ECU Kronos Job Aid
How to Enter Shift Differential SPA and CSS Exempt Employees

- SPA and CSS Exempt employees are eligible for differentials.
- These employees do not punch so differentials will need to be added to the timecard using a pay code edit.
- Shift Differential 10 will be available to SPA Exempt Employees and Managers of SPA Employees.
- Shift Differential 14 and shift Differential 19 will be available to CSS Exempt and Managers of CSS Exempt employees.

Entering Shift Differential SPA and CSS Exempt


2. Log on using your Pirate ID and Passphrase

3. To add a Shift Differential for Weekend or Evening time, click in the “Enter Pay Code” box in the “Pay Code” column for the week that contains the day on which the Shift Differential should be added.

   ![Image of Pay Code](https://example.com/pay-code-image.png)

   In the “Enter Pay Code” box, select the appropriate Shift Differential (10, 14, or 19). Be aware of the rules for each type of Shift Differential and apply the correct kind of Shift differential for the hours entered. For this example, we entered Shift Diff 10.

4. ![Image of Kronos Interface](https://example.com/kronos-interface.png)

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
• SPA and CSS Exempt employees are eligible for differentials.
• These employees do not punch so differentials will need to be added to the timecard using a pay code edit.
• Shift Differential 10 will be available to SPA Exempt Employees and Managers of SPA Employees.
• Shift Differential 14 and shift Differential 19 will be available to CSS Exempt and Managers of CSS Exempt employees.

Entering Shift Differential SPA and CSS Exempt

5  “Save” Changes

The cumulative hours assigned to each Shift Differential Pay code will be visible under the “Totals” tab.

<table>
<thead>
<tr>
<th>Account</th>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20/22/2017 30/22/2017/30/S/00164401-</td>
<td>On Call CSS</td>
<td>400</td>
</tr>
<tr>
<td>20/22/2017 30/22/2017/30/S/00164401-</td>
<td>Shift Diff 10</td>
<td>400</td>
</tr>
<tr>
<td>20/22/2017 30/22/2017/30/S/00164401-</td>
<td>Vacation</td>
<td>800</td>
</tr>
</tbody>
</table>

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)