SCHEDULING POLICIES AND PROCEDURES

Purpose:
The purpose of this policy is to explain the policies and procedures for scheduling and clocking-in/-out

Scope:
This policy applies to all employees in the Competitive Sports program

Policy & Procedure:

I. WHEN TO WORK
   a. When to work is the internet software used to create schedules on a weekly basis. The schedule is created on a Thursday to Wednesday calendar. Therefore, all availability settings should be updated online no later than Friday at 12:00 pm.
   b. If an employee does not update his/her availability in time and is scheduled to work, that employee is responsible for getting their shift covered no matter the circumstance. Employees may utilize the trade board on When to Work when trying to get a shift covered or are looking to cover a shift. If an emergency should arise, the employee should contact one of the Competitive Sports Graduate Assistants as soon as possible.
   c. When to Work has several functions available to the employees:
      • Setting availability for the following week
      • Tracking hours
      • Requesting time off
      • Setting preference to different positions
      • Printing out schedules
      • Viewing other employees availability (if trying to find a cover)

II. CHECKING IN or OUT FOR A SHIFT
   a. The Recreational Sports Department uses Kronos software to keep track of employee hours. Employees must clock in and out of shifts at one of three Kronos time clocks. These time clocks are located:
      i. In the Senior Manager Office: Go directly through the turn styles, turn right, and it is the first door on the right
      ii. In the Storage room downstairs: Go directly through the turn styles, take a right, go down the stairs and it is across from the Women’s Locker Room straight ahead
      iii. At the Recreational Sports Complex: Go into the office and get the code to open the door to the closet where the clock is located.
   b. When an employee is hired, the Assistant Director or one of the Senior Coordinators is responsible for getting the employee’s finger scanned at the Kronos Timeclock. The employee then uses their UGA ID to pull up their information, and then must present their finger to be scanned to clock them in or out.
      i. If an employee should forget to clock in or is having issues clocking out, they must find a Site Manager and complete a Missing Punch document. At the end of each pay period, each employee must approve their time through “My Time” according to the procedures laid out in the

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Departmental Handbook. Information on how to do this is sent out by one of the Senior Coordinators or Assistant Director at the end of each pay period. If there is an issue the employee MUST contact Jason James, Elise Harvey, or Michael Husted. Under no circumstance should any employee be contacting recpay@uga.edu.