

## Kronos Cheat Sheet



### Your pay....how does this work?

- You record your working hours by saying hello and goodbye to Kronos every time you work. You do this by punching in when you arrive and leave each shift.
- Every pay cycle (2 weeks), we manually send the timesheets recorded in Kronos to Shared Services
- They manually enter any information above your standard 38 hours into their payroll system. If it isn't on your timesheet, then you don't get paid.
- Sometimes there is a 2 week delay in being paid overtime or penalties.
- *What does this mean? If you forget to log into or out of Kronos each shift, your times will not be recorded and you will not be paid properly*

### What can I do to make sure I get paid properly?

- Punch in and out using Kronos every time you work
- Make sure shift swaps are approved and scheduled on the roster
- Make sure your leave appears on the roster; and
- Get approval for overtime so you can be paid for it

### How do I get approval for Unrostered overtime?

- SMS or email to: [medadmin@calvary-act.com.au](mailto:medadmin@calvary-act.com.au) to seek approval stating:
  - Your name and Calvary Kronos number
  - Reason for unrostered overtime and patient URN
  - Start and finish time of overtime
- **PRE-APPROVAL is MANDATORY** (limited exceptions)
- If pre-approval is not possible (limited exceptions) – then it must be submitted within **24 hrs of event**.