Identify instances where Shift Diff has been awarded to an employee in error for a particular worked shift.

- This may occur when the employee’s shift was shorter or longer than expected due to extenuating circumstances.
- This may also occur if the employee takes an unanticipated lengthy break during a shift.

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
View the employee’s timecard for the time period under review. If necessary, change the dates by selecting a different preset range from the drop-down menu, or click the icon to the right to select a range of dates.

Use the **Rule Analysis** report located in the **Go To** links at the top of the timecard to help identify which shifts qualified for Shift Differential.

The **Rule Analysis** is a daily summary of how Kronos handles the hours on the timecard. For each day, review the entries by expanding each **Span** of hours.

When a particular shift includes Shift Differential, the **Rule Analysis** will include a value for the amount of time assigned as differential recorded as “Shift Diff ##” after Totals.

Use the **Rule Analysis** report to determine which Shift Differential assignments are accurate, and which one(s) needs to be removed.

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)
Add a row to the employee’s timecard on the day the Shift Differential was awarded in error. In the **Pay Code** column, add the “Shift Diff ###” pay code that matches the differential awarded in error (Shift Diff 10, Shift Diff 14 or Shift Diff 19). Under **Amount** enter the negative value of the hours awarded to Shift Diff in error.

Right click on the value entered under **Amount** and select **Comments**.

Choose the Comment “Unauth Time Correction.” Complete the **Note** section with additional relevant information regarding the adjustment. Click **Add** and then **OK**. Click **Save**.

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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14 Review the timecard and totals to verify the completed adjustments.

15 Under the **Totals** tab the amount for the Pay Code “Shift Diff ##” should be reduced by the number of hours added as a negative on the timecard.

16 Repeat for each occurrence of Shift Differential awarded in error.