

UPSTATE

MEDICAL UNIVERSITY

To: Supervisors of Temporary Agency Staff
From: Patty Brecht, Human Resources
Date: October 7, 2013; reviewed 7/2016
Subject: Temporary Agency Staff – Kronos

Beginning October 7th, 2013, all temporary agency staff hired through CPS and Stafkings will be required to use Kronos time clocks to keep an accurate time of hours worked.

Agency specific time sheets will no longer be required. The printed Kronos time sheet is the document that should be signed by the supervisor and the employee and be submitted to the agency via fax or e-mail.

All hours worked should be rounded to the nearest one-quarter $\frac{1}{4}$ hour. The temporary agency employee should be documenting their time accordingly, but you will need to review correct as needed.

Any temporary agency employee that works five(5) or more hours straight in one day, must be granted a 1/2 hour unpaid meal period.

Working through a meal period should only be done on an exception basis and only when absolutely necessary with the approval of the supervisor. When this occurs it should be documented on the time sheet and submission of the attached Meal Exception Form is required.

Contact information for the two agencies is as follows:

CPS
Email - timecards@cpsprofessionals.com
Fax - 461-9850

Stafkings
E-mail - dawn@stafkings.com
Fax - 432-0916

Please contact Lucy Temelkovski at extension 44950 if you have any questions.

Thank you.
Attachments (1)