

## Approving time for lunchroom staff

Use these position codes as a guide when approving timecards.

The first position of the day determines the employees' primary position code.

### **Example**

If the employee is a lunchroom supervisor in the morning, their primary position code is 31.

If the afternoon position is a latchkey caregiver, the employee must use TRANSFER in Kronos and select position code 41 to receive the correct pay rate.

If the afternoon position is the same as the morning, the employee uses IN and OUT in Kronos.

If you see a position code other than 30 and 31, do not approve this time. You will be able to see it on the timecard. If they used the TRANSFER feature correctly, the other building manager will approve that time.

Contact Linda Loewen if you have time to approve that belongs to another manager.

30	MEDICATION SUPERVISOR
31	LUNCH SUPERVISOR
32	PEDESTRIAN ASSISTANT
33	AFTER SCHOOL LOCKER ROOM AIDE
40	LATCHKEY TEAM LEADER
41	LATCHKEY CAREGIVER