

# Entering Vaccination Comp Time into Kronos and Core-CT

## (COVID19 VACCINE)

**The purpose of this document is to provide instructions on how to compensate employees who receive the COVID-19 Vaccine.**

### Process to follow if the employee receives the vaccine outside of their worked hours

1. QuickFind/Search your employee and go to their timecard
2. On the day the employee received the vaccine, in the **pay code** drop-down, select the pay code called **Vaccination Comp Earned**
3. In the amount section, enter a value of 1 to grant the employee 1 hour of Comp Time. Save changes.

*NOTE: Employees are eligible for 1 hour of Vaccination Comp Time per vaccine.*

View
Approve Timecard
Sign Off
Accruals Actions

Date	Schedule	Pay Code	Amount	In	Transfer	Out
Thu 3/11						
Fri 3/12	8:30AM-5:00PM			8:30AM		5:00PM
Sat 3/13		Vaccination Comp Earned	1.0			

4. The accrual will then be granted into the accrual bank called **Vaccine Comp Bank**

Fri 3/12	8:30AM-5:00PM			8:30AM		5:00PM
Sat 3/13		Vaccination Comp Earned	1.0			
Sun 3/14						
Mon 3/15	8:30AM-5:00PM					
Tue 3/16	8:30AM-5:00PM					
Wed 3/17	8:30AM-5:00PM					

Totals    Accruals    Audits    Historical Corrections

Accrual Code	Accrual Available Balance
SEBAC	960.0
SVR - PL	0.0
SVR - Sick	0.0
SVR - Vacation	0.0
Sick Family	80.0
Sick Funeral Family	24.0
Sick Funeral Non Immediate	24.0
Sick Parental	24.0
Vaccine Comp Bank	1.0

- To pay the employee the Vaccination Comp Time they earned, on the day the employee wants to **use** their earned Comp Time, in the **pay code** drop-down, select the pay code called **Vaccination Comp Used**.
- In the amount section, enter the value or 1 (or 2 hours if they have earned comp time for both vaccinations)

	Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ [icon]	Thu 3/11						
+ [x]	Fri 3/12	8:30AM-5:00PM			8:30AM		5:00PM
+ [x]	Sat 3/13		Vaccination Comp Earned	1.0			
+ [icon]	Sun 3/14						
+ [x]	Mon 3/15		Vaccination Comp Used	1.0			
+ [x]		8:30AM-5:00PM			8:30AM		4:00PM
+ [icon]	Tue 3/16	8:30AM-5:00PM					
+ [icon]	Wed 3/17	8:30AM-5:00PM					

**Process to follow if the employee receives the vaccine during work hours onsite**

If the employee receives the vaccine during work hours onsite, then nothing needs to be done. The employee should regularly punch in and out for their shift and will be paid for their Regular worked hours.

**Process to follow if the employee receives the vaccine during work hours offsite**

- The employee should punch out when they need to leave the premises to get their vaccine.
- The employee should be paid their own accrual time (i.e. Personal, Sick, Vacation, Comp Time).
- The employee should submit proof of their vaccination to their Human Resources Representative.
- Upon receipt of the employee’s proof of being vaccinated for COVID-19, Human Resources will notify Payroll that the employee is eligible to be credited for the Vaccination Comp Time.
- Payroll will then enter the Vaccination Comp Earned pay code into Kronos to grant the employee Comp Time. (Steps 1-4 on page 1).

**Process to follow if the employee received the vaccine in the past**

- If an employee received the vaccination on a date that is closed/signed off, Payroll will need to make an adjustment to grant Comp Time in **Core-CT only**.
- The employee should submit proof of their vaccination to their Human Resources Representative.

3. Upon receipt of the employee's proof of being vaccinated for COVID-19, Human Resources will notify Payroll that the employee is eligible to be credited for the Vaccination Comp Time
4. Payroll will enter the Time Reporting Code called: **CVCAA (COVID Vaccination Comp Adj-Add)**, which needs to be entered in a prior pay period or after the TCD file has been loaded to the current pay period in Core-CT.

[Process to follow for clearing out Vaccination Comp Time](#)

If an employee terminates or retires the remaining Vaccination Comp Time balance will need to be cleared out in Core-CT. To do this, use the TRC called **CVCAD (COVID Vaccination Comp Adj-Deduct)**, which needs to be entered in a prior pay period or after the TCD file has been loaded to the current pay period in Core-CT.

[Additional Information](#)

Employees can earn up to 2 hours of Vaccination Comp Time for receiving the COVID-19 vaccination - **one hour per dose (if applicable).**

Kronos Pay Code	Core-CT Time Reporting Code (TRC)
Vaccination Comp Earned →	CVCCE (COVID Vaccination Comp Earned)
Vaccination Comp Used →	CVCU (COVID Vaccination Comp Used)
	CVCAA (COVID Vaccination Comp Adj-Add)
	CVCAD (COVID Vaccination Comp Adj-Deduct)