

Graduate Medical Education

Kronos Timekeeping Reference Guide

- ❖ The Housestaff office has established that timekeeping be recorded in Kronos and due every two weeks. Please be sure to contact Linda Gray in the JMH Housestaff Office, should you not be aware of the cutoff dates for recording your trainee time cards.
 1. Kronos timekeeping can be completed prior to the deadline. Coordinators are encouraged not to wait until the cutoff date to record time cards in Kronos - to avoid having technical difficulties due to overload.
 2. It is required that Coordinators identify an alternate staff person who will be responsible for recording time in Kronos, during periods of vacation or leave. Please provide the name of the alternate staff to the Housestaff Office as well as the Core Program Coordinator. It is preferred whenever possible, that the coordinator enter the data/time prior to going on vacation or leave.

- ❖ Avoiding discrepancies: Avoiding discrepancies is key! It is imperative that the data recorded in Kronos is 100% accurate and that it reflects the actual location of the trainee for the given time period. Errors will have a negative impact on our billing to affiliate institutions. Take the following precautions to avoid errors in timekeeping:
 1. Avoid multi-tasking when entering time in Kronos. This is especially important for large programs.
 2. Whenever possible, have someone else check for errors.
 3. Avoid waiting until the last minute to record the time.
 4. If this isn't already in place, develop a system by which your fellow will report any changes in his schedule / location. We recommend that trainees complete a "schedule change form" to be approved by the Program Director prior to making any changes in his/her schedule.
 5. Record Vacation and/or Sick Time by using the hospital site code. This has no effect on the Time off Reporting/Leave Form Sheet that you must continue to send to Linda Gray each pay period which indicates when you resident is taking time off for vacation or sick time.

For technical Support issues contact: CSC to obtain an incident number at 305-585-6789 or email at csc@jhsmiami.org

- ❖ Contact Linda Gray in the Housestaff office, should you have any questions or concerns.