

Tardies Administration – General Navigation

This job aid provides step-by-step instructions on how to enter tardy infractions into the time keeping system, [Kronos Dimensions](#), and how to complete a disciplinary action related to tardies in [Workday](#).

Audience: CoorsTek Hourly People Managers – United States

Related Guideline: Tardies, as part of the Employee Guidelines_US – [Employee Guidelines – Tardy Update – Version 1.0](#)

Latest Revision Date: 1 July 2022

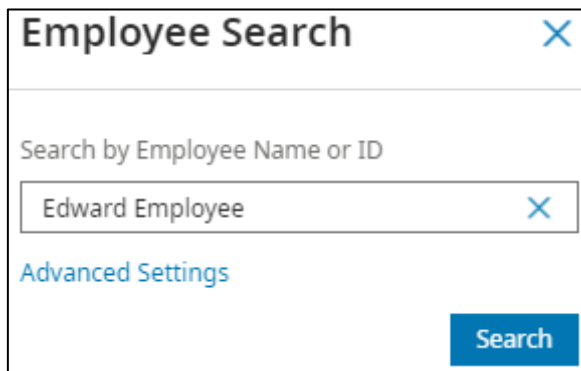
Tardies are unpaid. Managers are responsible for maintaining accurate timecards of their employees, ensuring they do not include incorrect or missing data, and approving them in a timely manner.

When an employee is tardy, the manager must enter the tardy into the timekeeping system, Kronos Dimensions*, which can be accessed on [Elements > HR > HR Info by Countries > US Flag > Kronos Timekeeping](#) or accessing here: [Kronos Timekeeping](#)



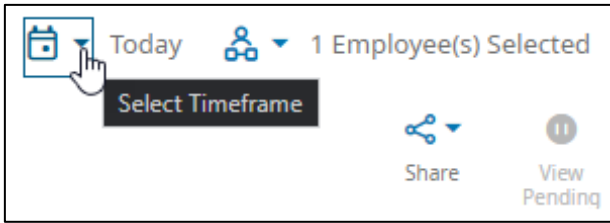
Kronos Instructions

- In the timekeeping system, go to the employee's timecard



The screenshot shows a web interface titled "Employee Search" with a close button (X) in the top right corner. Below the title is a search prompt: "Search by Employee Name or ID". A text input field contains the text "Edward Employee" and has a close button (X) on its right side. Below the input field is a link for "Advanced Settings". At the bottom right of the form is a blue "Search" button.

- Select the correct timeframe to enter the tardy



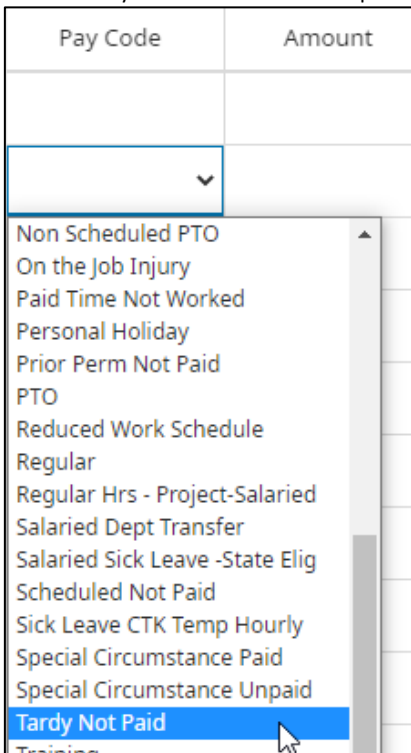
- Add a row to the date corresponding to the tardy

		Date	Absence	In	Out
		Mon 6/06		4:44 AM	2:41 PM

- Click on the 'Pay Code' column on the row added

		Date	Absence	In	Out	Pay Code	Amount
+		Mon 6/06		4:44 AM	2:41 PM		
+							

- Select "Tardy Not Paid" from the dropdown menu



- In the “Amount” column next to the entered “Tardy Not Paid”, enter the number of minutes tardy preceded by a colon (:). Kronos will calculate the minutes tardy to a fraction of the hour based on the Company’s rounding rules
 - For example, if the employee is 18 minutes late, enter “:18” into the amount column

Pay Code	Amount
Tardy Not Paid	:18

- Kronos will convert this amount to “0.30”

Pay Code	Amount
Tardy Not Paid	0.30

- Save the changes



If an employee’s tardies are grounds for disciplinary action, inform your HRBP to initiate the disciplinary action for that employee in Workday, which can be accessed on [Elements > Key Resources > Workday](#) or accessing here: [Workday](#).

Once the task has been initiated by HR, the disciplinary action task will appear in the manager’s Workday inbox. In the task, some fields will be prepared from the HRBP initiating the process. The manager will provide details for the remainder of the process



Workday Instructions

- Enter relevant information for the following fields:
 - Details of Disciplinary Action – including all infractions leading up to the discipline and investigation information

Details of Disciplinary Action

Question
Please provide an additional relative information. This may include offline disciplinary documentation or verbal warnings.

Question
Was a formal investigation conducted? Yes or No. If Yes, provide high level information of investigation.

Manager Evaluation

Answer

- Select the level of discipline

Question
Type of Action

Manager Evaluation

Rating

select one ▼

select one

1st Written

Verbal

Final Written

Termination

- Provide details of when, where and what of the incident

Question When did the incident occur?	Question Where did the incident occur?	Question Describe what occurred. Include any witnesses or names of others involved.
Manager Evaluation	Manager Evaluation	Manager Evaluation
Answer	Answer	Answer

- In the “Action Plan” section enter details of what must occur to address the problem also provided tardy and attendance information from the Employee Guidelines to ensure the employee is familiar with, and has visibility to, the guideline. Also, upload any supporting documents in this section

Action Plan	Supporting Documents
<p>Question What must occur to address the problem?</p>	<p>Manager</p> <p style="text-align: center;"><input type="button" value="Add"/></p>
<p>Manager Evaluation</p>	
<p>Answer</p>	

- Enter any related comments and submit the task
- The submitted task will be routed back to the HRBP for final review
 - The HRBP can either send back to the manager to update or approve the disciplinary action
- Once approved, the manager must have a conversation with the employee regarding the disciplinary action
 - Explain, in detail, why the employee is receiving the disciplinary action
 - Steps the employee must take to rectify/improve the situation
 - Future possible consequences if behavior does not improve
- After the conversation with the employee, the manager must submit the task in Workday, which will route to the employee for acknowledgement

Resources

Employee Guidelines

Employee Guidelines are available on Elements > HR > Info by Countries > US Flag > US HR > US HR Documents > Category: Policies > Employee Guidelines_US. Policies or accessing here: [Employee Guidelines US.pdf](#) New hires are provided with an electronic copy as part of their Onboarding process. The Guideline may be revised at any time by the Company and any revisions will be re-circulated in accordance with applicable employment standards legislation.

Kronos Dimensions

Resources on (Kronos) can be found on Elements searching “UKG” or accessing here:

[UKG \(Kronos\) Home Page](#)

*Recommended content for training in Kronos Dimensions:

[Kronos Navigation and Overview for Managers](#)

[Workday Learning - Kronos Dimensions for Employees and Managers](#)