



Kronos Scheduler: Voluntary Mandatory Overtime V8.1

Purpose

Extra Shifts (i.e. Overtime) are essential to Scheduling. Tracking who, when and how these shifts are assigned to the most qualified associate to a job is significant to the organization.

In conjunction with the extra shift we must put in place certain pay codes on the schedule on that date.

In the event the agency needs historical Overtime assignments in Kronos, a csv file can be submitted. Required columns and layouts are on the following section.

The Catchup source file will have the name [OvertimeVotMot.csv](#) and can be modified in Excel but must be uploaded as a Comma Delimited File to the Cloud [WIM_IN\Overtime_VOT_MOT_Import](#) folder.

DOP - Date that employee used the "Pass", must be manually tracked. (Kronos will not take this into account)
(employees have one pass per quarter: Jan-Mar, April-June, July-Sep, Oct-Dec)

The Interface [Overtime VOT MOT Import](#) is adhoc, executed by the Kronos Admin only.

The interface [Overtime VOT MOT Update](#) scans 30 days in the past and future (*this a system performance precaution*) and runs on a daily schedule. In addition, it can be executed adhoc by the Kronos System Administrator.



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ExtraShift-VOTMOT-import.csv

This file is for a one-time historical catchup, it must be uploaded via secure FTP Kronos Cloud location.

Field #	Kronos Field	Sample Value	Derived
1	Employee ID	1000	Unique identified for employee
2	Employee Name	Kronos, Sample	
3	Latest VOT Date	04/28/2020	Last Voluntary Overtime Date for the employee
4	Latest MOT Date	05/05/2020	Last Mandatory/Forced Overtime Date for the employee MM/DD/YYYY
5	DOP	01/01/2020	Not used in Kronos, informational only MM/DD/YYYY



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Schedule Planner Genie

The Schedule Planner below displays the two custom fields (VOT Date and MOT Date) for Scheduler employees

By Employee

Name	Sc... Ho...	Wor... Type	L...	Job	S... F...	V	MOT Date	C...	P	N	Fri 5/08	Sat 5/09	Sun 5/10	Mon 5/11	Tue 5/12	Wed 5/13	Thu
	0:00	Part	CSW	0...												
	0:00	Part	CSW	1...		2/15/2020			1...							
	0:00	Full	CSWL...	2...												
	0:00	Full	CSW	1...		12/20/20...										
	0:00	Full	CSW	1...		6/16/2019										
	0:00	Full	CSWL	1...												

5/08 - 5/14

Indicators

Rule Violations Daily Coverage **Staffing Assistant**

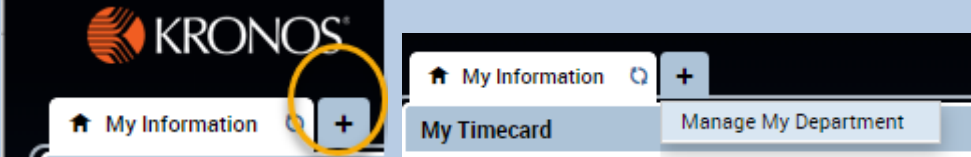
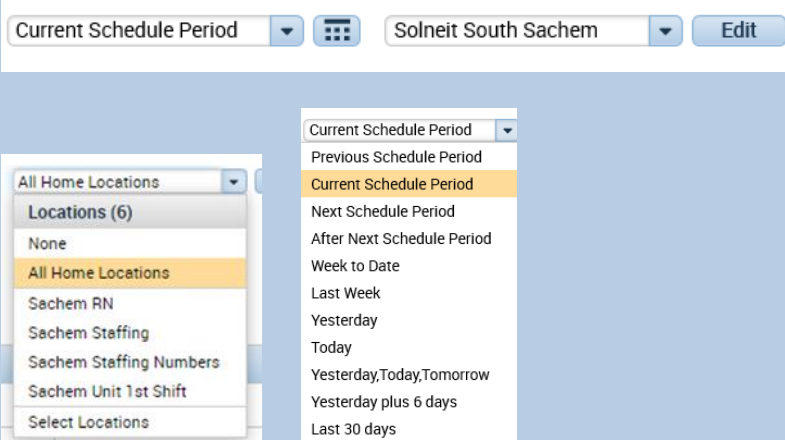
Last time loaded: 1:

No.	Outcome	Contacted On	Name	Schedule Hours	Pay Rule	Worker Type	Locat...	Job	Seniorit... For Shift	VOT Date	MOT Date	S...	Certificat...	Phone Number
1	Select	-		0.00	10 FT OT8 ...	Full Time	...achem/.	CSW	3/22/2012				TACE, Mand...	
2	Select	-		0.00	10 FT OT8 ...	Full Time	...achem/.	CSW	12/13/2013				TACE, Mand...	
3	Select	-		0.00	10 FT OT8 ...	Full Time	...achem/.	CSW	1/06/1996	04/13/2020	02/27/2020		TACE, Mand...	




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Schedule Planner

Steps to Validate Import – MOT and VOT		
1	<p>From the Home Page, click the Plus “+” next to the My Information Tab. Next select <i>Manage My Department</i></p>	
2	<p>From the Related items list, click Scheduler Planner. When you want to view a normal Primary Job list</p>	
3	<p>In the Location Show drop-down list, select a department from the Organization Map which will display employees for you to view. In the screen shot used a Location Query that contains all Caroline or Solnit site.</p>	



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4	<p>In the Time Period drop down list, select a specific schedule period.</p> <p>Or Select the Start and End Dates. Click OK. Click Apply.</p>																																																																														
5	<p>Highlight the row of an associate</p> <p>The Columns are updated with the VOT or MOT Date values</p>	 <table border="1"> <caption>By Employee</caption> <thead> <tr> <th>Name</th> <th>Sc... Ho...</th> <th>Wor... Type</th> <th>L...</th> <th>Job</th> <th>S... F...</th> <th>V</th> <th>MOT Date</th> <th>C...</th> <th>P</th> <th>N</th> </tr> </thead> <tbody> <tr> <td></td> <td>0:00</td> <td>Part ...</td> <td>... n</td> <td>CSW</td> <td>0...</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>0:00</td> <td>Part ...</td> <td>... n</td> <td>CSW</td> <td>1...</td> <td></td> <td>2/15/2020</td> <td></td> <td></td> <td>1...</td> </tr> <tr> <td></td> <td>0:00</td> <td>Full ...</td> <td>... n</td> <td>CSWL...</td> <td>2...</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>0:00</td> <td>Full ...</td> <td>... n</td> <td>CSW</td> <td>1...</td> <td></td> <td>12/20/20...</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>0:00</td> <td>Full ...</td> <td>... n</td> <td>CSW</td> <td>1...</td> <td></td> <td>6/16/2019</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>0:00</td> <td>Full ...</td> <td>... n</td> <td>CSWL...</td> <td>1...</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Sc... Ho...	Wor... Type	L...	Job	S... F...	V	MOT Date	C...	P	N		0:00	Part n	CSW	0...							0:00	Part n	CSW	1...		2/15/2020			1...		0:00	Full n	CSWL...	2...							0:00	Full n	CSW	1...		12/20/20...					0:00	Full n	CSW	1...		6/16/2019					0:00	Full n	CSWL...	1...					
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Schedule Planner

Steps to assign – MOT and VOT																																																																		
1	Execute steps 1-4 above																																																																	
2	Ensure Workload and Census are updated	<p>Generate Workload</p> <p>Location : ./DCF-DCF91000/Solnit N/Custody/Maple/Maple</p> <p>Workload Type * : <input checked="" type="checkbox"/> Baseline <input type="checkbox"/> Plan <input type="checkbox"/> Actual</p> <p>Staffing Matrix : Solnit North - Maple</p> <p>Start Date * : 5/08/2020 End Date * : 5/14/2020</p> <p>Buttons: Cancel, Apply</p> <p>Workload Planner</p> <p>Workload and Volume Loaded: 8:45PM 5/08/2020 - 5/14/2020, S...</p> <p>View By: [Icon] Visibility Filter: [Icon] Tools: [Icon] Generate Workload [Icon] Location Filter: ./Solnit N/Custody/Maple/Maple Span Filter: [Icon]</p> <table border="1"> <thead> <tr> <th>Job</th> <th>Span</th> <th>Type</th> <th>Fri 5/08</th> <th>Sat 5/09</th> <th>Sun 5/10</th> <th>Mon 5/11</th> <th>Tue 5/12</th> </tr> <tr> <td></td> <td></td> <td></td> <td>Baseline</td> <td>Baseline</td> <td>Baseline</td> <td>Baseline</td> <td>Baseline</td> </tr> </thead> <tbody> <tr> <td>0700a...</td> <td></td> <td>Census</td> <td>4</td> <td>5</td> <td>6</td> <td>10</td> <td>12</td> </tr> <tr> <td>0800a...</td> <td></td> <td>Census</td> <td>4</td> <td>5</td> <td>6</td> <td>10</td> <td>12</td> </tr> <tr> <td>0245p...</td> <td></td> <td>Census</td> <td>4</td> <td>5</td> <td>6</td> <td>10</td> <td>12</td> </tr> <tr> <td>0300p...</td> <td></td> <td>Census</td> <td>4</td> <td>5</td> <td>6</td> <td>10</td> <td>12</td> </tr> <tr> <td>1110p...</td> <td></td> <td>Census</td> <td>4</td> <td>5</td> <td>6</td> <td>10</td> <td>12</td> </tr> <tr> <td>1115p...</td> <td></td> <td>Census</td> <td>4</td> <td>5</td> <td>6</td> <td>10</td> <td>12</td> </tr> </tbody> </table>	Job	Span	Type	Fri 5/08	Sat 5/09	Sun 5/10	Mon 5/11	Tue 5/12				Baseline	Baseline	Baseline	Baseline	Baseline	0700a...		Census	4	5	6	10	12	0800a...		Census	4	5	6	10	12	0245p...		Census	4	5	6	10	12	0300p...		Census	4	5	6	10	12	1110p...		Census	4	5	6	10	12	1115p...		Census	4	5	6	10	12
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3	Calculate Open Shifts if necessary	<p>Tools Engines</p> <p>Calculate Open Shifts</p> <p>Run Priority Scheduling Engine</p> <p>Fri 5/01 Sat 5/02 Sun 5/03</p>																																																																



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<p>3</p> <p>Select the Staffing Assistant Tab.</p> <p>Select an Open Shift from the Staffing Assistant or the schedule Each row for a location contains the last name, first name, and job (in the unit)</p>		<table border="1"> <thead> <tr> <th>No.</th> <th>Name</th> <th>Sche. Hours</th> <th>Pay</th> <th>W. T.</th> <th>Location</th> <th>Job</th> <th>Senior. For Shift</th> <th>VOT Date</th> <th>MOT</th> <th>Skill</th> <th>Certific.</th> <th>Phone Number</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>0.00</td> <td>10 FT</td> <td>Full</td> <td>le/Maple/</td> <td>CSW</td> <td>8/26/2008</td> <td></td> <td></td> <td></td> <td>TACE, Ma.</td> <td></td> </tr> <tr> <td>2</td> <td></td> <td>0.00</td> <td>10 FT</td> <td>Full</td> <td>le/Maple/</td> <td>CSW</td> <td>6/15/2001</td> <td>04/15/2020</td> <td></td> <td></td> <td>TACE, Ma.</td> <td></td> </tr> </tbody> </table>	No.	Name	Sche. Hours	Pay	W. T.	Location	Job	Senior. For Shift	VOT Date	MOT	Skill	Certific.	Phone Number	1		0.00	10 FT	Full	le/Maple/	CSW	8/26/2008				TACE, Ma.		2		0.00	10 FT	Full	le/Maple/	CSW	6/15/2001	04/15/2020			TACE, Ma.	
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<p>4</p> <p>Add a Pay Code "Voluntary Overtime" in the same cell as the shift.</p> <p>Ensure the Override Shift option is unchecked.</p> <p>Click "Apply"</p>		<p>Add Pay Code</p> <p>Assigned to: _____</p> <p>Effective Date: 5/08/2020</p> <p>Pay Code: Voluntary Overtime</p> <p>Amount (HH:hh): Full sched day</p> <p><input type="checkbox"/> Create Open Shift</p> <p><input type="checkbox"/> Override Shift</p> <p>Start Time: 7:00AM</p> <p>Repeat for: 1 days</p> <p>Unavailable Start Time: 7:00AM</p> <p>Unavailable Amount (HH:hh): 24.0</p> <p>Transfer Job: _____</p> <p>Transfer Labor Level: _____</p> <p>Comments (0) Add Comment</p> <p><input type="button" value="Cancel"/> <input type="button" value="Apply"/></p>																																							



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5	<p>The interface scans schedules of employees for the following pay codes, 30 days in the past and 30 days in the future. It set VOT and MOT Dates to be the maximum date retrieved in the format of mm/dd/yyyy.</p>	<table border="1"> <thead> <tr> <th>Pay Codes impact VOT Date</th> <th>Pay Codes impact MOT Date</th> </tr> </thead> <tbody> <tr> <td>Overtime Accepted</td> <td>Mandatory Overtime</td> </tr> <tr> <td>Overtime Refused</td> <td></td> </tr> <tr> <td>Overtime Offered CPC</td> <td></td> </tr> <tr> <td>Voluntary Overtime</td> <td></td> </tr> <tr> <td>Could Not Contact</td> <td></td> </tr> </tbody> </table>	Pay Codes impact VOT Date	Pay Codes impact MOT Date	Overtime Accepted	Mandatory Overtime	Overtime Refused		Overtime Offered CPC		Voluntary Overtime		Could Not Contact	
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