ECU Kronos Job Aid
How to Enter Departmental Leave Award for Non Exempt Empl.

- As part of the university recognized and approved Awards and Recognition programs, some departments award selected recipients leave hours.
- Leave hours awarded in this category are subject to the particular parameters provided at the time of the award.
- These awards are primarily ineligible for payout and must be used before other types of paid time off.
- If unused, these awards typically expire in 365 days.
- The departmental SuperUser or Leave Clerk must grant the initial award to the recipient employee in order for that time to be available for the employee’s use.

Entering Departmental Leave Award for Non Exempt Employees

1. Access [https://kronos.ecu.edu](https://kronos.ecu.edu) log on page.

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. Select the row for the date on which the employee received the Departmental Time-Off Award. If the date already has a pay code assigned, or punches or hours worked, use the “Insert/Add Row” icon to add another row for the date of the award.

5. Click the drop down under “Pay Code” and select the “Time Off Award Granted” pay code as shown in Item #6 in the screenshot on the next slide.

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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**Entering Departmental Leave Award for Non Exempt Employees**

1. **Under the “Amount” column input the number of hours awarded.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code Actions</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 8/27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 8/28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 8/29</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Highlight the number of hours under “Amount”, right click and select “Comments”.** Select the appropriate comment from the drop down list and add a “Note” to provide additional details. Click “OK” and “Save”.

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**Entering Departmental Leave Award for Non Exempt Employees**

9. The hours awarded will not appear in the “Totals” tab. The employee can view these hours on the “Accrual” tab under “Time Off Ward”.

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