ECU Kronos Job Aid
How to Enter On Call CSS Exempt

- CSS Exempt Employees are eligible for On Call Pay.
- These employees do not punch in and out, so On Call hours will need to be added to the timecard using a pay code edit.
- The Manager or Super Admin Support will enter these hours.

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

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Entering On Call for CSS Exempt


2. Log on using your Pirate ID and Passphrase

3. Under “Workspaces” at top right hand corner of the screen, find “Go to Links” and click on that.

4. Click on the orange or red “Go To” arrow to display a list of “Go to widgets”
   Select “Timecards” from the list.

5. Click on the drop down arrow to select the appropriate employee’s timecard.

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6. On the employee’s timesheet, click in the “Enter Pay Code” box in the Pay Code Column. This will give you a list of Pay Codes to choose from.

7. For the appropriate week, select “On Call CSS” from the drop down list in the “Pay Code” column. Key the total number of On Call Hours for the appropriate date.

8. “Save” your work. Cumulative On Call hours should be listed by Pay Code on the “Totals” tab.

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