Pay Code Edits are used to add or deduct compensation (time or money) directly on a timecard.


2. Log on using your Pirate ID and Passphrase.

3. Navigate to the employee's timecard: access the Workspaces carousel in the upper right hand corner of the screen and choose Manage My Department.

4. In the QuickFind genie, click the magnifying glass to bring up a list of all employees you have access to view and edit. Select the row for the employee and click the Go To icon at the upper right. From the Go To drop down list choose Timecards.

5. The employee’s timecard will open in a new tab.

For further assistance or additional information please visit [http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm](http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm)

Revised: July 31, 2017
**Confirm that the Current Pay Period is selected.**

![Image of Kronos Timecards interface]

**Locate the row for the day on which you need to add or adjust time. Click the plus sign to add a new row for the same date.**

![Image of Kronos Timecards interface with a new row added]

**On the new row, click in the Pay Code column and select the correct Pay Code from the drop down list. In the Amount column, enter the appropriate number of hours. Click Save.**

![Image of Kronos Timecards interface with a row selected and shifted]

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For further assistance or additional information please visit [http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm](http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm)

Revised: July 31, 2017
The amount added or adjusted will now be reflected on the **Totals** tab.