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


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

3. 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.

4. 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
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Confirm that the appropriate Pay Period is selected.

Locate the row for the day on which you need to add or adjust time. Click in the Pay Code column to select a paycode from the drop down list.

Under the correct **Date** column, on the row that corresponds to the Pay Code, key the appropriate number of hours needed.

Click **Save**.

The amount added will now be reflected on the **Totals** 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)

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