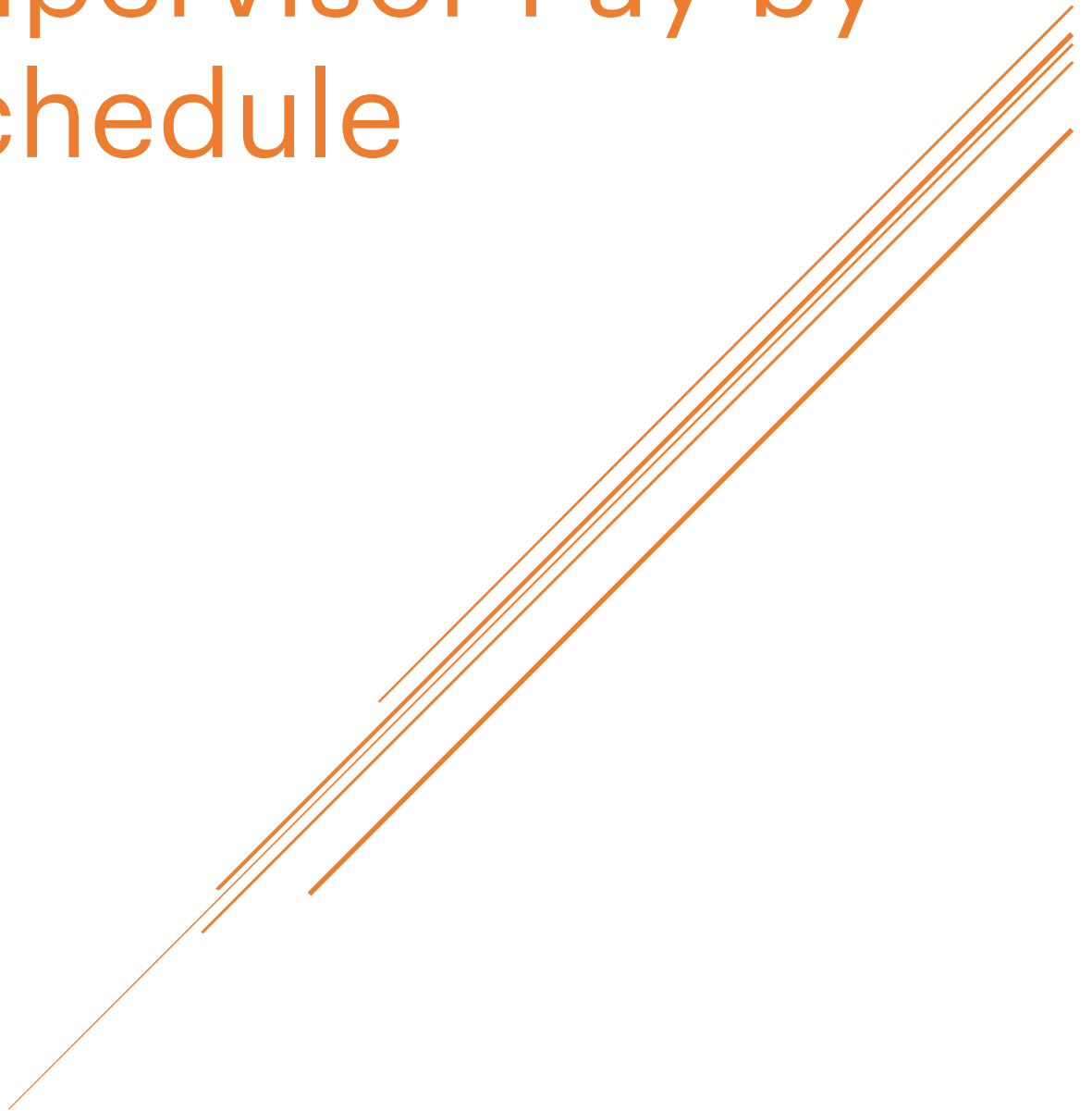


KRONOS PAY BY SCHEDULE GUIDE

Supervisor Pay by Schedule



Supervisor Pay By Schedule Guide

Last Updated: April 2021

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Note: This guide refers to the specific management of pay by schedule employees, for other Workforce Central questions refer to the [Kronos Supervisor Guide](#).

How do I edit my employee's schedule in Kronos?:

For employee's whose pay is driven by their schedule, it is of utmost importance to make sure that their schedule is accurate. In the scenario where the employee's schedule is inaccurate you will want to make changes by starting off in the schedule planner. Find the shift that needs to be changed, right click on it and select Edit.

		Start Date	Type	Start Time	End Time	End Date	Duration	
+	x	4/27/2021	Regular	8:30am	5:00pm	4/27/2021	8.50	

Once on the pop up screen appears, you can select what time you want the in punch and the out punch to actually be. Once this is changed their timecard will accurately reflect their worked time. Refer to the job aid here for steps on how to edit a schedule.

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How do I Approve/Edit a Request for Time Off:

Start on the Requests widget on your Manage My Department Page. Click on any of the individual requests and select Approve. This will give you a pop up window that will allow you to confirm your selection, and then the pay code will automatically go to the schedule planner.



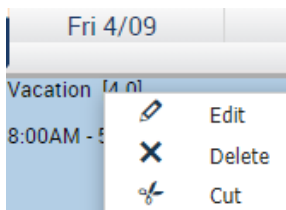
Modified By (Usernam	Subject	Submit Date	Status
	Time Off Request Full ...	7/20/2020 1:53PM	Submitted
	Time Off Request Full ...	7/20/2020 1:53PM	Submitted

When you first approve the request, both the pay code and the clocked in time will show up as shown below. You will need to go in and delete the clocked in time so that you are paid correctly by clicking the 'X' to the left of the punches.

Tue 4...		Vacation	8.0	12:00AM		
	8:00AM-5:0...			8:00AM		5:00PM

Note that if the employee is taking a partial day off, you will want to make sure that the timecard reflects their actual punches and pay codes.

If you want to edit the length of the request, click on the Go To button and navigate to the schedule planner. If the employee is using less of an accrual than they originally requested, you can right click on the pay code and select edit.



Alternatively, you could have the employee request a cancellation and you can approve that and then have them resubmit the request, though this is a more

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tedious process. Refer to the job aid [here](#) if you have any questions on how to handle request for time off.

How do I make sure my employee is being paid correctly?:

Even though the employees are pay by schedule, you will still need to review their time to make sure it is accurate. After an employee has worked a day, click on the dropdown icon at the bottom of the page. This will allow you to see the totals section which gives you a breakdown of the pay codes being paid out on each day. Refer to this section as regularly as possible to ensure that employee's timecards are accurate.

Totals					
Accruals		Audits		Historical Corrections	
Daily		Pay Code			
Pay Code		Amount			
Reg Telecommuting Arrangem...		4.5			
Regular		3.5			
xTotal Std Reg Hrs		8.0			

Refer to the job aid [here](#) to better understand the Timecard Calculations shown at the bottom of the screen.

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What pay code should I use in Kronos?:

Pay codes that you are used to using in Core CT all have Kronos equivalents. Sometimes the name may differ so the best option is to review the mapping table to find the code in Kronos.

Mapping Key	TRC Coc
* Vacation * *	VAC
* Vacation Light Duty * *	VLDY
* Vacation Used on Holiday * *	VH
* Voc Tech Closed Not Summer * *	UVXNS
* VocTech Closed NS with Accrual * *	UVNS
* Vol. Lv. Sched. Reduction Prg. * *	UVLRP

Refer to the mapping table [here](#) for checking what code you should be entering in Kronos.