How do you handle Daylight Saving Time in Kronos WFR?

Tell Me

Please follow the guidance below on how to account for time worked during Daylight Saving.

1. When the time is changed from Eastern Standard Time to Daylight Savings Time (forward), employees working during this interval only work seven hours rather than eight hours. The employees must be held accountable for the hour that no work is performed. The time may be charged to vacation or compensatory leave, or the employee may be allowed to make up the time within the same work week of the current timesheet period.

2. When the time changes from Daylight Savings Time to Eastern Standard Time (backwards), employees on duty at this change actually work a nine-hour shift rather than the usual eight-hour shift. The state, under the overtime pay policy, must compensate for this additional hour. In cases where the employees work in excess of 40 hours for the week, this must be compensated for at one and one-half times the regular rate during the pay period.

Related Articles

- What should I look for when reviewing a Non-Exempt employee’s timesheet for approval in Kronos WFR?
- How do I pay an employee overtime hours in Kronos WFR?
- What should I do when an employee’s Kronos WFR timesheet shows a Punch In and Punch Out on different lines?
- Where do I find an employee’s Change Request or modification of a Time Off Request submitted within Kronos WFR?
- What should a supervisor do if an employee clocks out when they should have clocked in or vice versa in Kronos WFR?