# Adding a Work Code
Workforce TeleStaff™

KRONOS®

Work codes represent working, non-working, sign up and regular pay statuses. Add a work code to sign-up for more hours, request leave, request extra duty pay, or to initiate a trade.

1 From the calendar, click the calendar date box and select Add. Based on organizational requirements, different fields in the Add window may be enabled based on the work code selected.
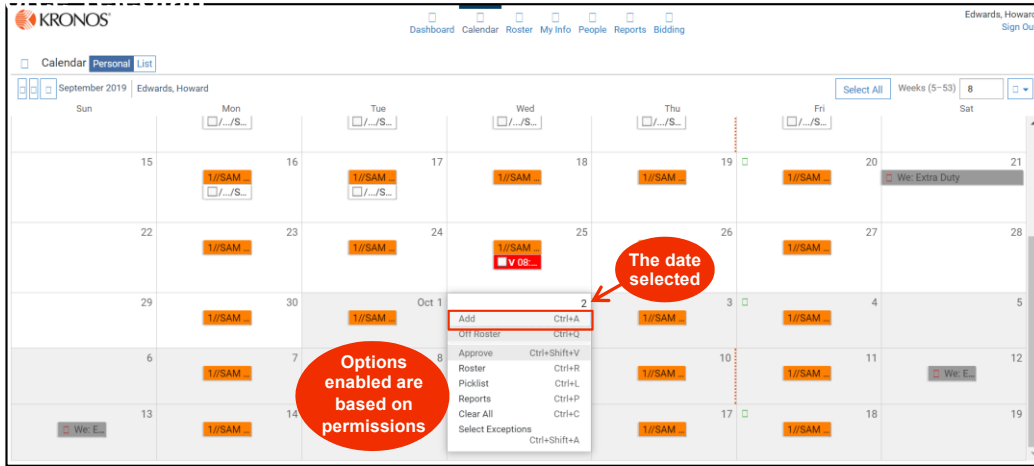
2 The work code selected determines which fields are enabled in the Add window. The Add window below has most fields enabled. Typically, the add window will have fewer fields then displayed here. Make necessary adjustments to appropriate fields and select save to add the work code to the calendar.

Work Code: Dropdown menu of all work codes available for the user adding the code.

Detail Code: If enabled, this code may have an optional or required submenu or free text field.

Account: Allows for account information to be predefined or added to a work code, typically for payroll or reporting purposes.

Date: Indicates the date the issue pertains to (helpful when multiple dates are selected).

Symbol: Prompts visual indicators regarding issues and whether the issue may be bypassed by a user.

More details: links to the Roster and Event tabs.

Name: The name of the user for which the code is being added.

From: The start time of the work code selected.

Through: The end time of the work code selected.

Hours: The total duration of the work code selected.

Timespan Bar: The blue bar indicates the work code hours. A gray timespan indicates scheduled time.

Note: If enabled, provides a text field, typically used to further explain use of the code.

Issues: Indicate violations of policy. If the request is in violation the issue will either prevent the user from entering the code, convert the work code into a request, or allow the user to override the issue if they have the appropriate level of authority (see page 2).

3 If permitted, select the check box enabling the Save button. Select Save and the code is a added to the calendar.

Tip: Based on configuration, a work code may require approval. An asterisk next to the work code abbreviation indicates the pending approval status.

Work codes pending approval are listed with an asterisk
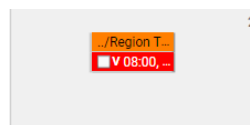
Approved work codes are listed by abbreviation only

Editing a Work Code
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Users may modify available settings on a work code via the Edit button. Edit allows users to change settings enabled on the work code while following the work code rules. There are various types of edit capabilities. This job aid reviews the most commonly assigned end user edit capability: Edit Basic.

1 In order to modify a work code, click directly on the work code and select Edit. Editing capabilities are determined by user authority and by work code, so some codes may be edited and others may not.
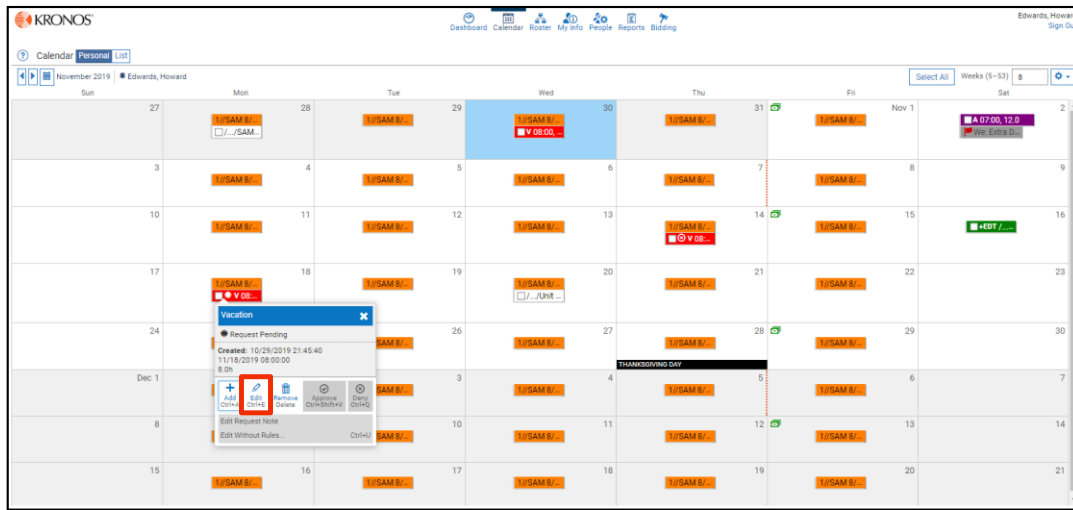
2 Adjust available fields may be enabled, such as; Work Code, From, Through and Hours. Editing a work code may trigger an issue, which allows the user to see if editing the selected work code violates a business rule or policy. If the edit is in violation of an issue, then depending on the strength of the users' system security level, the issue displayed will do one of the following:

- prevent the user from editing the code
- convert the work code into a request
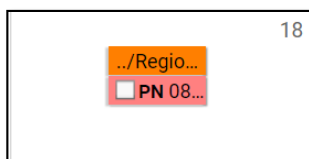- allow the user to override that issue
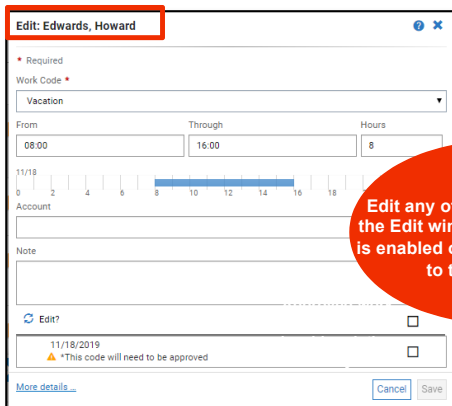
Edit any of the fields enabled in the Edit window. The Save button is enabled once a change is made to the work code.
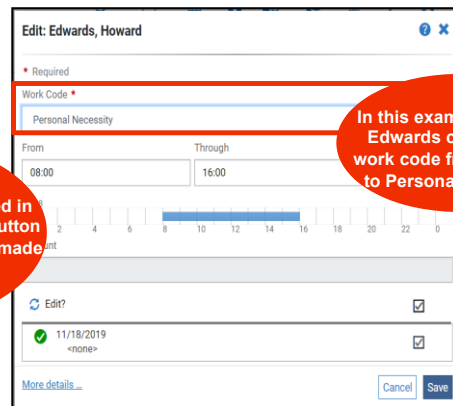
In this example, Howard Edwards changed his work code from Vacation to Personal Necessity.

3 Select Save and the modified code is a added to the calendar.

Edit Permissions
Work codes may only be edited until changed by a supervisor. Requests may be modified by users until it is approved by the supervisor. After that, only a supervisor can edit it.
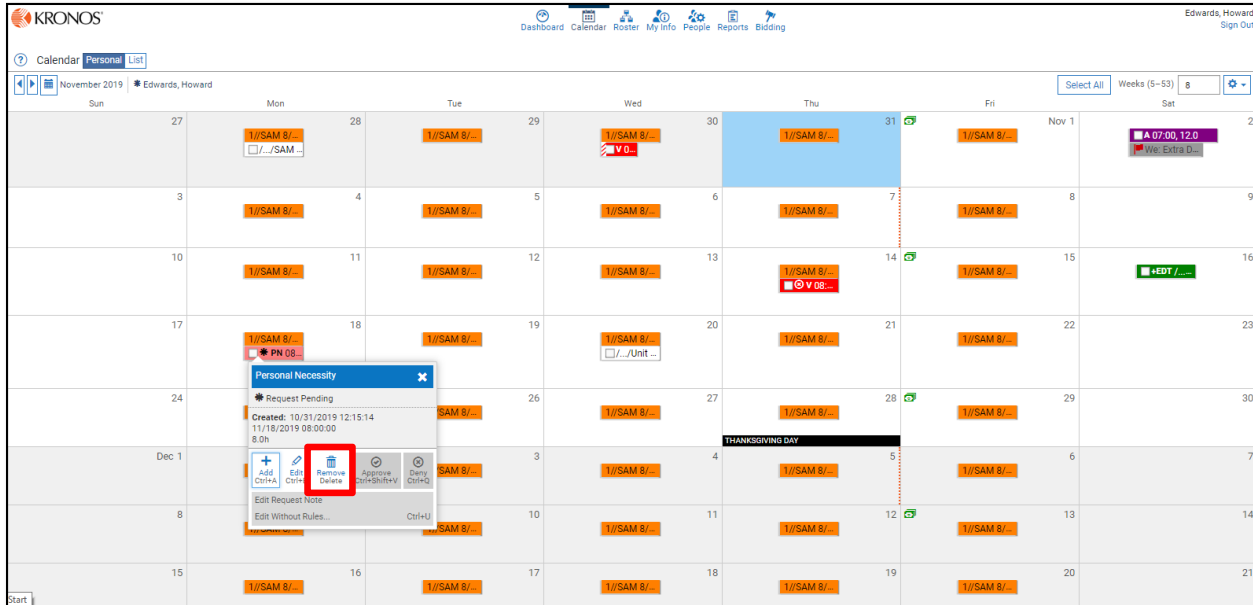
Removing a Work Code
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*Work Codes may be removed from the Calendar at any time before
a supervisor either approves, denies, or edits them.*

**1** From the calendar, click the work code to enable the options menu and select Remove.

2 Issues may be present in the Remove window. Issues can prevent a user from removing a work code or turn the work code into a request. If there are no issues, the work code may be removed. Click Save to confirm the removal.

3 The Personal Necessity work code is removed from the Calendar.

In this example, Sabrina Smith approved the work code request prior to Howard trying to remove it.
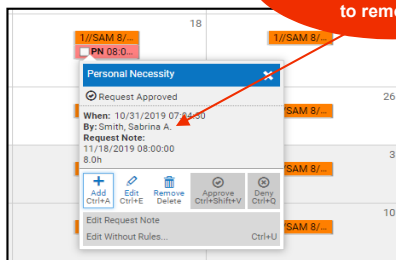
Howard does not have permission to remove the work code. The static issue, "insufficient authorization" is illegal and he can not Save.