FM TIMEKEEPING POLICY – CODING KRONOS AND COMPASS

**Not Swiped In**

- Is employee at work?
  - Yes: Find out what time employee arrived (exception log, partner with employee)
  - No: In Kronos: enter actual arrival time for the employee

**Swiped (Start/End) Times**

- Was it pre-approved?
  - Yes: In Kronos: add comment FM-NON OCCURRENCE, mark exception as reviewed
    - No: In COMPASS: ensure total time against WOs equals time employee is ‘on the clock’ (1)

- Did employee start early?
  - Yes: In Kronos: edit punch to the actual time the employee arrived
  - No: Was swipe intentional?
    - Yes: In Kronos – Add comment of FM-NON OCCURRENCE, add notes, take appropriate action as applicable
    - No: In COMPASS – ensure total time against WOs equals time employee is ‘on the clock’ (1)

- Did employee start late?
  - Yes: No further action as absence was pre-approved
  - No: Was it pre-approved?
    - Yes: In Kronos: add comment FM-NON OCCURRENCE, mark exception as reviewed
    - No: In COMPASS: ensure total time against WOs equals time employee is ‘on the clock’ (1)

- Did employee leave early?
  - Yes: No Exceptions
  - No: Was swipe intentional?
    - Yes: In Kronos – Add comment of FM-NON OCCURRENCE, add notes, take appropriate action as applicable
    - No: In COMPASS – ensure total time against WOs equals time employee is ‘on the clock’ (1)

- Did employee leave late?
  - Yes: No Exceptions
  - No: Was swipe intentional?
    - Yes: In Kronos – Add comment of FM-NON OCCURRENCE, add notes, take appropriate action as applicable
    - No: In COMPASS – ensure total time against WOs equals time employee is ‘on the clock’ (1)

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(1) Attention must be paid to WOs and labor hours in COMPASS to ensure employee is paid properly (for actual hours worked or if it equates to OT, Shift Differential, etc)