRONOS Work Force TeleStaff (WFTS) – A workforce management solution that helps meet workforce needs by creating best-fit schedules, tracking time and attendance, and administering absence and leave, therefore managing and retaining a well-performing workforce.

KRONOS Work Force Ready (WFR) – WFR functions similar to the Payroll Attendance Report (PAR) utilized by timekeepers. Information entered into WFTS is automatically forwarded to the WFR system for review and edit by the timekeepers prior to transmission to the City Human Resource Information System (CHRIS) for accurate payroll accounting.

Premium Pay Code – Any pay that occurs during the normal tour of duty that results in additional pay in accordance with current labor contracts, i.e. motorcycle pay, FTO pay.

Roster – Lineup

Unit – Car number

Purpose:

Provide guidelines to instruct personnel in the use of the Kronos Work Force TeleStaff (WFTS).

Facilitate the entry and tracking of employee work hours, off time, and vacation.

Ensure compliance with Cincinnati Human Resource Policies and Procedures.

Ensure compliance with current FOP, AFSCME, and CODE Labor Agreements.

Ensure compliance with the Fair Labor Standards Act (FLSA) for non-exempt sworn and non-exempt non-sworn employees, as mandated by Federal Statute.

Policy:

The Kronos procedure is a general guideline for the utilization and daily maintenance of the Kronos system. Employees should refer to each district/section/unit's Standard Operating Procedure (SOP) for step-by-step instructions and administrative processes. The Kronos User Manual is for the completion of specific tasks within the system.

Personnel will be allowed a 60-day grace period for violations of Procedure 12.818 once Kronos is the Department's time and pay management system of record. After the 60-day grace period personnel not adhering to Procedure 12.818 will be subject to progressive discipline. Further information on Kronos use can be found on the Department intranet.

Information:

Information entered in Work Force TeleStaff (WFTS) will be automatically forwarded to the Kronos Work Force Ready (WFR) system for review and edit by the timekeepers prior to transmission to the City Human Resource Information System (CHRIS) for accurate payroll accounting. Department employees can access WFTS through a web-based program to complete off time and overtime requests.

Personnel Management will complete and maintain all employee transfers in WFTS.

The Emergency Communications Center (ECC) will continue to utilize the lineup folder on the H: drive of Department computers to obtain daily rosters and employee information.

The following form information will be entered into WFTS:

- Daily Rosters
- Form 25S, Request for Leave of Absence
- Form 68P-RO, Recall and Overtime Report
- Form 68P-OC, On-call Compensation Report
- Form 68P-FTO, FTO Compensation Report
- Forms 202 and 202C, Weekly Time Report (Sworn and Civilian), and Form 202F, Flex Time Accrual/Usage of Flex Time (Civilian), will be replaced by the note section on the roster
- Form 335B, Annual Shift Differential Report
- Form 440, Voluntary Shift Deviation Form

- Form 443, Off Day Deviation Form

Paper versions of these forms will no longer be accepted, with the exception of Forms 25S for FMLA sick leave only, and variations of Form 68P, e.g., 68P-CT, 68P-DE.

Paper versions of Form 68P-CT, Court Appearance Overtime Report; will still be utilized and sent to the relevant district/section/unit timekeeper for entry into WFTS.

Paper versions of Form 68P-DE, Detail/Event Overtime Report, processed through City payroll **and** requiring a verification signature by the vendor, are required to be entered into WFTS by the employee working the detail. Follow procedure 19.140, Outside Employment.

Paper versions of Form 25S, Request for Leave of Absence, will be utilized **in the event a sick leave request is FMLA eligible**. The paper 25S should include the reason for sick leave. Follow procedure 19.107, Family Medical Leave Act (FMLA).

In addition to the appropriate entry into WFTS, Form 440, Voluntary Shift Deviation, and Form 443, Voluntary Off Day Deviation/Mandatory Off Day Deviation, will be completed via the Records Management System (RMS).

In the event of a system outage, paper versions of the above listed forms will be completed. As soon as the system is restored, the shift/unit Officer in Charge (OIC) will ensure all completed paper versions are immediately entered into WFTS.

Procedure:

A. Rosters

1. Rosters will be updated in WFTS daily, if needed. Any personnel changes, including time off, on-call, recall, etc. will be entered on the roster.
 - a. To create the final roster the “Kronos lineup application,” located in the Kronos folder on the H: drive of Department computers, will be used. Supervisors may make changes to the roster, e.g., assign employees to an available unit number, move a unit to another beat for coverage, create or split up a partner unit etc. before exporting the roster to the ECC lineup folder.
 - b. The Emergency Communications Center (ECC) will utilize the lineup folder on the H:drive of Department computers to obtain rosters for dispatch purposes. Any changes made to the roster should be communicated to ECC via radio.
 - c. District/section/unit commanders, or their designees, will approve and finalize rosters daily.
 - 1) Special attention should be given to any changes in hours to ensure shift differential pay has been applied correctly.

B. Personnel **must** notify a supervisor when entering **any** request into WFTS.

C. Request for Leave of Absence

1. Any request for leave of absence will be submitted through WFTS no more than 90 days in advance of, and at least 24 hours prior to the requested time off.
 - a. For leave of absence requests made within 24 hours of the employee's tour of duty, the employee must contact their immediate supervisor to obtain permission prior to entering the request in WFTS.
 - 1) Time requested will be deducted from the employee's time bank at the time of request; the system **will not** allow leave of absence requests to be submitted for approval if the employee does not have sufficient time accumulated on the day of submission.
 - a) For scheduled vacation, no time will be deducted from an employee's time bank until the employee submits the actual leave of absence request for the scheduled vacation date(s).
 - b. Leave time requests submitted through WFTS are not automatically granted, supervisory approval is required.
2. Employees are required to contact a supervisor when requesting sick leave **and for every consecutive day they are using sick leave.**
 - a) The supervisor will complete the sick leave request(s) in WFTS.
 - 1) Employees will provide the supervisor the following information:
 - a) How long the employee expects to be off duty.
 - b) The telephone number where the employee can be reached.
 - c) Any notice of court appearances, off-duty details, meetings, training etc.
 - 2) If the employee does not have a sufficient sick time balance, he/she will be carried as SWO.
 - 3) The supervisor **may** approve the use of other available time from the employee's time bank in lieu of SWO, staff levels permitting.
 - b) If the employee knows the duration of sick leave or the sick leave request is for a pre-planned medical event, the employee is not required to contact a supervisor for **every consecutive day they are using sick leave.**
3. Any change to a leave request requires approval by a supervisor, e.g. an employee scheduled a wedding around his/her off day group, the employee is transferred and placed into a different off day group conflicting with his/her wedding date.
4. A supervisor can approve time off more than 90 days in advance to accommodate special circumstances.

D. Overtime

1. The following form information will be entered into WFTS:
 - a. Form 68P-RO, Recall and Overtime Report
 - 1) Employees working overtime are required to enter all necessary information in the note section before securing with a supervisor, including the name of the pre-approving supervisor, the reason for the overtime/nature of the call for service, and the CAD number (if applicable).
 - 2) Employees working overtime that qualifies for double time pay, are required to complete a paper version of Form 68P and submit it through the chain of command.
 - 3) Employees will submit overtime requests in WFTS prior to securing with an on duty supervisor.
 - b. Form 68P-OC, On-call Compensation Report
 - 1) Supervisors will designate on-call personnel on the roster.
 - 2) On-call compensation will not result in shift differential pay.
 - c. Form 68P-FTO, FTO Compensation Report
 - 1) Employees working in a FTO capacity are required to enter all necessary information in the note section, i.e., each PPO's name.
 - a) Any FTO working at least four (4) hours will receive FTO compensation for the 1st Probationary Police Officer (PPO).
 - b) If an FTO is required to complete two daily observation reports during one tour of duty, for training of a 2nd PPO for at least four (4) hours, that FTO will receive FTO2 compensation for the 2nd PPO in addition to FTO pay for the 1st PPO.
 - 2) Supervisors working in a FTO supervisor capacity should enter a two (2) hour period of FTOS once a week during their working hours.
 - d. Premium Pay Codes
 - 1) Premium pay codes determined by assignments are automatically calculated, e.g. canine pay.
 - 2) Premium pay codes determined by hours, e.g. motorcycle pay, FTO pay, require special attention to ensure correct hours are listed.
2. Information entered into WFTS will be automatically forwarded to the WFR system for review and edit by the timekeepers prior to transmission to CHRIS for accurate payroll accounting.

3. Form 68P-CT, Court Appearance Overtime Report
 - a. Paper version of Form 68P-CT, Court Appearance Overtime Report, will still be utilized and sent to the relevant district/section/unit timekeeper for entry into WFTS.
 - 1) On duty employees appearing in court for an off-duty extension of police services detail arrest are required to complete a Request for Leave of Absence in WFTS.
 4. Form 68P-DE, Detail/Event Overtime Report
 - a. Extension of police services details processed through City payroll **and** requiring a verification signature by the vendor, are required to be entered into WFTS **and** completed on a paper F68P-DE by the employee working the detail. Follow procedure 19.140, Outside Employment.
 - b. Extension of police services details processed through City payroll but **do not** require a verification signature by the vendor, e.g. Police Visibility Overtime (PVO), are required to be entered into WFTS by the employee working the detail.
 - c. At the end of all extension of police services details processed through City payroll, the employee will secure with an on duty supervisor who will verify the overtime information entered in WFTS, e.g. the nature of any call for service, CAD number, if applicable, time the employee secured, etc.
 - d. Employees are not permitted to take off or deviate their regularly scheduled duty hours to work Police Visibility Overtime (PVO) unless authorized by the district/section commander. Refer to procedure 12.825, Compensatory Time and Paid Overtime.
 - 1) If authorization is obtained, the authorizing commander is required to enter an explanation in the note section.
- E. Forms 202, 202C, 202F, Weekly Time Report and Flex Time Accrual/Usage of Flex Time.
1. Employees who previously utilized Weekly Time Reports (202) will enter their activities on the roster on a daily basis using the 202 work code.
 - a. Employees will not edit their work hours on the 202. If a deviation in work hours occurs, the appropriate shift deviation code must be entered by a supervisor before completing a 202.
 - b. Employees utilizing Flex Time Accrual/Usage of Flex Time are required to enter all necessary information, including the reason for accrual and the name of the approving supervisor, in the note section using the flex time work codes, not the 202 work code.

- 1) Employees utilizing flex time from their accrued flex time balance can request the use of flex time earned. The earning of flex time is based on management needs and will be entered by a supervisor.
 - 2) For flex time earned/taken in the same pay period, the flex time taken should be scheduled at the same time the flex time earned is scheduled.
- F. Form 440, Voluntary Shift Deviation Form, and Form 443, Off Day Deviation Form
1. Supervisors will add the appropriate shift deviation code any time there is a deviation in working hours from the person's assigned working hours.
 2. Supervisors will add the appropriate shift deviation code **and** complete Form 440, Voluntary Shift Deviation, via the Records Management System (RMS), in the following instances:
 - a. When an employee's work hours are voluntarily changed by more than two (2) hours on either side of their scheduled tour of duty, or
 - b. If **any** voluntary deviation in work hours occurs **in conjunction with** the use of off time or working overtime on the same day, or
 - c. If any voluntary deviation in work hours ends after 1800 hours for employees whose assigned work hours do not create shift differential pay.
 3. Employees whose assigned work hours do not create shift differential pay **do not** qualify for shift differential pay if the voluntarily changed work hours would now result in shift differential pay. Refer to Procedure 16.120, Shift Differential: Recording and Processing.
 4. Employees regular work hours will not be voluntarily deviated if the voluntarily changed work hours would now result in overtime during the employees regular assigned work hours.
 5. Employees scheduled off days will not be voluntarily changed to a date where the employee is scheduled to appear in court in order to receive extra court compensation.
 6. Any shift deviation entry requires documentation in the note section.
 7. Supervisors will add the appropriate Off Day Deviation code in WFTS **and** complete Form 443, Voluntary Off Day Deviation/Mandatory Off Day Deviation, via RMS, when required.
 - a. Include the RMS reference number in the note section.

G. Supervisor Responsibilities

1. Ensure daily rosters and schedules are accurate and current.
 - a. Any personnel changes, including time off, on-call, recall, overtime etc. will be entered on the roster.
 - 1) Ensure any leave of absence request, overtime, etc. is processed in WFTS prior to securing for timely payroll submission.
 - b. Any pending requests must be resolved within 24 hours after the request was entered.
 - 1) This includes any future requests entered.
 - c. At the beginning of the tour of duty, the OIC or “early” supervisor will review all WFTS requests from the previous day and ensure all requests have been approved.
 - 1) If there is an outstanding request that has not been approved, the OIC will investigate the reason the request was not approved and ensure the appropriate supervisor approves it.
 - d. At the end of the tour of duty, the OIC or “late” supervisor will review all WFTS requests and ensure all requests have been approved for the employees they are securing.
 - 1) An officer securing with the following shift (e.g., late call for service) will have their overtime request approved (verified) by an on duty supervisor at the time they secure.
2. Any changes to work code entries, e.g., changing holiday leave time to vacation leave time, changing hours, etc. requires documentation in the note section.
 - a. Special attention should be given to any changes in hours to ensure shift differential pay has been applied correctly and documented in the note section.
3. Verify unit/beat numbers/off day groups
 - a. All employees are assigned a permanent unit number and work hours in WFTS. Supervisors cannot create or assign employees to new permanent unit numbers.
 - 1) Permanent unit number changes or off day group changes must be submitted to the district/section/unit timekeeper at least five (5) days in advance of the change effective date to ensure correct rosters and updated on the assignment report sent to Personnel Management.
4. Supervisors will create the final roster utilizing the “Kronos lineup application,” located in the Kronos folder on the H: drive of Department computers.

- a. Supervisors may make changes to the roster, e.g., assign employees to an available unit number, move a unit to another beat for coverage, create or split up a partner unit etc. **before** exporting the roster to the ECC lineup folder.
 - b. Ensure rosters are accurate and all leave requests are entered correctly and are approved.
5. Short-term Limited Duty / Short-term Detailed Personnel
- a. Employees assigned to short-term limited duty (up to seven consecutive scheduled working days assigned by a district/section/unit commander) can be utilized in a limited duty capacity, e.g. desk duty etc. The supervisor should adjust the roster accordingly in WFTS.
 - b. Employees who are detailed from their permanent assignment **for less than** twenty-eight (28) days are considered short-term detailed. The supervisor should adjust the roster accordingly in WFTS.
6. Long-term Limited Duty / Long-term Detailed Personnel
- a. Employees who will be on limited duty for more than seven consecutive scheduled working days are assigned to the Limited Duty Pool and require an assignment change. A Form 17 should be completed and submitted through the chain of command to Personnel Management for updating in WFTS. Refer to procedure 19.130, Limited Duty and Extended Sick Personnel.
 - b. Employees, who are anticipated to be detailed from their permanent assignment **for more than** twenty-eight (28) days, e.g. detailed to a Task Force, are considered long-term detailed and require an assignment change. A Form 17 should be completed and submitted through the chain of command to Personnel Management for updating in WFTS.
 - 1) Court appearance overtime should be processed at the district/section/unit to which the employee is detailed, not at the employee's permanent assignment.
 - 2) All City-wide Task Forces are managed by the Special Services Section.
7. Enter training dates, locations, and times for employees. Ensure training dates are scheduled at least five (5) days in advance in accordance with current labor agreements.
8. Review any pending/submitted leave and overtime requests and take appropriate actions.
- a. Enter and process sick leave requests. Refer to procedures 19.105, Sick/Injured with Pay, Occupational Exposures and Special Leaves; and 19.107, Family Medical Leave Act (FMLA).

- 1) Ensure the following information is obtained:
 - a) How long the employee expects to be off duty.
 - b) The telephone number where the employee can be reached.
 - c) Any notice of court appearances, off-duty details, meetings, training, that may need to be rescheduled etc.
 - 2) If the employee does not have a sufficient sick time balance, he/she will be carried as SWO.
 - 3) The supervisor **may** approve the use of other available time from the employee's time bank in lieu of SWO, staff levels permitting.
 - 4) Employees are required to contact a supervisor when requesting sick leave **and for every consecutive day they are using sick leave.**
 - a) If the employee knows the duration of sick leave or the sick leave request is for a pre-planned medical event, the employee is not required to contact a supervisor for every consecutive sick leave request.
- b. Ensure **every** sick leave entry is checked for FMLA eligibility. **If FMLA eligible:**
- 1) Complete a WFTS entry. **Do not** write the reason for sick leave in the notes section.
 - 2) Complete a paper version of Form 25S including the reason for sick leave and follow procedure 19.107.
9. Enter any flex time earned for CODE employees.
10. Supervisor Overtime Pre-Approval
- a. A supervisor may pre-approve overtime in any manner (via radio, MDC, in person, etc.).
 - 1) A supervisor pre-approving overtime, but not present when the employee secures, will not be able to verify the employee's overtime.
11. Supervisor Overtime Verification
- a. A supervisor verifying overtime will be required to review the information entered by the employee in the note section, ensure all necessary information is included, e.g., the nature of the call for service, CAD number, if applicable, name of pre-approving supervisor, etc., and approve the overtime in WFTS immediately upon securing the employee.

- 1) This includes processing overtime requests from personnel not assigned to your shift, e.g. 1st shift officer securing with a 2nd shift supervisor after a late call for service, officers working off-duty extensions of police services details, etc.
12. Enter and approve/deny all Voluntary Off Day and Shift Deviation and enter any Mandatory Off Day Deviation information. Ensure an RMS entry is completed for Form 440 and/or Form 443, when required. Refer to Section F. and Procedure 16.112, Mandatory Off Day Deviation and Voluntary Shift Deviation.
- H. District/Section/Unit Commander Responsibilities
1. District/section/unit commanders, or their designees, will approve and finalize the following items for timely entry into WFTS by the timekeeper:
 - a. Rosters
 - b. Requests for Leave of Absence
 - c. Any overtime, recall, on-call compensation, etc.
 - d. Form 202/Daily Activities
 - e. Voluntary Shift Deviation Forms
 - f. Off Day Deviation Forms
 2. Review and approve the Payroll Attendance Report (PAR) and forward it to Finance Management.
 3. Any transfer requests/assignment changes require a Form 17 be submitted to Personnel Management for entry into WFTS.
 - a. The district/section/unit receiving new personnel is required to submit a Form 17 at least five (5) days in advance of the assignment change effective date containing all pertinent assignment information, e.g. shift selection, off day group etc.
 4. Submit assignment report changes to Personnel Management on a weekly basis.
 5. If a district/section commander authorizes an employee to take off or deviate their regularly scheduled duty hours to work Police Visibility Overtime (PVO), the authorizing commander is required to enter an explanation in the note section.
 6. Assign five (5) WFTS overtime, leave requests, and flex time earned/used, work code audits per shift/unit to the shift/unit lieutenant each week. These audits will be conducted for compliance purposes. The audits should:
 - a. Include the seven (7) days prior to the date the audit is completed on, e.g., if the audit is completed on August 23 the dates to be audited will be August 16 through 22.

- b. Consist of both on duty and outside employment extension of police service detail/PVO.
- c. Include checking work codes, approval/disapproval dates and times, workflow issues, progressive discipline for non-compliance, etc.
- d. Not include personnel previously audited in the same week.
- e. The assignment of work code audits for power shifts will be determined by the District/Section/Unit Commander.
- f. Audit results will be entered into the Records Management System (RMS), under the Kronos Audit tab.

I. Timekeeper Responsibilities

1. Review daily rosters.
2. Review any pending/submitted leave and overtime requests and take appropriate actions.
 - a. Enter court appearance overtime information daily for timely payroll submission.
 - 1) Enter every court appearance, including an on duty court appearance, into WFTS for documentation of time and/or compensation.
 - b. Any FTO working at least four (4) hours will receive FTO compensation for the 1st Probationary Police Officer (PPO).
 - 1) If an FTO is required to complete two daily observation reports during one tour of duty, for training of a 2nd PPO for at least four (4) hours, that FTO will receive FTO2 compensation for the 2nd PPO in addition to FTO pay for the 1st PPO.
 - c. Any supervisor working in a FTO supervisor capacity will be paid two (2) hours FTOS once a week.
 - d. Process paper Form 68P's for excepted work codes only, e.g. double time pay. Review work codes for accuracy.
3. Review all leave of absence requests and process accordingly.
4. Review FMLA use.
5. Review shift differential times for sworn and civilian personnel for accuracy. Annually, submit a shift differential report for sworn personnel to Finance Management. Refer to Procedure 16.120, Shift Differential: Recording and Processing.
 - a. Once a week add the shift differential times for any employee assigned to you on the employee's WFTS calendar.

6. Enter district/section/unit assignment changes, e.g. off day group changes, work hour changes etc. Ensure Personnel Management receives updated information.
 7. Interdepartmental transfer requests/assignment changes will be handled by Personnel Management.
 - a. After the basic transfer information has been entered by Personnel Management the employee will be marked on the district roster awaiting assignment by the timekeeper (i.e., off day group etc.).
 - b. The new assignment timekeeper will move all work codes of the newly transferred employee to the new assignment.
 - 1) Ensure all work codes are checked for correct dates and times, e.g., if the employee was placed in a different off day group and no longer needs already approved time off due to the new off day(s) coinciding with the approved time off, the timekeeper should deny the approved request.
 - c. Any off day group changes will be effective starting on a Sunday.
 8. Ensure there are no pending requests in WFTS before finalizing information for payroll submission. After payroll information has been finalized any modifications must be manually updated in WFTS, WFR and CHRIS. Coordinate with Finance Management for updating in CHRIS.
 9. Review and submit the Payroll Attendance Report (PAR) to the District/Section/Unit Commander for approval.
 10. Timekeepers are prohibited from self-approving any of their leave and/or overtime requests.
- J. Personnel Management Responsibilities
1. Manage and track mandatory off day deviation information in RMS. Refer to procedure 16.112, Mandatory Off Day Deviation and Voluntary Shift Deviation.
 2. Manage and track SWO status for personnel.
 3. Enter and manage new personnel and personnel inactivation/retirement and coordinate with Finance Management.
 - a. Ensure the appropriate time is entered for inactive personnel.
 - b. On the effective date of an employee's retirement/inactivation, check to ensure all previous entries were finalized before removing the employee from the system. Advise the applicable timekeeper to check for and deny any future entries, e.g., off time request etc.
 - c. Coordinate employee payroll information with Finance Management no later than Wednesday on non-payroll weeks.

- 1) Confirm the day of the week in advance.
 4. Review shift and off day group modifications.
 5. Enter and manage sworn personnel promotional rank changes.
 6. Enter and manage transfers/assignment changes and long-term detailed personnel.
 - a. Notify the affected district/section/unit administrative sergeant as soon as personnel transfer information is received.
 - b. On the effective date of an employee's transfer, notify the applicable timekeeper to move all work codes of the assigned employee to the new assignment.
 - 1) Check to ensure all previous entries were finalized before moving an employee in the system.
 7. Check FMLA usage using the Records Management System (RMS).
- K. Inspections Section Responsibilities
1. Complete a random overtime and leave of absence audit for ten (10) sworn and two (2) civilian personnel bi-weekly (for a two week pay period).
 2. Manage and track any necessary reports.
 3. Forward audit results to the Executive Assistant Chief for review and necessary actions.
- L. Finance Management
1. Complete a random time accrual audit for twenty (20) personnel bi-weekly (for a two week pay period).
 2. Review the Payroll Attendance Report (PAR) for accuracy.
 3. Coordinate new personnel and personnel inactivation/retirement with Personnel Management.
 4. Coordinate employee payroll information with Personnel Management no later than Wednesday on non-payroll weeks.
 5. Review the grant overtime report.
- M. Union Leave Time
1. Any union leave time will be documented through the appropriate work codes.