**UAB/LLC/HSF –Site Leaders**

* Please complete the one time Demographic Data Information
* Complete the Exempt Employee Daily Work Log
* At the end of each day, please send a picture of the Daily Sign-In Sheet to Tim McMinn at [trmcminn@uabmc.edu](mailto:trmcminn@uabmc.edu) or (205)410-1196

**UAB/LLC/HSF –ALL**

HR Data collection email being sent by Site Leaders to assist in linking the employees working to the appropriate HR/Payroll system and pay classification.

**UAB/LLC/HSF –ALL Non-Exempt UAB Hospital/HSF Kronos (UAB Hospital, HSF)**

* Reporting time in/out via Bi-Weekly Employee Time Certification – Payroll will send the link and QR code to the employees.  We will also provide it to the Site Leaders.
* Daily Sign-In Sheet - to confirm the site leader review/approval of time submitted by the employees.  This could also help with missed time not submitted by a UAB/HSF employee.

**UAB–ALL Non-Exempt UAB Campus Kronos (SOM, SON, etc)**

* Reporting time in/out via Bi-Weekly Employee Time Certification – Payroll will send the link and QR code to the employees.  We will also provide it to the Site Leaders. Depending on volume, UAB Payroll may provide a Kronos Mobile application.
* Daily Sign-In Sheet - to confirm the site leader review/approval of time submitted by the employees.  This could also help with missed time not submitted by a UAB/HSF employee.

**UAB/LCC – Non-Exempt**

* For biweekly employees, we are going to upload the hours worked into Kronos and “transfer” the time to the TWG account.   Overtime will have to be fixed via salary reclassification as well due to wanting to charge any overage due to the games to TWGs.  This will be reported under the Work A, B, or C shift codes on the payslip.  OTP will follow the same theory on the payslip.   Any late reporting will be processed via salary reclassification.

**HSF – Non-Exempt**

* For biweekly employees, we are going to upload the hours worked into Kronos under a TWG Regular pay code.   Overtime will have to be fixed in Lawson to charge to TWG Overtime pay code.  These pay codes are charged to TWG HSF account.   This will be reported under TWG Regular and TWG Overtime on the pay statements.  Any late reporting will be processed via Journal Entry*.*

**UAB/LLC/HSF –ALL EXEMPT**

* Report daily via Exempt Daily Work Log:   -to assist with tracking cost for the organization and staffing.
* Daily Sign-In Sheet – this will be a secondary tool to track work effort.

**UAB/LLC/HSF –Time Editors**

* Pending: Communicate that the reporting of time for non-exempt employees will be handled centrally and they should see it in Kronos.