




STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF FISCAL SERVICES

**ACTION REQUIRED**

October 29, 2020

TO: Hawaii State Public Charter School Commission  
Public Charter School Directors (All)

FROM: Brian Hallett   
Brian Hallett (Oct 30, 2020 13:38 HST)  
Assistant Superintendent and Chief Financial Officer

SUBJECT: **Requirements to Prepare for the State's New Time & Leave System:  
Public Charter School Employees' Confirmation of Kronos Time &  
Attendance Form 7**

Please distribute to all employees of public charter schools purchasing payroll services from the Department of Education (DOE) or have special education positions (i.e., educational assistants and teachers) employed by the DOE.

The DOE is planning for the migration of employees' leave data from DOE's current Kronos Time & Attendance (TnA) system to the State of Hawaii's modernized Time & Leave system (T&L). Per the June 15, 2020 memo on leave reviews, all schools and offices were required to ensure they are up to date in entering employees' leaves by July 2020, and stay up to date leading up to the migration. Due to multiple challenges, the DOE go live date for the new system has been postponed from March 2021 to October 2021.

This memo outlines the next requirement, which is for timekeepers to distribute TnA Form 7s (which serves as the official leave record) to each employee who accrues leave and have them verify leave balances or resolve any discrepancies to minimize the need for corrections in the new T&L system. **The deadline is December 28, 2020 for schools and offices to resolve all discrepancies and ensure that employees' current leave balances are up to date.**

The distribution of TnA Form 7s to employees should follow the recommended guidelines provided in this memo.

1. School and office timekeepers should print and distribute the Form 7s to employees accordingly:
  - a. 10-Month Employees and 12-Month Teachers – by school year, July 1, 2020 to June 30, 2021.
  - b. 12-Month Employees – by calendar year, January 1, 2020 to December 31, 2020.

A Confirmation Memo should be prepared and attached to each Form 7 (See sample attached – an editable version of Confirmation Memo will be made available on the TnA Bulletin Board).

2. Note: Student interns also accrue leave and should be included.
  - a. Instruct employees to return a signed copy of the Form 7 Confirmation Memo within 2 (two) weeks to verify that the leave balance is accurate.
  - b. A copy of the signed memo may be provided to the employee, but the original should be kept on file for audit purposes.
3. Employees should report discrepancies within 2 (two) weeks and work with their timekeeper to resolve issues. Prior year(s) TnA Form 7s should be provided as needed.
  - a. Discrepancies are to be substantiated by the employee with applicable leave forms (G-1 or OTM 300-001), Form BP-3 daily sign in/out attendance sheet, or other records of attendance and leaves.
  - b. If necessary, the timekeeper may contact DOE's Leave Management Unit (LMU) for assistance in resolving discrepancies. Please note that LMU is performing data analysis to extract and compare leave data from various sources in parallel, which may also impact employee leave balances.
  - c. The timekeeper is to enter any corrected leave information in TnA.
4. A Google Form will be sent to all T&L contacts at each site to provide status of completion of the Form 7 process no later than December 31, 2020.

It is imperative that employees understand that they will have until December 28, 2020 to have any leaves corrected in TnA.

Any charter school that is not up to date on TnA Timecards for "SPED-related" or "DOE-purchased payroll services" employees' should email [leave\\_management\\_unit@k12.hi.us](mailto:leave_management_unit@k12.hi.us) for immediate assistance.

Hawaii State Public Charter School Commission, et al.

October 29, 2020

Page 3

If there are any further questions or concerns, please send an email to [leave\\_management\\_unit@k12.hi.us](mailto:leave_management_unit@k12.hi.us).

BH:sm

Attachment - Sample of TnA Form 7 Confirmation Memo

c: Superintendent  
Office of Talent Management  
Office of Information Technology Services  
School Administrative Services Assistants  
Operations Section

[Date]

TO: [Employee Name]

FROM: [SASA/Secretary Name]

SUBJECT: **Form 7 – Leave Attendance Record for SY 20\_\_ - \_\_ or Calendar Year Ended \_\_\_\_\_**

Attached are two (2) copies of your Form 7 report for (SY 20\_\_ - \_\_ or Calendar Year Ended \_\_\_\_\_).

Please review your Form 7 Leave Attendance Record for accuracy. If there are any errors, please let me know as soon as possible so corrections can be made.

After reviewing, please sign below and return this memo with a copy of your Form 7 to me by the deadline. The second copy of the Form 7 is kept for your files. If we do not receive a signed copy of the memo with your Form 7 by the deadline below, it is understood that you are in agreement with your leave balances and that your leave attendance record is accurate.

If you are unable to complete your review by the deadline or have questions about your leaves, please see me.

Thank you.

Attachment

**DEADLINE: [Date]**

The leave balances on my Form 7 agree with my records and are accurate to the best of my knowledge.

---

Print Name

---

Signature

---

Date