ECU Kronos Job Aid
How to Add Callback Rule to Non-Exempt Employee's Timecard

- If an employee does not use the Callback rule button on the time clock when returning to campus to perform work, or the Remote Callback rule on a timestamp when responding via phone or computer, it may be necessary for the employee’s manager to add the appropriate Callback rule to that employee’s timecard.
- The Callback Work Rule provides the correct guaranteed minimum hours worked.

Adding Callback Rule to Non Exempt Employee’s Timecard

2. Log on using your Pirate ID and Passphrase
3. Navigate to the impacted employee’s timecard by clicking on “Go To Links” under the “Workspaces” tab. Click on the orange or red “Go To” arrow to display a list of “Go To Widgets”. Click on “Timecards” from the list and use the drop down arrow to choose Impacted employee.
4. Find the date that the employee performed the Callback or Remote Callback work. Identify the appropriate “In” and “Out” punches associated with the Callback or Remote Callback shift.

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

Revised: July 31, 2017
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5 Click in the “Transfer” column between the appropriate “In” and “Out” punches and select “Search” from the drop down. This will take you to the “Transfer” window.

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The Callback Work Rule provides the correct guaranteed minimum hours worked.

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7. The appropriate Work Rule should now appear in the “Transfer” column of the employee’s timecard.

<table>
<thead>
<tr>
<th>Transfer</th>
<th>Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:51PM, Callback</td>
<td>2:00</td>
</tr>
<tr>
<td>9:58AM, Remote Callback</td>
<td>0:30</td>
</tr>
</tbody>
</table>

8. Click on “Save” after each application of each Work rule Transfer.

9. Check the employee’s shift total in the “Shift” Column. If the previous number of hours worked were less than the guaranteed minimum (2:00 for Callback and :30 for Remote Callback), the shift total should now reflect at least the guaranteed minimum once the Work Rule is applied.

<table>
<thead>
<tr>
<th>Transfer</th>
<th>Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:51PM, Callback</td>
<td>0:15</td>
</tr>
<tr>
<td>9:58AM, Remote Callback</td>
<td>0:30</td>
</tr>
</tbody>
</table>

10. If the previous number of hour worked was greater than the guaranteed minimum the shift total will be unchanged.

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