

## Talking Points

### Kronos Outage

- **What happened?**
  - Numerous Kronos customers, including Olin, are experiencing outages of the Kronos cloud-based Time & Attendance system.
- **How long is this going to last?**
  - We do not know, but it could last several weeks.
- **How will this week's paycheck be impacted?**
  - You will be paid for the default 80 hours (84 hours for 12 hours shifts) for processing the bi-weekly payroll this week.
- **When will I get the rest of my pay for the last pay period?**
  - When Kronos is functioning again, we will pull the punch data and upload that to PeopleSoft and work to ensure employees receive pay for all other hours, including overtime, shift differential, etc.
- **How will the company track time and attendance until this Kronos is restored?**
  - Hourly employees will need to continue to clock in and out every day – we will still be able to retrieve the time from the clocks. Beginning this week, we will also track each employee's time manually. We will record the straight time hours worked and overtime and shift differential. This information will be provided to Corporate Payroll, who will upload the data to PeopleSoft to generate your paycheck.
- **How will the Salaried Non-Exempt that do not use a time clock track their time?**
  - For Salaried semi-monthly non-exempt employees, we ask you to track your exception hours, including overtime, manually. For the time period of December 1-15, you will need to provide hours worked for each of those days. Your exception hours will be paid on your December 31 paycheck.