



TEXAS  
JUVENILE JUSTICE  
DEPARTMENT

**Administrative Directive #6 FY 2017**

To: TJJJ Staff  
From: Chelsea Buchholtz, Chief of Staff  
Subject: Timekeeping  
Date: April 24, 2017

---

***This directive applies only to employees in any Salary Schedule A position, a Salary Schedule B position in group B24 or lower, or an unclassified education position (other than principal).***

TJJJ policy PRS.27.25 requires employees in the positions listed above to use the automated timekeeping system (i.e., Kronos) to record timestamps when they report to work and when they leave work. However, timestamps are no longer available within Kronos. Therefore, effective immediately, the requirement to enter timestamps at these times no longer applies.

Employees are now required to manually enter their In/Out times, not including lunch breaks. The In time is the time at which the employee begins work at his/her duty station. The Out time is the time at which the employee stops work.

Additionally, employees are no longer required to enter the In/Out times *when they occur*. These times may be entered when they occur, at some other point during the day, or at any time before the weekly deadline for submitting timesheets. However, supervisors may issue instructions to employees under their supervision to follow specific procedures regarding when to enter the In/Out times.

This directive incorporates instructions sent via email on April 12, 2017. This directive takes effect immediately and will remain in effect until it is rescinded or superseded or until corresponding revisions are made to PRS.27.25.

A handwritten signature in blue ink that reads "Chelsea Buchholtz".

---

Chelsea Buchholtz  
Chief of Staff