



Georgia Department of Driver Services

2206 East View Parkway • Conyers, Georgia 30013 • 770.918.6201

Nathan Deal
Governor

Robert G. Mikell
Commissioner

MEMORANDUM

TO: GMSP Coaches

FR: Kecia Bivins, Division Director of Regulatory Compliance

DA: May 8, 2014

RE: KRONOS effective date for hourly pay

The Regulatory Compliance Division of the Georgia Department of Driver Services is pleased to announce the activation of KRONOS hourly pay for all GMSP coaches effective July 1, 2014. Therefore, the "Instructor Fees Payment Request" form will no longer be used and will be eliminated.

The GMSP will use KRONOS to track coaches time for an hourly pay rate of \$21.25 per hour. When arriving at a CSC, coaches will need to clock into the KRONOS system, out & back in for the one hour lunch break, and then out at the end of the day. This process must be followed for each class day. If a coach works a Friday evening, lunch/dinner breaks are not required.

It is very important that time punches be recorded accurately to determine a coach's pay for each class. Please become familiar with and see the attached instructions for clocking in and out of the KRONOS system.

If you encounter problems with KRONOS, please contact us as soon as possible.

DDS employees are paid on the following pay schedule: the 15th and last business day of each month. Coaches will receive their first check using the KRONOS system on July 31, 2014.

All outstanding Instructor Fees/Payment Request forms must be submitted to DDS no later than Monday, June 30th. Forms received after this date will NOT be honored. Therefore, it is imperative that any outstanding pay requests be submitted in a timely manner.

The Regulatory Compliance Division/Motorcycle Safety Program staff is able to assist you and answer any questions you may have regarding this new procedure. We may be reached by phone at 770-918-6201 or by email at mspinfo@ms.dds.ga.gov