

Festivals FAQs TARA/Kronos/MyTime

TARA Food store colleagues

What do I need to do with my colleague schedule?

- You do not need to do anything, leave the schedule blank once the colleague has been accepted to the festival the Shifts will be inputted on to the schedule planner centrally insuring the colleague has at least 2 days off before and after the festival.

Will my store be charged for the payroll cost?

- No, any festival shifts will be transferred to the correct festival store in TARA in the same way as a normal store to store transfer shift

What do I need to do with my colleague's exceptions?

- As the colleagues do not have access to clock in and out like a normal store these punches will be automatically added to the colleague's timecard reflecting the scheduled shifts. No colleague should be working more than the scheduled shift but if the colleague has been asked by the festival team or festival manager this will be picked up by the Festival store manager on site.
- You will still need to sign off the colleague as normal on Monday before 12

What should I do if my colleague has been scheduled to the wrong shift?

- Please contact the Festival Team – festivals@coop.co.uk who will confirm the colleague correct shift, you will then need to log a call with OSS if this needs correcting. 0330 606 9490 – choose option 3

What Should I do if my colleague can no longer attend the Festival?

- You will need to contact the Festival Team – festivals@coop.co.uk to inform them of this, you will then need to log a call with OSS to have the shift removed. 0330 606 9490 – choose option 3

Please note if a colleague drops out once travel has been booked and paid for then we will need to charge your cost centre for any costs incurred.

Kronos Depot colleagues

What do I need to do with my colleague schedule?

- You do not need to do anything, leave the schedule blank once the colleague has been accepted to the festival the shifts will be inputted on to the schedule planner centrally insuring the colleague has at least 2 days off before and after the festival.

Will my depot be charged for the payroll cost?

- No, you will need to speak to your local finance manager to transfer the cost to the relevant cost centre number for the festival

What do I need to do with my colleague's exceptions?

- As the colleagues do not have access to clock in and out like a normal depot you will need to add these punches to the colleague's timecard.
- No colleague should be working more than the scheduled shift but if the colleague has been asked by the festival team or festival manager the festival manager on site will fill in an exception based form that will be picked up centrally by the TARA Team.
- Please make sure the colleague is signed off as normal.

What Should I do if my colleague can no longer attend the Festival?

- You will need to contact the Festival Team – festivals@coop.co.uk to inform them of this, you will then need to log a call with OSS to have the shift removed.
0330 606 9490 – choose option 3

Please note if a colleague drops out once travel has been booked and paid for then we will need to charge your cost centre for any costs incurred.

Will my colleague be paid their normal rate in depot?

- Yes as long as they are scheduled to the correct shifts in Kronos the colleague are entitled to their normal contractual payments and premiums.

MyTime - Funeralcare

What do I need to do with my colleagues' schedules?

- Festival shifts will be added centrally to MyTime in advance of each event and transferred to the festival's cost centre.
- Once you have visibility of their festival shifts, review their working week (including their time at the festival) to make sure that the colleague has sufficient days off including travelling time and rest when they return from the festival.

Will my cost centre be charged for the payroll cost?

- No, costs will be transferred by Finance to the festival's cost centre.

What do I need to do with my colleagues' exceptions?

- If mobile access is available, Funeralcare colleagues will punch in and out on their personal devices as normal. In the event of missing punches, manually add punches in their timecard to match their scheduled shift for the day.
- Any hours punched outside of their scheduled shift (unapproved overtime) can be approved.
- Absences will be managed centrally and added to the colleague's timecard.
- Colleagues will be paid in line with their existing role and pay agreement.
- Make sure the colleague is signed off by the normal deadline on Monday at 12noon.

What Should I do if my colleague can no longer attend the Festival?

- You will need to contact the Festival Team – festivals@coop.co.uk to inform them of this, you will then need to log a call with OSS you will then need to log a call with OSS to have the shift removed.
0330 606 9490 – choose option 3

Please note if a colleague drops out once travel has been booked and paid for then we will need to charge your cost centre for any costs incurred.