

For Supervisors – Injured Employee Time Sheets

Recording Time in FAMIS and Kronos

	Kronos	FAMIS	Note
Date of the Injury	Employee accruals (SCK, VAC or PFH) for remaining hours in the work day or the employee can take unpaid time (EXA).	Absent	Example – Employee scheduled 7a-3p <ul style="list-style-type: none"> • Injury occurs at Noon • Supervisor – Kronos: add out punch for Noon with a comment (if employee leaves work) and use SCK, VAC or PFH for remainder of shift (or EXA if no paid time remains).
First 24 hours following date of the injury	Paycode KRW*	Disability	Use if the staff member is unable to return to work or has injury-related appointments.
After the 24 hours of KRW has been exhausted	Paycode DIS*	Disability	