# Modine Paid Time Off (PTO) User Guide

Modine Salaried and Non-exempt Paid Time Off (PTO) is managed through the UKG Dimensions platform (aka Kronos/UKG Pro Workforce Management).

This guide will provide you with information on how to manage your personal PTO as well how to manage PTO for your team.

If you need assistance or have questions contact your plant HR representative or the following:

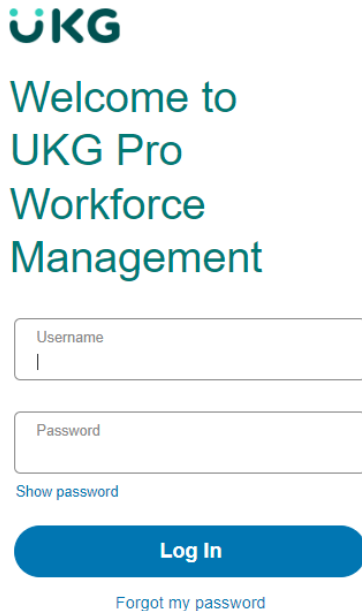Corporate Payroll(payroll-raciwi@modine.com)
Modine Benefits (benefits@modine.com)

**Important things to note:**

1. Supervisors – please DO NOT adjust the schedules of your Salaried employees!  The 8 hour schedule is used to grant employee PTO accrual.   The schedule does not need to match what your salaried employees are working and you can ignore the schedule.  For non-exempt employees – earlier guidance was to remove the schedule.  However, we would like to get to a spot where the non-exempt schedules match what the employee is working on an average weekly basis.  Please contact your payroll representative for assistance with schedules.

   a. Salaried employees accrue PTO based on a standard 40 hour a week work week.  This is derived from the 40 hour schedule Full-time Salaried Exempt employees have in Kronos

   b. Non-exempt employees accrue PTO based on the <u>hours that they actually work</u>.  Future dated PTO accruals are estimates based on how many hours a week the employee is schedule but ACTUAL hours are used when the accrual is made.  Please keep this in mind if you are non-exempt and requesting PTO in the future.

2. Your PTO request is automatically approved in the system with the understanding you have had a conversation with your supervisor about taking the time off before the request is made in Kronos. Your supervisor will receive a notification of any requests or cancelations you make.

3. Carryover vacation will be used first when requesting time off, the system does this automatically – you don't need to do anything to ensure this happens.

4. Unsure if you are receiving the correct accrual?   Pull up your accrual balance as of 3/31 of the following year and take a look at the available balance.  The balance should reflect the total annual accrual for the entire year.

5. Salaried employees may take full or half day PTO increments.  Non-exempt employees may take increments of one hour.

6. Supervisors – Please work with your employees on managing requests for paid time off.   You can review information on page 10 of this guide.

## Logging on to UKG Pro Workforce Management

1.  Access the **UKG Pro Workforce Management System**:
    https://modinemfgco.prd.mykronos.com.



2.  Enter your **user name** in the designated field.
    a.  If you already have access to Kronos – use your current login credentials.
    b.  Your username is your payroll ID number followed by an S or an A.
        i.   If you are an employee at Grenada, Louisville or Jacksonville your login is your ADP payroll number followed by the letter A. (For example 4634A)
        ii.  If you are an employee at any other location, your login is your SAP person ID/employee ID followed by an S (for example 8425S).  It is NOT your SAP system login.
        iii. If you are unsure of your payroll ID, please contact your HR or payroll representative.

3.  Enter your **password** in the designated field.
    a.  If you already have an existing Kronos account, please use your current credentials
    b.  The default password for a new user is Kronos123!. You will be prompted to update your password.

4.  Kronos uses Multi Factor Authentication (MFA) so you will need to select your method of authenticating.  You can either verify through email or through the Microsoft Authenticator app.  You will be prompted to authenticate once every seven days.   If you are unsure how to authenticate, instructions for authenticating are at the end of this document.

# Overview of your Home Page
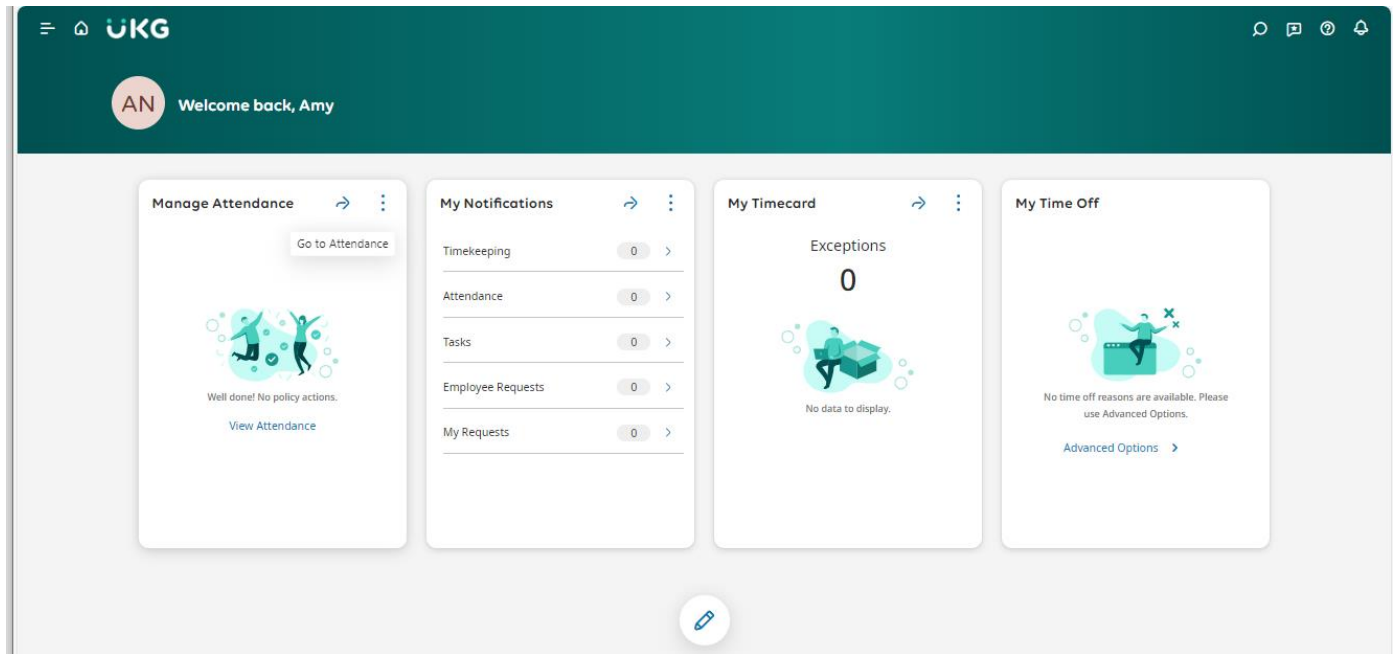


The Home page is composed of tiles, which display a summary of content from product components. You can click on a tile to perform a function. You can also navigate to application-specific components, and take actions on schedules, timecards, and other items that you may use regularly.

The default layout of the home page is based on the display profile you are assigned. You can select the tiles that are most useful to your daily work and add them to your home page.

## Manage tiles

Tiles provide access to important content about your employees. They can appear on your Home page as a visual representation of a common task that you frequently perform, such as a current schedule, or a timecard. You can show or hide tiles depending on what aspect of your business you want to view.

By selecting a tile, you can act from the tile or navigate to the component that it represents for a closer view. For example, selecting Timekeeping in the My Notifications tile will bring you to the control center where you can see the details of the exceptions.

To add or remove tiles from the homepage click on  Tile Library to see the available options, the tiles with a blue check mark are the current tiles on your homepage, to add or remove the tile click on the picture and click apply to update the home page.
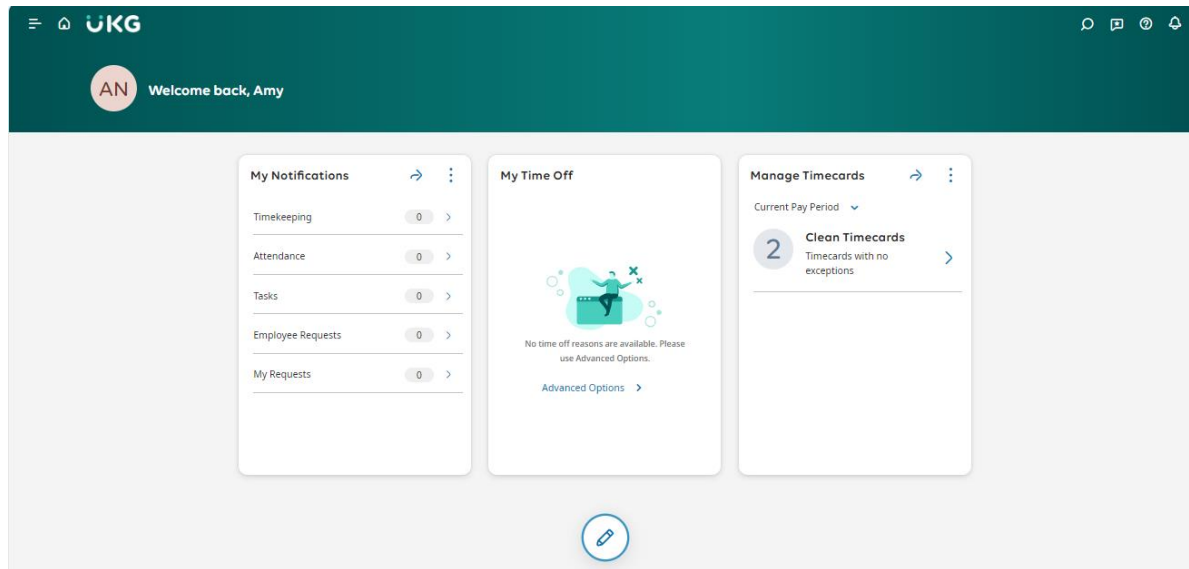


**Tips:**

- Click the **Main Menu**  to open the main menu and access the components of the application, to exit of out the main menu click on the X. 

- Click the question mark  at the top right of the screen to get online help.

- Click **Notifications**  at the top right of the screen to see notifications and alerts.

- Click Employee Search  at the top right of the screen to search for an employee by name or ID number.

- Save the Workforce Dimensions URL as a "favorite" in your web browser for quick access.

# Checking your PTO Balance

On the home screen, navigate to the My Time Off tile.
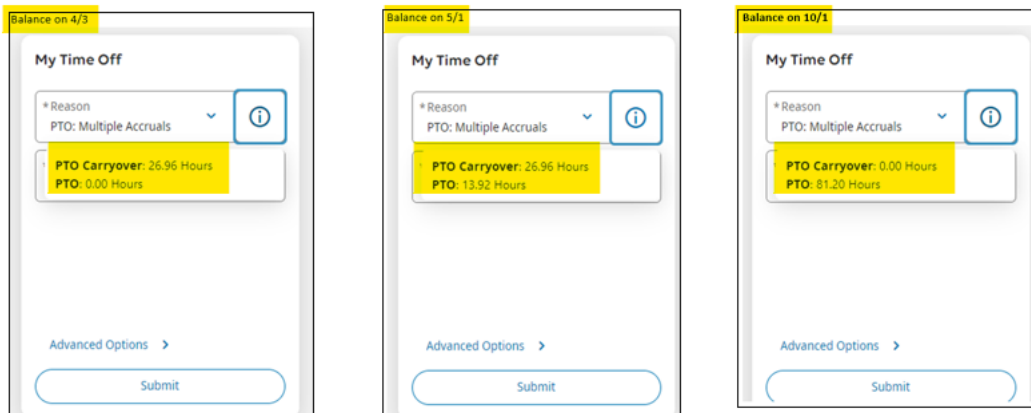
Click on the Information button to check your current carry over or current accrual balance:
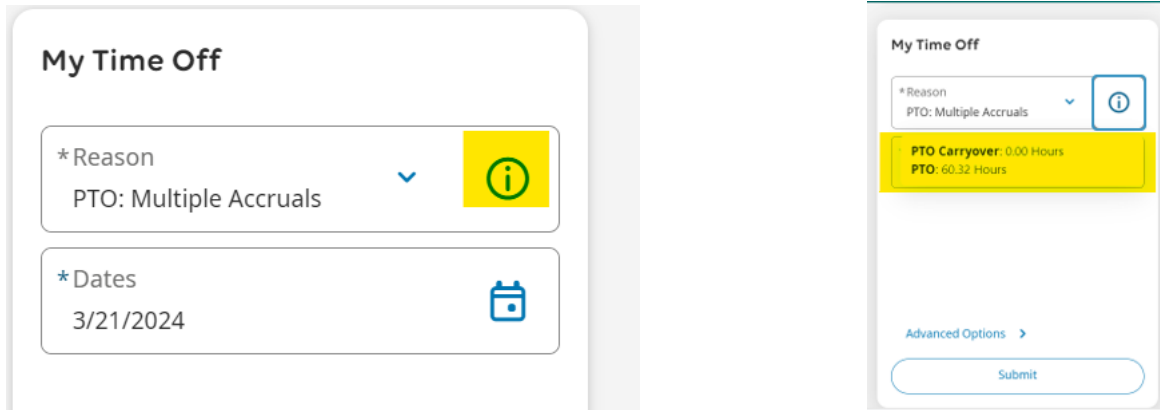


You can change the dates on the calendar to find out how much time you have accrued as of a certain day in the future:
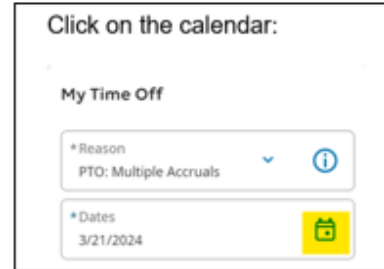
# Requesting PTO

On the home screen, navigate to the My Time Off tile.

My Time Off

*Reason
PTO: Multiple Accruals

*Dates
3/21/2024

Advanced Options >

Submit

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Click on the calendar:

My Time Off

*Reason
PTO: Multiple Accruals

*Dates
3/21/2024

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Click on the day you are requesting PTO and then click Apply

## Date Range

Start Date
6/27/2024

End Date
6/27/2024

<     June     2024     >

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 26  | 27  | 28  | 29  | 30  | 31  | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 1   | 2   | 3   | 4   | 5   | 6   |

Cancel      Apply

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The default request is full day. If you would like to request a smaller duration of time (half day is the lowest increment for salaried employees – one-hour increments is the lowest for non-exempt) click on advanced options

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My Time Off

*Reason
PTO: Multiple Accruals

*Dates
3/25/2024

Advanced Options >

## Request Time Off

SALARIED EX-Time Off Request PTO

**Dates**

📅 3/25/2024

**Duration**

Full

Half

**Deduct from**

PTO: Multiple Accruals                    ⓘ

Cancel          Submit          Review

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In this pop up you can select a different duration for your PTO request. When you are done with your selection click on Submit at the bottom. Once you click Submit – you will receive a confirmation that your PTO request has been approved. You can now click done to exit this area

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## Request Time Off

SALARIED EX-Time Off Request PTO

ⓘ **Information** Your time-off request has been approved.     ✕

**Summary**

**PTO (Full)**
Monday 3/25/2024

Cancel Request          Done

---

You can request more than one day off by adjusting the dates in the calendar:

### My Time Off

**\*Reason**
PTO: Multiple Accruals        ⌄     ⓘ

**\*Dates**
3/25/2024 - 3/29/2024                    📅

Advanced Options  ＞

Submit

---

You can select to take more than one day off by changing the dates in the calendar. You should only request work days off. For example, if you are taking time that spans over the weekend – you should only request the Monday through Friday dates. If you click on Advanced options – you can see the confirmation that you have requested 5 days of PTO

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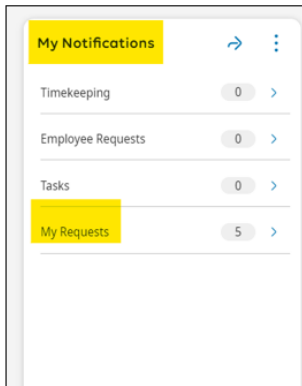## Request Time Off

SALARIED EX-Time Off Request PTO

**Dates**

📅 5 Days Selected

**Duration**

Full

Half

**Deduct from**

PTO: Multiple Accruals                    ⓘ

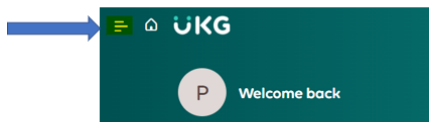Cancel          Submit          Review

You can review more information about your requests:



You can navigate to the My Notifications tile to review your requests. Click on My Requests. Change the filter to All Status and then review the list of your requests. There are additional details on this page – what date you made the request, etc.
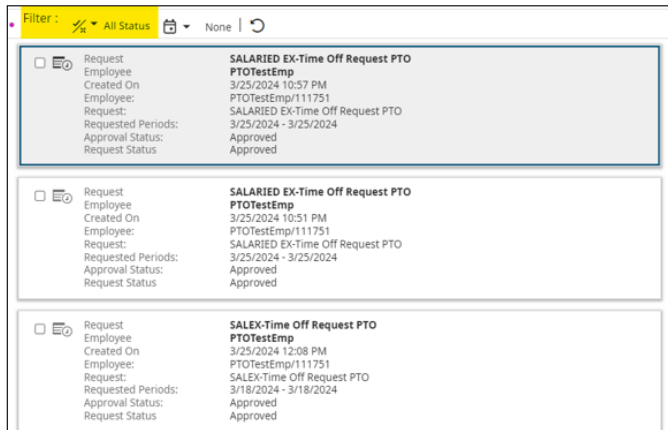
You can cancel a PTO request:



You can cancel a previously made request by navigating to the home page and clicking the menu bar. From there – select My Calendar and then find (and select) the day you wish to cancel the request. A pop-up will appear which will allow you to cancel your request.
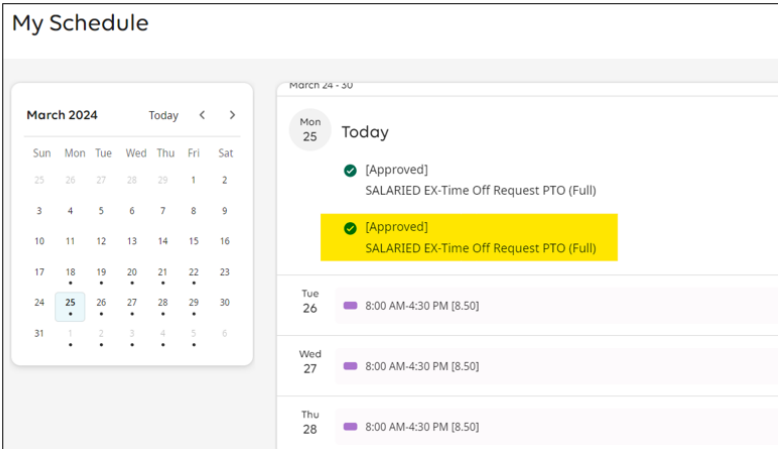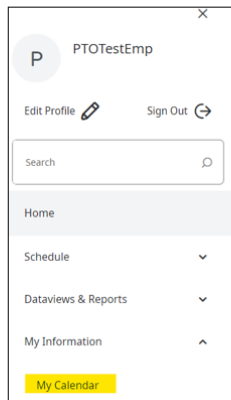
## Supervisor PTO Management

On the home page, you will be able to review employee requests on the My Notifications tile:
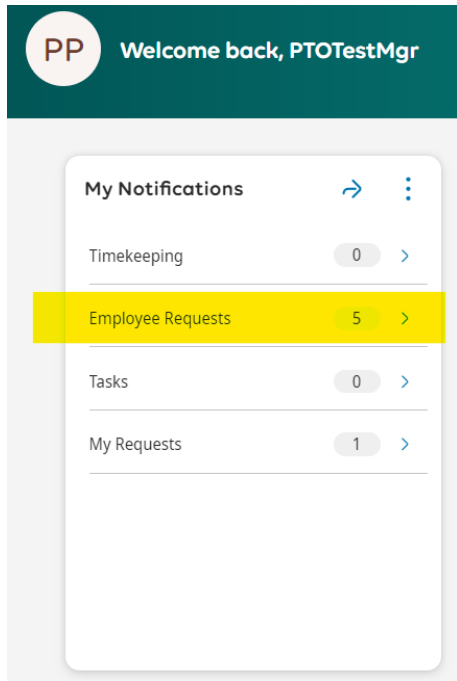


PTO requests are automatically approved by the system. No action is required by you unless you choose to NOT approve a day of PTO.  To review your employee requests click on Employee Requests, you will be able to see the requests made by your employees:

If you do need to refuse or cancel an employee's already scheduled day of PTO – you can work with the employee and have them cancel their request. You also can remove the PTO from their schedule.

Search for the employee using the magnifying glass – and Go To Schedule for the employee in question.

Right click on the green "Approved" bar and click "Cancel." This will remove the PTO request from the schedule and credit the employee back with the appropriate hours of PTO.

## Kronos App

1. You can also use the PTO functionality on your mobile phone.
2. You can access the Kronos Mobile App by scanning the appropriate QR code below:



Apple App Store:



Google Play Store:

3. After you download the app, you may be prompted for an access code, URL or QR code. You can select the **QR code option and scan this QR code**:



4. You will then be prompted to proceed through Multifactor Authentication (see below).

## Multifactor Authentication

ÜKG

Welcome to
UKG Pro
Workforce
Management

Your organization uses multifactor authentication, and you must enter a one-time password. Select the method to receive this password.

Email

**Log In**

Follow the login steps from page 3 of this document or from downloading the Kronos app.

1. Enter the one time password from the email you received (this will be sent to your Modine email address) and click on Log In.

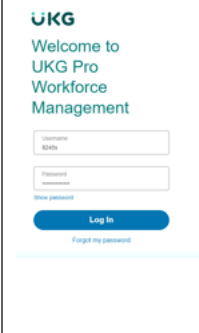2. You can also use the Microsoft Authenticator App, see below.

## How to use the "Token" Multi-factor authentication in Kronos

You can use the Microsoft Authenticator app in order to use the "Token" option instead of the "email" option to verify your identity.

Download the Microsoft Authenticator app on your phone.   If you are unsure how to do this – please contact the Modine IT Helpdesk.

Follow the instructions below:

1. Login to Kronos using your SAP or ADP employee ID.   Refer to page three for instructions on how to login to Kronos

UKG
Welcome to
UKG Pro
Workforce
Management

Username
8240s

Password
_____

Show password

Log In

Forgot my password

2. You are going to be prompted to enter email or token.

This happens once every 7 days.

Select TOKEN

UKG
Welcome to
UKG Pro
Workforce
Management

Your organization uses multifactor authentication, and you must enter a one-time password. Select the method to receive this password.

Email
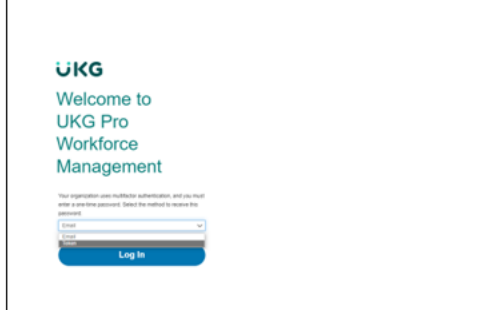
Log In

3. Click on "On a mobile device." A QR code will appear.

DO NOT scan it with your phone's camera.  You are going to login to the Microsoft authenticator app and use the camera through the Microsoft Authenticator.

UKG
Welcome to
UKG Pro
Workforce
Management

On a mobile device?

Next

4. Open the Microsoft authenticator app.

Click on Verified ID's at the bottom right corner

Authenticator

Modine Manufacturin...

modinemfgco.prd.my...
750 880

modinemfgco.prd.my...
972 289
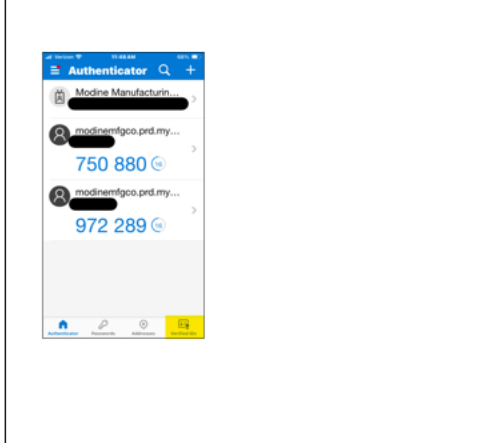
5. Select the bar at the bottom of the screen that says "Scan QR code" and then scan the Kronos QR code.
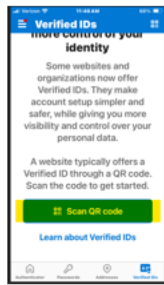


6. Click on Continue
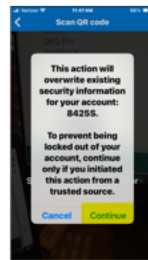


7. Go back into Kronos and click

Next under the QR code



8. You will now be able to use the TOKEN feature. When you click on "token" you will be prompted to enter the token. Enter the six-digit number from your Microsoft Authenticator into the verification box in Kronos and then submit.



9. You will receive a message about recovery codes. Copy and paste these codes and save them in case you ever need to perform any type of recovery for Kronos authentication

# Modine Paid Time-off (PTO) Frequently Asked Questions

**Q. Why is Modine changing from a vacation grant to an accrual system for PTO?**

A. The new PTO benefit and how it is managed is aligned with common practices at companies today. It provides additional time off for Modine salaried exempt and non-exempt employees by shifting sick days into the PTO allotment. And for the majority of Modine salaried employees, the change accelerates eligibility for time off, i.e. more PTO days available earlier in your Modine career.
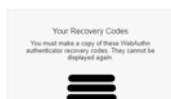
**Q: How does this accrual actually work?**

A: Beginning April 1, 2024, employees will begin to accrue PTO based on the hours they have worked. On 4/1/2024 you technically start with zero PTO days. Throughout the year you accrue PTO, so by 3/31/2025 you will have accrued your full allotment of PTO. Carry over days and arrears are discussed later in this FAQ.

**Q: How many hours of PTO can I accrue?**

Accrual is based on hours worked and years of service. PTO accrual amounts will be allotted based on years of service as of your anniversary date. Please see the accrual chart, below:

| Credited Service as of Anniversary Date | # of Hours PTO Earned for Every 30 Hours Worked | Total Potential PTO Days to Earn in One Fiscal Year | Total Potential PTO Hours to Earn in One Fiscal Year |
|---|---|---|---|
| Zero to 2 years | 1.74 hours accrued | 15 | 120 |
| 3 to 6 years | 2.32 hours accrued | 20 | 160 |
| 7 to 9 years | 2.67 hours accrued | 23 | 184 |
| 10 to 14 years | 2.90 hours accrued | 25 | 200 |
| 15 to 19 years | 3.14 hours accrued | 27 | 216 |
| 20+ or more years | 3.48 hours accrued | 30 | 240 |

**Q: If I have a service anniversary, how does that impact my accrual?**

A: Employees who have a crossover year in which they move to the next higher accrual level will have the benefit of starting that higher level accrual on April 1 of that fiscal year. For example, if my 7th year service anniversary is October 18, 2024, rather than wait until October 18 – you will receive the higher level of accrual for the full fiscal year, starting on April 1, 2024.

**Q: Can I carry over PTO? Do I lose unused PTO?**

A: PTO must be taken during the fiscal year it is accrued, unless otherwise required by law. However, employees will be eligible to carry over up to 40 hours of unused accrued PTO to the next fiscal year. All PTO eligible to be carried over must be used in Q1 of the next year, i.e. by June 30. All other accrued PTO hours in excess of 40 hours accrued in a fiscal year that are not used within that fiscal year will be forfeited at the end of that fiscal year, except otherwise required by law.

**Q. What if I have a two week trip planned in April of 2024?**

A. We provided notice of the change to an accrual process for PTO in June 2023, leaving enough time for employees to plan for FY25 (April 1, 2024 – March 31, 2025). As communicated, employees may carry over up to five days from FY24. In addition, employees may take up to five PTO days in arrears in FY25. Combining the two

would give an employee access to ten PTO days early in the fiscal year. In extreme circumstances, please see your HR Representative to determine your eligibility for an unpaid personal leave of absence.

**Q. Can I go into arrears more than five days?**

A. There is a five day (40 hour) cap on going into arrears. If you have special circumstances, please contact your HR Representative to determine your eligibility for an unpaid personal leave of absence.

**Q: How does the math work?**

A: To comply with state-by-state guidelines around minimum PTO accruals, the accrual calculation is based on hours of PTO accrued for every 30 hours worked. The calendar year has 2080 work hours (40 hours times 52 weeks). There are 69.33 periods of measurement based on 30 hours. The easiest way to check the math is to multiply the # of PTO hours accrued for every 30 hours worked times 69.33. For example: An employee with 0-2 years at Modine accrues 1.73 hours PTO for every 30 hours worked: 1.73*69.33 = 119.94. (The system will round up to 120.) In this example, the employee has the potential of accruing 120 hours of PTO in a year.

**Q:  I am a salaried employee. How much time am I credited for?**

A: Each eligible salaried non-exempt employee will accrue PTO throughout the fiscal year based on hours worked and years of service. Salaried exempt employees will receive credit for 40 hours of work per week, regardless of hours worked.

**Q: I am salaried non-exempt. How does this work with overtime?**

A: Salaried non-exempt employees will accrue PTO for actual hours worked, including overtime, and will use Kronos for time tracking. The limit of how many hours you can accrue will be based on your years of service.

This change to PTO accrual does not impact hourly employees.

**Q:  Do I accrue time when I am not at work?**

A: Yes. You will still accrue PTO when it is a paid holiday, you have jury duty, or you use bereavement leave, paid parental leave, or accrued PTO. The only time you would not continue to accrue PTO would be when you are on a continuous leave of absence greater than 13 weeks.

**Q. Is the Kronos system linked to our badge entries?**

A. No. There will be no link to badge entries. For salaried exempt employees, time will only be systematically tracked in Kronos for the PTO accrual and requesting time off. For salaried non-exempt employees, Kronos will be tracking actual hours worked.

Please contact your HR Representative with additional questions.