KRONOS FOR
SALARIED EMPLOYEES

An Overview
KRONOS

KRONOS is a statewide system, please keep in mind the following:

• Parallel, conversion, and pay dates are dictated by the state.

• The system has been designed by the state. We have done our best to develop training materials and practices to preserve BRCTC workflows and efficiencies.

• Timecard approval timelines must be adhered to.
# PAY & LEAVE CHANGES

<table>
<thead>
<tr>
<th></th>
<th>REPLICON</th>
<th>KRONOS</th>
<th>CONTINUED</th>
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</thead>
<tbody>
<tr>
<td><strong>LEAVE</strong></td>
<td>• Leave is earned on last day of month.</td>
<td>• Leave Accrued bi-weekly.</td>
<td>• Yearly annual leave accrual will remain the same.</td>
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<td><strong>PAY</strong></td>
<td>• Paid twice a month.</td>
<td>• Paid every other Friday.</td>
<td>• Wages will remain constant for the year.</td>
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<td></td>
<td>• Benefit deduction inconsistent.</td>
<td>• Pay consistent from check to check.</td>
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**PAY & LEAVE CHANGES**

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- **KRONOS**
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- **CONTINUED**
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Key Dates

October
- October 7th – 31st login to MyAppsV2 and KRONOS.
*HR will send an email when KRONOS is available to all employees.

November
- November 13th all leave request replicon must be approved. (Only for leave from 11/14 – 12/31)
- November 14th – Go-live.
* November pays will still be twice monthly.

December
- December 11th first bi-weekly pay day.
- December 23rd second bi-weekly pay day.
NEXT STEPS ..........

All employees:

• Review all emails sent regarding KRONOS. Emails may contain process or timeline changes.
• Review calendars for Go-live dates and key events.
• Continue to review job aids you have been provided.
• Replicon will continue to be used through November 13\textsuperscript{th}.
• PEIA deductions will continue to be deducted monthly until further notice.
• KRONOS training materials will be available on HR website under the Training and Development link.
KRONOS Access:

- Kronos will be accessed by logging in to MyAppsV2 on the WVSAO website.
- You may get a security warning pop-up. (Click “do not show…” and allow each time it appears.
- KRONOS is **SLOW**, please give it time to load.
- Any technical issues should be reported to IT.
- Any functional issues or question should be emailed to: KRONOS@blueridgectc.edu
- Your MyAppsV2 password will expire every 3 months.
- BRCTC HR has no access to reset your password.
NEXT STEPS CONTINUED

Leave:

• All approved leave placed in replicon prior to November 14th and occurring prior to January 1st, 2016 will be moved to KRONOS for you.
• Leave balances are not expected to be available for the first week after Go-live.
• Any leave requests during the first KRONOS pay period will need to be sent to your supervisor and KRONOS@blueridgectc.edu. All emailed requests should state the type of leave, date(s), and number of hours if less than full days.
• Leave request should only be made in at a minimum of 15-minute increments.