

“Information Only” Entry for Mayor’s Office Round Table Meetings

On the day that an employee attends a Mayor’s Office Round Table meeting, the employee should track his or her hours in the standard fashion; i.e. punching in and out for non-exempt/hourly employees or tracking **Hours Worked** for exempt/salary employees. The employee’s supervisor or manager will be responsible for entering the **Information Only** code into Kronos with the appropriate amount of time spent at the Mayor’s Round Table. The supervisor or manager should also add the Comment, **Mayor Round Table**. Below are the instructions for data entry on a non-exempt and an exempt employee’s timecard.

Non-Exempt/Hourly Employee

1. Entering the appropriate amount of time

	Date	Pay Code	Amount	In	Transf...	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sun 9/11											
X	Mon 9/12			6:38AM		12:27PM	12:56PM		5:08PM	10:00	10:00	10:00
X	Tue 9/13	Information Only	1:30									
X	Tue 9/13			6:38AM		12:46PM	1:08PM		5:08PM	10:15	10:15	20:15
X	Wed 9/14			6:38AM		12:58PM	1:27PM		5:09PM	10:00	10:00	30:15

- Add a timecard row on the appropriate date
- From the drop-down list choose **Information Only**
- In the Amount column enter the number of hours spent at the Round Table

2. Entering the Comment

- Right Click on the number in the Amount column and choose **Add Comment**

	Date	Pay Code	Amount	In	Trans
X	Sun 9/11				
X	Mon 9/12			6:38AM	
X	Tue 9/13	Information Only	1:30		
X	Tue 9/13				
X	Wed 9/14				

- In the Comments list choose **Mayor Round Table** and click **OK**

Add Comment

Comments

- Lost Badge
- Manager Edit
- Mayor Round Table
- Miscellaneous
- Missed Punch
- Monthly Accrual Adj
- Off Site Meeting
- Off-Site Seminar
- Paid Time Off - Supervisor Approved

Note

OK Cancel Help

3. Click **Save** to save the timecard edit

		Date	Pay Code	Amount
x	↕	Sun 9/11		
x	↕	Mon 9/12		
x	↕	Tue 9/13	Information Only	1:30
x	↕	Tue 9/13		
x	↕	Wed 9/14		
x	↕	Thu 9/15		

Exempt/Salary Employee

1. Entering the appropriate amount of time

		Pay Code	Transfer	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/...	Thu 9/15	Fri 9/16	Sat 9/17	Total
x	↕	Hours Worked			10:00	8:00	11:00	9:00	6:00		44:00
x	↕	Information Only			1:30						1:30
					1:30	8:00	11:00	9:00	6:00		45:30

- Add a row on the timecard
- From the drop-down list choose **Information Only**
- Choose the correct date to make the entry
- In the column for the correct date enter the number of hours spent at the Round Table

2. Entering the Comment

- Right Click on the number in the Amount column and choose **Add Comment**

		Pay Code	Transfer	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/...
x	↕	Hours Worked			10:00	8:00	11:00
x	↕	Information Only			1:30		
					1:30	8:00	11:00

b. In the Comments list choose **Mayor Round Table** and click OK

Add Comment

Comments

- Lost Badge
- Manager Edit
- Mayor Round Table**
- Miscellaneous
- Missed Punch
- Monthly Accrual Adj
- Off Site Meeting
- Off-Site Seminar
- Paid Time Off - Supervisor Approved

Note

OK Cancel Help

4. Click **Save** to save the timecard edit

Save											
Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Overtime ▾ Reports ▾ Act											
Week starting: Sun 9/11											
		Pay Code	Transfer	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/...	Thu 9/15	Fri 9/16	Sat 9/17	Total
X	↓	Hours Worked ▾	▾		10:00	8:00	11:00	9:00	6:00		44:00
X	↓	Information Only ▾	▾		1:30						1:30
					11:30	8:00	11:00	9:00	6:00		45:30