# KRONOS Klue
## How to Record FMLA Hours

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong></td>
<td>Log into Kronos with your VUNetID and e-Password. <a href="https://kronosprod.mis.vanderbilt.edu/wfc/logon">https://kronosprod.mis.vanderbilt.edu/wfc/logon</a></td>
</tr>
<tr>
<td><strong>Step 2:</strong></td>
<td>Your timecard will be displayed.</td>
</tr>
</tbody>
</table>
| **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:

<table>
<thead>
<tr>
<th>Type Of Leave</th>
<th>Non-Exempt</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Time Off</td>
<td>Scheduled: PNS</td>
<td>Unscheduled: PNU</td>
</tr>
<tr>
<td>Grandfathered Sick</td>
<td>Scheduled: SNS</td>
<td>Unscheduled: SNU</td>
</tr>
<tr>
<td>Paid Parental Leave</td>
<td>Scheduled: PLN</td>
<td>Unscheduled:</td>
</tr>
<tr>
<td>FMLA covered</td>
<td></td>
<td>NonFMLA covered</td>
</tr>
<tr>
<td>NonFMLA covered</td>
<td></td>
<td>NonFMLA</td>
</tr>
</tbody>
</table>

**Non Exempt – FMLA covered**

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

**Non Exempt – NonFMLA covered**

- Paid time off – scheduled – NonFMLA covered:
  - 1st Line: PNS hours
  - 2nd Line: NonFMLA hours
- Paid time off – unscheduled – NonFMLA covered:
  - 1st Line: PNU hours
  - 2nd Line: NonFMLA hours
- Grandfathered Sick – scheduled – NonFMLA covered:
  - 1st Line: SNS hours
  - 2nd Line: NonFMLA
- Grandfathered Sick – unscheduled – NonFMLA covered:
  - 1st Line: SNU hours
  - 2nd Line: NonFMLA
- Unpaid time – NonFMLA covered:
  - 1st Line: NonFMLA hours
  - 2nd Line: Not Needed