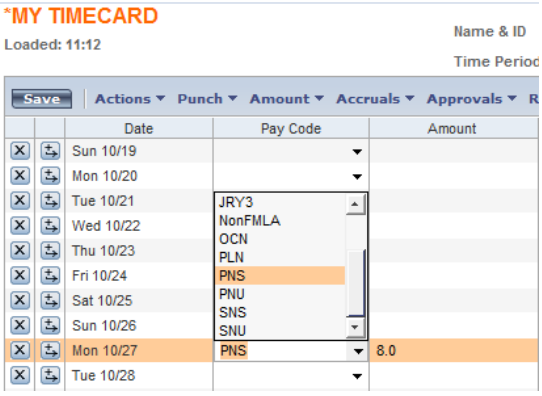
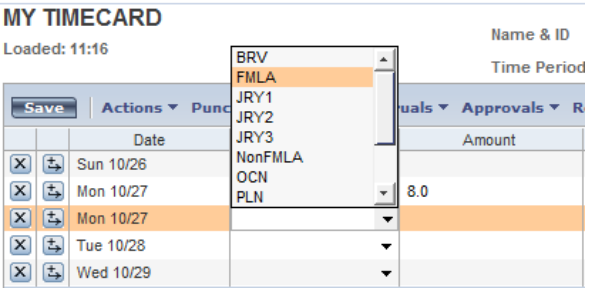
KRONOS Klue
How to Record FMLA Hours

Step 1:	Log into Kronos with your VUNetID and e-Password.	https://kronosprod.mis.vanderbilt.edu/wfc/logon
Step 2:	Your timecard will be displayed.	
Step 3:	Enter time off that corresponds with FMLA / NonFMLA -Click In the Pay Code column, -Click on the down arrow to choose the pay code from the available pay code list. - Click on the appropriate time off pay code. (Pay Code information is located on the Kronos website.) If necessary, click on the +→ to add a new line.	
Step 4:	Record FMLA / NonFMLA hours -Click on the +→ to add a new line. -Click In the Pay Code column, -Click on the down arrow to choose FMLA or NonFMLA. Enter the amount of hours.	
Step 5:	Save the timecard.	

For Kronos issues, email Kronos@vanderbilt.edu
For Kronos Terminal Reader issues, call 3-HELP or email HelpDesk@vanderbilt.edu

FMLA/NonFMLA Kronos Time Entry

If any time off is covered by FMLA/NonFMLA – the employee and/or timekeeper will enter an FMLA/NonFMLA Line in Kronos including the hours covered by FMLA/NonFMLA, in addition to the line with the paycode.

Examples:

	Non-Exempt		**Exempt**
Type Of Leave	**Scheduled**	**Unscheduled**	
Paid Time Off	PNS	PNU	PES
Grandfathered Sick	SNS	SNU	SES
Paid Parental Leave	PLN		PLE
FMLA covered	FMLA		
NonFMLA covered	NonFMLA		

Non Exempt – FMLA covered	**Non Exempt – NonFMLA covered**
• Paid time off – scheduled – FMLA covered: o 1st Line: PNS hours o 2nd Line: FMLA hours • Paid time off – unscheduled – FMLA covered: o 1st Line: PNU hours o 2nd Line: FMLA hours • Grandfathered Sick – scheduled – FMLA covered: o 1st Line: SNS hours o 2nd Line: FMLA hours • Grandfathered Sick – unscheduled – FMLA covered: o 1st Line: SNU hours o 2nd Line: FMLA hours • Paid Parental Leave – FMLA covered: o 1st Line: PLN hours o 2nd Line: FMLA hours • Unpaid time – FMLA covered: o 1st Line: FMLA hours o 2nd Line: Not needed • Short term disability: o FMLA hours should be entered every day even though employee is on unpaid leave.	• Paid time off – scheduled – NonFMLA covered: o 1st Line: PNS hours o 2nd Line: NonFMLA hours • Paid time off – unscheduled – NonFMLA covered: o 1st Line: PNU hours o 2nd Line: NonFMLA hours • Grandfathered Sick – scheduled – NonFMLA covered: o 1st Line: SNS hours o 2nd Line: NonFMLA • Grandfathered Sick – unscheduled – NonFMLA covered: o 1st Line: SNU hours o 2nd Line: NonFMLA • Unpaid time – NonFMLA covered: o 1st Line: NonFMLA hours o 2nd Line: Not Needed