

FAQ – Jury Duty (For Supervisors)

Q: What is Racine County’s Policy regarding Jury Duty Payments?

A: When a Racine County Employee is on Jury Duty they are entitled to keep the mileage payment, but the amount that they are paid for the per diem needs to be reimbursed to Racine County. This is because Racine County pays the employee his/her normal wages for these hours. This policy applies to employees in positions that entitle them to jury duty pay per their Union Contract or the HR Policy Manual (i.e. not seasonal, on-call or similar employees).

Q: How do my employees report Jury Duty in Kronos?

A: They should follow the same process for other time off requests but use the “Jury Duty” pay code. You should follow the same approval process as well.

Q: What is my responsibility as a Supervisor?

A: As a supervisor, when your employee lets you know they have to be off due to Jury Duty, you should make sure they notify you when they receive payment for their Jury Duty. Your employee should cash their check and let you know how much they received for their per diem allowance. If possible, the employee should provide you with a copy of the check. You can keep a copy of the check with your records. The per diem amount they received should be taken back through their payroll.

Q: How do I take back their per diem amount through the payroll system (Kronos)?

A: You will need to go to the employee’s timecard and enter a new row, the date does not matter. Enter the pay code Jury Dollars and a negative amount of dollars owed back.

See examples below:

Salary Employee

Approve Timecard
 Sign Off
 Accruals Actions

Print Timecard
 Refresh
 Calculate Totals
 Save
 Go To

Pay Code	Transfer	Sat 9/03	Sun 9/04	Mon 9/05	Tue 9/06	Wed 9/07	Thu 9/08	Fri 9/09	Total
Hours Worked					8.0	8.0	8.0	8.0	32.0
RC - Labor Day			8.0						8.0
Schedule					8:00AM-4:00PM	8:00AM-4:00PM	8:00AM-4:00PM	8:00AM-4:00PM	
Daily Total				8.0	8.0	8.0	8.0	8.0	40.0

Pay Code	Transfer	Sat 9/10	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/14	Thu 9/15	Fri 9/16	Total
Hours Worked				8.0	8.0	8.0	8.0		32.0
Hours Worked								8.0	8.0
Jury Dollars								(\$8.00)	
Schedule				8:00AM-4:00PM	8:00AM-4:00PM	8:00AM-4:00PM	8:00AM-4:00PM	8:00AM-4:00PM	
Daily Total				8.0	8.0	8.0	8.0	8.0	40.0

Totals Accruals

All All Viewing: No Corrections

Location	Job	Account	Pay Code	Amount	Wages
		..IONRP/SHERF/10190/NCPF02/NCDF01/-	Holiday 040	8.0	\$370.86
		..IONRP/SHERF/10190/NCPF02/NCDF01/-	Jury Dollars	(\$8.00)	(\$8.00)
		..IONRP/SHERF/10190/NCPF02/NCDF01/-	Regular	72.0	\$3,337.71

Hourly Employee

Approve Timecard
 Sign Off
 Accruals Actions

Print Timecard
 Refresh
 Calculate Totals
 Save
 Go To

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Wed 9/07		Sheriff Day Off	8.0	6:00AM				8.0	28.0
Thu 9/08	11:00AM-7:00PM			11:00AM		7:00PM	8.0	8.0	36.0
Fri 9/09	11:00AM-7:00PM			11:00AM		7:00PM	8.0	8.0	44.0
Sat 9/10	11:00AM-7:00PM			11:00AM		7:00PM	8.0	8.0	52.0
Sun 9/11	11:00AM-7:00PM			11:00AM		7:00PM	8.0	8.0	60.0
Mon 9/12	11:00AM-7:00PM			11:00AM		7:00PM	8.0	8.0	68.0
Tue 9/13									68.0
Wed 9/14									68.0
Thu 9/15	11:00AM-7:00PM			11:00AM		7:00PM	8.0	8.0	76.0
Fri 9/16		Jury Dollars	(\$8.00)						
Sat 9/17	11:00AM-7:00PM			11:00AM		7:00PM	8.0	8.0	84.0

Totals Accruals

All All

Location	Job	Account	Pay Code	Amount	Wages
		..INRP/CMMUN/10370/NTCF08/NSVF39/-	Jury Dollars	(\$8.00)	(\$8.00)
		..INRP/CMMUN/10370/NTCF08/NSVF39/-	Regular	72.0	\$1,614.44
		..INRP/CMMUN/10370/NTCF08/NSVF39/-	Sheriff Day Off	8.0	\$179.38