

## Entering ON CALL – CALL BACK Pay for P4 Employees

The purpose of this job aid is to provide clear instructions on how to enter CALL BACK pay onto a timecard so that an employee is accurately paid when called back into work.

- **If the employee is EXEMPT** (exempt = a salary grade >24) then the employee should receive COMP TIME for call back hours. This is entered into Kronos WFC via a COMP TIME (CT) work rule transfer.

*Example: The employee's pay rule is 15 FT **OT40** NSD STD 8. The correlating COMP TIME (CT) work rule transfer to add to grant the COMP instead of the OT would be: 15 FT **CT40** NSD STD 8. The difference is, the timekeeper needs to select a work rule transfer that matches the pay rule, but has CT in it.*
  
- **If the employee is NON-EXEMPT** (non-exempt = salary grade <24) then the employee should receive OVT. If the employee works <2 hours, then the work rule transfer to add is:  
**15 on call-call back 1 hr**  
 This pays the employee for time worked in 15-minute increments.  
*Example: If the employee works 1.5 hours from 1900-2030 then the employee will get OVT for 1.5 hours (no 4-hour guarantee).*
  
- **If the employee is NON-EXEMPT** (non-exempt = salary grade <24) then the employee should receive OVT. If the employee works >2 hours, then the work rule transfer to add is:  
**15 on call-call back 4hr**  
 This pays a 4 hour guarantee minimum even if the employee didn't physically work 4 hours.

**\*\*\*Overtime at time and one half is paid once the employee has worked 40 hours in the week. If the employee has not yet worked 40 hours, the CALL BACK pay will reflect Overtime at Straight Time (OTST) until after the 40<sup>th</sup> worked hour.\*\*\***

NON EXEMPT		
Less than 1 hour worked	<b>15 on call-call back 1 hr</b>	Will pay a 1-hour call back guarantee
Between 1 and 2 hours worked	<b>15 on call-call back 1 hr</b>	Will pay a 1-hour call back guarantee, plus additional hours worked in 15-minute increments
More than 2 hours worked	<b>15 on call-call back 4hr</b>	Will pay a 4-hour call back guarantee

*\*\*Note: In all scenarios, if the timekeeper would like to track the OVT, the timekeeper can add an Override Reason Code to the transfer by entering the override reason code in the Labor Account transfer section.*

**Scenario:**

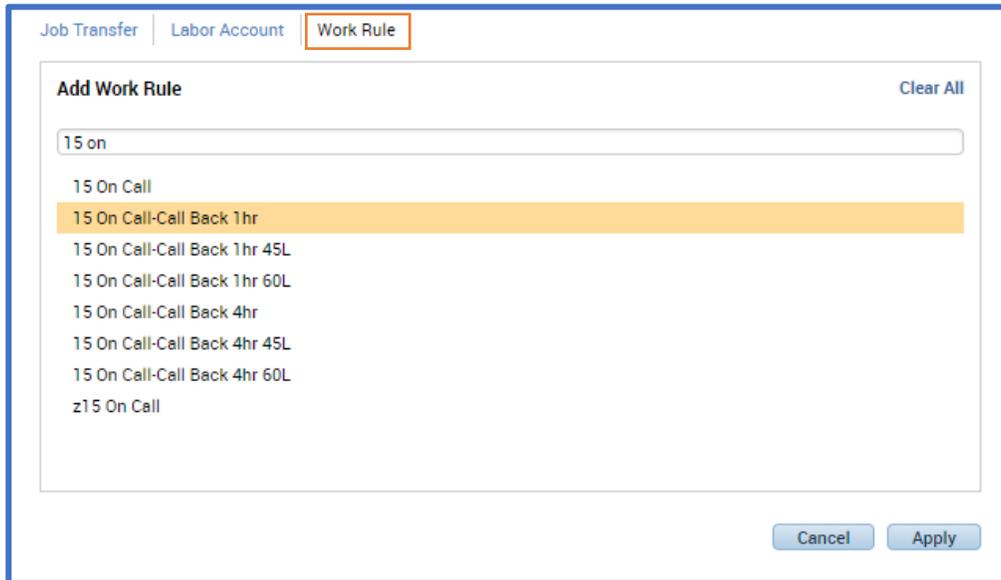
The employee worked their regular shift from 7:30AM to 4:00PM and then went home. The employee was called into work at 5:30PM that evening and worked from 5:30PM – 6:00PM, totaling .5 hours of CALL BACK time.

1. First determine how many hours the employee worked once called back  
*Refer to chart above to determine which rule to enter based on how many hours were worked.*  
Since the employee worked .5 hours, the correct work rule transfer to enter is **15 on call-call back 1 hr.**  
**This will guarantee the employee 1 hour of pay.**
2. In the transfer section, click **search**



Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Mon 10/11												
Tue 10/12		XOCBH On Call - ...	16.0	12:00AM								
	7:30AM-4:00PM			7:30AM		4:00PM	5:30PM		6:00PM	8.5	24.5	24.5
Wed 10/13												

3. On the tab called Work Rule, search for the on-call work rule by typing “15 on.” All the Union 15 on call work rules will display. Click the work rule called **15 on call-call back 1 hr.** Click **Apply.** Save **Changes.**  
**\*\*NOTE: If the punches do not move down to a new line, you will need to edit the IN PUNCH to make it a NEW SHIFT. To do this, click on the CALL IN IN PUNCH, click EDIT PUNCH and then select NEW SHIFT. This will move the punch to a new line.**



Job Transfer | Labor Account | **Work Rule**

Clear All

Add Work Rule

15 on

- 15 On Call
- 15 On Call-Call Back 1hr**
- 15 On Call-Call Back 1hr 45L
- 15 On Call-Call Back 1hr 60L
- 15 On Call-Call Back 4hr
- 15 On Call-Call Back 4hr 45L
- 15 On Call-Call Back 4hr 60L
- z15 On Call

Cancel Apply

4. For the .5 CALL BACK time worked, the employee is receiving 1 hour of **Overtime at Time and One Half**

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Mon 10/11												
Tue 10/12	7:30AM-4:00PM	XOCBH On Call - ...	16.0	12:00AM								
				7:30AM		4:00PM				8.0		
				5:30PM	:::15 On Call-Call Back 1hr	6:00PM				1.0	25.0	25.0
Wed 10/13												

Totals for 10/12/2021			
Pay Code	Amount	Wages	
Overtime at Time and One Half	1.0		
Regular	8.0		
XOCBH On Call - Standby 1.00	16.0		
*Total Std Reg Hrs	8.0		



4. For the 1.25 CALL BACK time worked, the employee is receiving 1.25 Overtime at Time and One Half

<span>View</span>   <span>Approve Timescard</span>   <span>Sign Off</span>   <span>Accruals Actions</span>												
	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
	Mon 10/11											
	Tue 10/12		XOCBH On Call - ...	16.0	12:00AM							
		7:30AM-4:00PM			7:30AM		4:00PM				8.0	
					5:30PM	1.15 On Call-Call Beck 1hr	6:45PM				1.25	25.25
	Wed 10/13											

Totals			
Accruals			
Audits			
Historical Corrections			
Totals for 10/12/2021			
Pay Code	Amount	Wage	
Overtime at Time and One Half	1.25		
Regular	8.0		
XOCBH On Call - Standby 1.00	16.0		
xTotal Std Reg Hrs	8.0		

**Scenario:**

The employee worked their regular shift from 7:30AM to 4:00PM and then went home. The employee was called into work at 5:30PM that evening and worked from 5:30PM – 8:00PM, totaling 2.5 hours of CALL BACK time.

1. First determine how many hours the employee worked once called back  
*Refer to chart above to determine which rule to enter based on how many hours were worked.*  
Since the employee worked 2.5 hours, the correct work rule transfer to enter is **15 on call-call back 4 hr.**  
**This will guarantee the employee 4 hours of pay.**
2. In the transfer section, click **search**

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Mon 10/11												
Tue 10/12	7:30AM-4:00PM	XOCBH On Call - ..	16.0	12:00AM		4:00PM				8.0		
				7:30AM		8:00PM				2.5	26.5	26.5
Wed 10/13				5:30PM								

3. On the tab called Work Rule, search for the on-call work rule by typing “15 on.” All the Union 15 on call work rules will display. Click the work rule called **15 on call-call back 4 hr.** Click **Apply.** Save **Changes.**  
**\*\*NOTE: If the punches do not move down to a new line, you will need to edit the IN PUNCH to make it a NEW SHIFT. To do this, click on the CALL IN IN PUNCH, click EDIT PUNCH and then select NEW SHIFT. This will move the punch to a new line.**

Job Transfer | Labor Account | **Work Rule**

**Add Work Rule** Clear All

15 on

- 15 On Call
- 15 On Call-Call Back 1hr
- 15 On Call-Call Back 1hr 45L
- 15 On Call-Call Back 1hr 60L
- 15 On Call-Call Back 4hr**
- 15 On Call-Call Back 4hr 45L
- 15 On Call-Call Back 4hr 60L
- z15 On Call

Cancel Apply

4. For the 2.5 CALL BACK time worked, the employee is receiving 4 hours of **Overtime at Time and One Half**

<span>View</span>   <span>Approve Timescard</span>   <span>Sign Off</span>   <span>Accruals Actions</span>											
Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	
Mon 10/11											
Tue 10/12	7:30AM-4:00PM	XOCBH On Call - ...	16.0	12:00AM						8.0	
				5:30PM	..15 On Call-Call Back 4hr	8:00PM				4.0	
Wed 10/13											

Totals		Accruals	Audits	Historical Corrections
Daily	Pay Code	Totals for 10/12/2021		
	Pay Code	Amount		
	Overtime at Time and One Half	4.0		
	Regular	8.0		
	XOCBH On Call - Standby 1.00	16.0		
	xTotal Std Reg Hrs	8.0		