

Holiday Comp

Purpose:

This job aid will help you get started with Holiday Comp in Kronos

Steps

Open the desired employees timecard and select the day where you want to enter the holiday comp
-Choose a day with an existing in an out punch

Right click on the employee name to verify the bargaining unit that they fall under, in this case it is bargaining unit 10

Select the transfer cell in between the two punches and click Search if there are no applicable recent transfers

Using the pay rule select the appropriate holiday comp work rule listed on the right

Do so by searching their bargaining unit and selecting the holiday comp with the correct standard hours

Select Apply after selecting the appropriate work rule to complete the work rule Transfer, then select Save on the timecard

Screenshots

	Date	Schedule	Pay Code	Amount	In
+	Fri 1/31				
+	Sat 2/01				
+	Sun 2/02				
+	Mon 2/03				
+	Tue 2/04				
+	Wed 2/05				
+	Thu 2/06				
+	Fri 2/07				
+	Sat 2/08				
+	Sun 2/09				
+	Mon 2/10				
+	Tue 2/11				
+	Wed 2/12				8:00AM
+	Thu 2/13				

Pay Rule:

beginning of time - forever; 10 FT OT8 OT40 SDE STD 8

Accrual Profile:

4/05/2003 - forever; 10-11 P1 NP6 1199 40

8:00AM		4:00PM
	Search...	

Transfer

Name	Bilal,Abdulhaleem
Job	
Labor Account	
Work Rule	10 FT HOLIDAY COMP STD 8

Job Transfer | Labor Account | Work Rule

Add Work Rule Clear All

10 FT H

- 10 FT HOLIDAY COMP OT80 STD 8
- 10 FT HOLIDAY COMP STD 7
- 10 FT HOLIDAY COMP STD 7.5
- 10 FT HOLIDAY COMP STD 7.5 SDE3
- 10 FT HOLIDAY COMP STD 7.5 SDE3
- 10 FT HOLIDAY COMP STD 8
- 10 FT HOLIDAY COMP STD 8 SDE3

Cancel Apply

8:00AM	10 FT HOLIDAY COMP STD 8	4:00PM
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