Kronos Re-named to PioneerTime

The Shared Services Center is happy to announce that Kronos, the system to track time and attendance for all DU employees, will be re-named to PioneerTime. Notice the new logo which will soon replace the Kronos logo on all time & attendance related materials. This name change is the first of a broader plan to create a uniform look and feel to solutions which impact administrative processes. As a user, you will not notice any difference in the system outside of the new name and logo. If you have any questions or concerns, feel free to contact us at PioneerTime@du.edu.

PioneerTime Approval Deadlines

Supervisors can approve once employees approve their time/leave.

- **Non-Exempt (Bi-Weekly Paid)**
  Employees - Must Approve their Time Card on the LAST DAY WORKED of the Pay Period Ending Sunday, 12/25/16
Supervisors - Must Approve their Non-Exempt Employees’ Time Cards no later than 2:00 on Monday, 12/26/16 (Time cards can be approved as early as employee approval is in place).

- **Exempt (Paid Monthly)**
  - Employees - Must Approve their Leave Calendar by Wednesday, 1/4/17
  - Supervisors - Must Approve their Exempt Employee’s Leave Calendar by Monday, 1/9/17

**Half-Day Friday, December 16**

The Chancellor recently announced that DU will close at noon on Friday, Dec. 16. For non-exempt, benefited employees (paid bi-weekly), please record the normally scheduled hours for this day. For exempt employees (paid monthly), no action is necessary.

**Holiday Pay & Adjustments**

Holiday hours automatically populate in time cards of benefited, non-exempt employees in PioneerTime. For part-time benefited employees (paid bi-weekly), the Holiday pay should equal the number of normally scheduled hours for that day. If there is a discrepancy, the supervisor will need to make an adjustment in PioneerTime to reduce holiday hours. See steps below:

1) Add a new row to the part-time employee’s time card for the holiday date
2) Enter in a negative number of holiday hours to bring the holiday pay down to correct amount

If this Part-Time Employee Normally Works 4 hours, the Supervisor Should Enter -3.5 with the “Holiday” Pay Code to get to a total of 4 Holiday hours for the Day.

The Default Holiday Pay for this Employee is 7.5 Hours.

New Form for PioneerTime Supervisor Change Requests
There is a new online form for all supervisor change requests in PioneerTime. Find this form under the Employee tab in PioneerWeb.

After filling out this online form, the information will be sent directly to Shared Services and the supervisor change will be made in PioneerTime (typically within two business days).