A part-time employee who works over their scheduled weekly hours based on their FTE 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 each impacted week.

Adjusting/Adding Hours Worked Over Paid Schedule For Part Time Employees


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. Click on the “Calendar” to select a range of dates.

Select the dates to match the week that the overage occurred and click “Apply.” The timecard will now reflect the selected range of dates.

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

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6 On the “Totals” tab, evaluate the “Regular” Pay Code to determine how many hours of Overage have been accumulated for the work week as shown below. In this example the employee’s regular FTE schedule is 20 hours per week, but the employee has a total of 24.00 Regular hours. The total number of Overage hours in this case is 4.0. These hours will have to be moved to “Hours Over Paid Scheduled.”

7 On the Employee's timecard, navigate to Saturday, as the last day in the work week. If the employee worked on Saturday, insert a new row for Saturday by clicking the plus sign next to the date.

8 For Saturday, under the “Pay Code” column select “Regular”, and under the “Amount” column, enter the negative value of the number of hours worked over the employee’s expected scheduled. Add an additional row to the timecard for Saturday and under the “Pay Code” column Select “Hours Over Paid Schedule” and enter the positive value for the number of hours worked over the employee’s regular schedule.

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

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A part-time employee who works over their scheduled weekly hours based on their FTE will need to be compensated for those overtime hours. In order for payment to be made, those hours must be recorded as "Hours Over Paid Schedule." Adjustments to these overtime hours should be made at the end of each impacted week.

### Adjusting/Add Hours Worked Over Paid Schedule For Part Time Employees

1. Under the “Totals” tab, the total for the Pay Code “Regular” should equal the employee’s expected number of scheduled hours for the work week, and the total for the Pay Code “Hours over Paid Schedule” should equal the employee’s overtime hours for the work week.

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

3. Don’t forget to “Save” all changes.