Entering VOT

Purpose:

This job aid will help you get started with entering voluntary overtime in Kronos.

Steps	Screenshots
Search for the employee that you want to edit using the quickfind.	QuickFind QuickFind QuickFind Select All Column Filter People Timekeeping
Select their name, then use the Go To button to navigate to the schedule planner.	ore Share Go To Go To Current Pay Period Go to widget Schedule Planner
Find the day where the employee will be working voluntary overtime, right click and select Add Shift.	Sat 6/05 ▲ Add shift ▲ Add Pay Code ▲ Insert shift template ▲ Enter Time Off ▲ Restore ▲ Paste ④ Edit Accrual Amounts
Change the type to Transfer and select the hours that they are working.	Insert Template Shift Label Start Date Type Start Time End Time + × 6/05/2021 Transfer 8:00am 5:00pm

Steps	Screenshots
Click on the Labor Level Transfer drop down and click Search.	Labor Level Transfer Work F T Unsch UNCC19///;Reg Telecommuti UNP 6 On Call UNP 6 On Call Search
Here, switch to the Work Rule tab to find the correct work rule you need to use.	Job Transfer Labor Account Work Rule Add Labor Account
Enter "Unsched" in the search and it will show you all the unscheduled time work rule transfers.	Job Transfer Labor Account Work Rule Add Work Rule unsch 1199 FT CT40 NL STD7 Unsched 1199 FT CT40 NL STD8 Unsched 1199 FT CT40 STD7.5 Unsched 1199 FT CT80 STD8 Unsched

This is what the entry will look like on the schedule planner.

Sat 6/05

8:00AM - 5:00PM (x;1199 FT CT40 NL STD7 Ur

Steps		Screens	hots		
Now that the trans code will need to b system recognizes Overtime.	fer is added, a pay be added so that the s this as Voluntary	8:00AM - 5	Sat 6/05	 Edit Add Pay Code 	
Click on the Volum and select how ma to use. Make sure selected, then fill in the bottom. Click Save.	tary Overtime code any hours you want override shift is not in the start time at	6/05/202 Voluntar 8.00 Overr Overr Whol 8:00AM	21 y Overtime ide Accrual Day ide Shift e Shift	rs: Partial Shift Trans	Save
After you save this of the voluntary ov schedule planner.	is the appearance ertime on the	8:00AM Volunta	Sa - 5:00PM (x; ry Overtime	at 6/05 ;1199 FT CT40 NL ST [8.0]	D7 Ur
This is what the er	ntry will look like on the ti	imesheet.			
8:00AM-5:00PM			8:00AM	199 FT CT40 NL STD7 Unsched	5:00PM
	Voluntary Overtime	8.0	8:00AM		

Purpose:

This job aid will help you get started with entering mandated overtime in Kronos.

Steps	Screenshots
Search for the employee that you want to edit using the quickfind.	QuickFind QuickFind QuickFind Select All Column Filter People Timekeeping
Select their name, then use the Go To button to navigate to the schedule planner.	ore Share Go To ors 1 Selected Current Pay Period Go to widget Schedule Planner
Find the day where the employee will be working mandated OT and select Add Shift.	Sat 1/16 Add shift Add Pay Code Insert shift ten

Change the type to Transfer and select the hours that they are working.

Start Date	Туре	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
7/25/2021	Transfer	7:00am	3:30pm	7/25/2021	8.50			

Steps	Screenshots
Click on the Labor Level Transfer drop down and click Search.	Labor Level Transfer Work F T 1199 FT CT40 NL STD7 Unsch :///TCC19///;Reg Telecommuti ::11 NP 6 On Call ::10 FT OT40 SDE3 STD 8 Search
Here, switch to the Work Rule tab to find the correct work rule you need to use.	Job Transfer Labor Account Work Rule Add Labor Account
Enter "Double" in the search and it will show you all the Double Time work rule transfers.	Job Transfer Labor Account Work Rule Add Work Rule double 1199 Double Time FT 1199 Double Time FT ESOS NL 1199 Double Time FT ND 1199 Double Time FT NL 1199 Double Time OT-ST PT 1199 Double Time OT-ST PT NL 1199 Double Time OT-ST PT NL

This is what the entry will look like on the schedule planner.

Sunday 7/25

7:00AM - 3:30PM (x;1199 Double Time FT)

Steps	Screenshots
Right Click on the day and select Add Pay Code.	N On 7/23 - 7/29 Sunday 7/25 Sunday 7/25 7:00AM - 3:30PM (x;1199 Double Time FT)
Click on the Mandatory Overtime code and select how many hours you want to use. Make sure override shift is not selected, then fill in the start time at the bottom.	7/25/2021 Mandatory Overtime 8.00 8.00 Override Accrual Days: Override Shift
Click Save.	 Whole Shift Partial Shift 7:00AM 1 days Tran
After you save this is the appearance of the mandatory overtime on the schedule planner.	7:00AM - 3:30PM (x;1199 Double Time FT) Mandatory Overtime [8.0]

Entering ESOS

Purpose:

This job aid will help you get started with entering ESOS in Kronos.

Note: This is for DOC only.

Steps	Screenshots
Search for the employee that you want to edit using the quickfind.	QuickFind QuickFind QuickFind *Lopez QuickFind *Lopez QuickFind *Select All Column Filter People Timekeeping
Select their name, then use the Go To button to navigate to the schedule planner.	ore ions 1 Selected Current Pay Period Go to widget Schedule Planner
Find the day where the employee will be working mandated OT and select Add Shift.	Sat 1/16 Add shift Add Pay Code Insert shift ten

Change the type to Transfer and select the hours that they are working

Start Date	Туре	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
7/25/2021	Transfer	7:00am	3:30pm	7/25/2021	8.50			

Steps	Screenshots
Click on the Labor Level Transfer drop down and click Search.	Labor Level Transfer Work F Transfer Work F Transfer Transfer Work F Transfer Transfer Work F Work F Transfer Transfer Transfer F Transfer Transfer Transfer F Work F Transfer Transfer Transfer F Work F Transfer Transfer Transfer F Work F Transfer Transfer Transfer F Work F Work F Work F Work F Work F Work F Transfer Transfer Transfer F Work F Work F Transfer Transfer F Work F Transfer Transfer F Work F Transfer Transfer F Work F Transfer Transfer F Transfer
Here, switch to the Work Rule tab to find the correct work rule you need to use.	Job Transfer Labor Account Work Rule Add Labor Account
Enter "ESOS" in the search and it will show you all the Double Time work rule transfers.	Job Transfer Labor Account Work Rule
	Add Work Rule ESOS 1199 Double Time FT ESOS NL

This is what the entry will look like on the schedule planner.

7:00AM - 3:30PM (x;1199 Double Time FT ESOS NL)

Steps	Screenshots
Right Click on the day and select Add Pay Code.	7:00AM - 3:30PM (x;1199 Double Time FT ESOS NL) 7:00AM - 3:30PM (x;1199 Double Time FT ESOS NL) Edit Edit Edit Edit Delete Edit Delete Edit Delete Edit De
Click on the ESOS code and select how many hours you want to use. Make sure override shift is not selected, then fill in the start time at the bottom.	7/25/2021 ESOS 8.00 Override Accrual Days: Override Shift Override Shift Whole Shift Partial Shift 7:00AM
After you save this is the appearance of ESOS on the schedule planner.	
	7:00AM - 3:30PM (x;1199 Double Time FT ESOS NL) ESOS [8.0]

Pay Code	Work Rules
Voluntary Overtime (VOT) for Full Time Employees	The Voluntary Overtime work rule to use directly correlates and matches the employee's pay rule, with the addition of the word 'Unsched.' To determine which VOT work rule to apply, type Unsched in the work rule search and find the employee's pay rule.
	Example: The pay rule 10 FT OT8 OT80 SDE STD 8 would have the VOT work rule 1199 FT OT8 OT80 STD8 Unsched applied to their transfer
Mandatory Overtime (MOT) for Full	1199 Double Time FT
Time Employees	1199 Double Time FT ND
	1199 Double Time FT NL
	1199 Double Time FT NL ND
	*NL = No Lunch
	*ND = Non-Direct (DVA only)
Mandatory Overtime (MOT) for Part	1199 Double Time PT
Time Employees being paid Double Time	1199 Double Time PT ND
	1199 Double Time PT NL
	1199 Double Time PT NL ND
	*NL = No Lunch
	*ND = Non-Direct (DVA only)
Mandatory Overtime (MOT) for Part	1199 Double Time OT-ST PT
Time Employees being paid OTST	1199 Double Time OT-ST PT ND
or OT1.5	1199 Double Time OT-ST PT NL
	1199 Double Time OT-ST PT NL ND
	*NL = No Lunch
	*ND = Non-Direct (DVA only)
ESOS for Full Time Employees only	1199 Double Time FT ESOS NL
at DOC	"NL = No Lunch