# KRONOS Klue
## How to Record FMLA Hours

**Step 1:** Log into Kronos with your VUNetID and e-Password.

https://kronosprod.mis.vanderbilt.edu/wfc/logon

**Step 2:** Your timecard will be displayed.

**Step 3:** Enter time off that corresponds with FMLA / NonFMLA
- Click in the Pay Code column,
- Click on the down arrow to choose the pay code from the available pay code list.
- Click on the appropriate time off pay code. (Pay Code information is located on the Kronos website.)
If necessary, click on the +→ to add a new line.

**Step 4:** Record FMLA / NonFMLA hours
- Click on the +→ to add a new line.
- Click in the Pay Code column,
- Click on the down arrow to choose FMLA or NonFMLA.
Enter the amount of hours.

**Step 5:** Save the timecard.

For Kronos issues, email Kronos@vanderbilt.edu
For Kronos Terminal Reader issues, call 3-HELP or email HelpDesk@vanderbilt.edu
FMLA/NonFMLA Kronos Time Entry

If any time off is covered by FMLA/NonFMLA – the employee and/or timekeeper will enter an FMLA/NonFMLA Line in Kronos including the hours covered by FMLA/NonFMLA, in addition to the line with the paycode.

Examples:

<table>
<thead>
<tr>
<th>Type Of Leave</th>
<th>Non-Exempt</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scheduled</td>
<td>Unscheduled</td>
</tr>
<tr>
<td>Paid Time Off</td>
<td>PNS</td>
<td>PNU</td>
</tr>
<tr>
<td>Grandfathered Sick</td>
<td>SNS</td>
<td>SNU</td>
</tr>
<tr>
<td>Paid Parental Leave</td>
<td>PLN</td>
<td>PLE</td>
</tr>
<tr>
<td>FMLA covered</td>
<td></td>
<td>FMLA</td>
</tr>
<tr>
<td>NonFMLA covered</td>
<td></td>
<td>NonFMLA</td>
</tr>
</tbody>
</table>

**Non Exempt – FMLA covered**

- Paid time off – scheduled – FMLA covered:
  - 1st Line: PNS hours
  - 2nd Line: FMLA hours
- Paid time off – unscheduled – FMLA covered:
  - 1st Line: PNU hours
  - 2nd Line: FMLA hours
- Grandfathered Sick – scheduled – FMLA covered:
  - 1st Line: SNS hours
  - 2nd Line: FMLA hours
- Grandfathered Sick – unscheduled – FMLA covered:
  - 1st Line: SNU hours
  - 2nd Line: FMLA hours
- Paid Parental Leave – FMLA covered:
  - 1st Line: PLN hours
  - 2nd Line: FMLA hours
- Unpaid time – FMLA covered:
  - 1st Line: FMLA hours
  - 2nd Line: Not needed
- Short term disability:
  - FMLA hours should be entered every day even though employee is on unpaid leave.

**Non Exempt – NonFMLA covered**

- Paid time off – scheduled – NonFMLA covered:
  - 1st Line: PNS hours
  - 2nd Line: NonFMLA hours
- Paid time off – unscheduled – NonFMLA covered:
  - 1st Line: PNU hours
  - 2nd Line: NonFMLA hours
- Grandfathered Sick – scheduled – NonFMLA covered:
  - 1st Line: SNS hours
  - 2nd Line: NonFMLA
- Grandfathered Sick – unscheduled – NonFMLA covered:
  - 1st Line: SNU hours
  - 2nd Line: NonFMLA
- Unpaid time – NonFMLA covered:
  - 1st Line: NonFMLA hours
  - 2nd Line: Not Needed