A part-time employee who works over their scheduled weekly hours will need to be compensated for those overage hours. In order for payment to be made, those hours must be recorded as “Hours Over Paid Schedule.” Adjustments to these overage hours should be made at the end of every week.

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)
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6. View the employee’s timecard for a one week period (Sunday – Saturday) where the employee worked more than their scheduled hours. Use the icon to the right of the pay period selection to choose the date range.

7. On the **Totals** tab evaluate the **Regular** Pay Code to determine how many hours of Overage have been accumulated for the work week.

8. On the Employee’s timecard, locate the row for Saturday, as the last day in the work week. If the employee worked on Saturday, insert a new row for Saturday.

9. In the timecard row for Saturday, under the **Pay Code** column select **Regular**.
   Under the **Amount** column enter the negative value of the number of regular hours worked over the employee’s expected schedule.

**Note:** Use the employee’s schedule to determine any Overage hours. If the employee is scheduled to work 20 hours, for example, any hours over 20 under **Regular** on the **Totals** tab represent an Overage requiring additional compensation. In this case it would be 1:45 hours.

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
Right click on the value entered under Amount and select the Comment icon. Choose the Comment “Extra Reg Hours Worked.” Complete the Note section with additional relevant information regarding the adjustment. Click Add and then OK.

Add a new row for Saturday. Under the Pay Code column select Hours Over Paid Schedule. In the Amount column enter the positive value for the number of regular hours worked over the employee’s expected schedule. This value should be the opposite of the negative value entered for Regular.

Right click on the value entered under Amount and select the Comment icon. Choose the Comment “Extra Reg Hours Worked.” Complete the Note section with additional relevant information regarding the adjustment. Click Add and then OK. Click Save.
Review the timecard and totals to verify the completed adjustments.

Under the **Totals** tab the amount for the Pay Code **Regular** should equal the employee’s expected number of scheduled hours for the work week.

Under the **Totals** tab the amount for the Pay Code **Hours Over Paid Schedule** should equal the employee’s overage hours for the work week.

The total for **Regular** and **Hours Over Paid Schedule** should equal the original value displayed as **Regular** before the adjustment process.

Adjust each work week separately for any employee with overages.

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)