



ATLcloud Time & Labor Time Policies



Time Policies



Time Policies

- All time calculations are automated in ATLcloud Time and Labor
- Employees may see changes in their earnings due to changes in time rules, to ensure pay is in line with City code



Shift Differential Rule

- Only employees with (D) in their position will receive shift differential pay based on time worked
- All employees with (D) will receive:
 - Shift 1 Premium for all time worked between 3PM and 11PM
 - Shift 2 Premium for all time worked between 11PM and 7AM



Holiday Pay Rule

- All active employees will receive holiday pay equal to their scheduled shift duration
 - An employee on a 8-hour shift, will receive 8 hours of Holiday Pay
 - An employee on a 10-hour shift, will receive 10 hours of Holiday Pay



Holiday Worked Rule

- Employees will receive Holiday Worked hours, for up to 8 hours worked on the day of the public holiday
 - Note: If more than 8 hours are worked on the holiday, hours over 8 will be paid as straight pay



Absence Accruals

- Absence accruals will be calculated after hours are confirmed by payroll
- Employees will not be able to see their absence balance updates until the next pay period's pay slip



FAQs

How do I get into ATLcloud?

- You can use 'Company Single Sign-On' at the following link to log in. If you need assistance logging in, please contact the AIM Service Desk at aimservicedesk@atlantaga.gov

Who do I reach out to about questions on ATLcloud Time and Labor?

- Please find a link to a detailed user guide and job aids [here](#).
- Please reach out to your line manager or timekeeper. If they are not able to answer your question, you can reach out to the HRIS team at atlcloud@atlantaga.gov

Who do I reach out to about questions on my Payslips after Go-Live?

- Please reach out to your line manager or timekeeper. If they are not able to answer your question, you can reach out to the HRIS team at atlcloud@atlantaga.gov

Who can I submit feedback to on this training?

- Elizabeth Bethune, HRIS Manager (ebethune@atlantaga.gov)
- Elaine Gooden, HRIS Director (epgooden@atlantaga.gov)

Do you want hands-on experience in a training environment ahead of Go-Live?

Managers and timekeepers already have access to a training environment. If you would like access as well, please reach out to your department's HRIS specialist at atlcloud@AtlantaGa.Gov. We can get you access to a test user right away, but you need to reach out!