Manager: Enter On Call for CSS Exempt Employee

- 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 Kronos Manager or Super Admin should enter these hours.


2. Click on Workspaces at the top right hand corner of the screen.

3. Select Manage My Department.

4. Use Quickfind to locate the particular Employee to edit.

5. Select the Employee from the Quickfind genie and click on the orange Go To menu.

6. Select Timecards from the list.

   - This will give you a list of Pay Codes to choose from.

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

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ECU Kronos Job Aid
Manager: Enter On Call for CSS Exempt Employee

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- The Kronos Manager or Super Admin should enter these hours.

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.

Click “Save.”

Cumulative On Call hours should be listed by Pay Code on the **Totals** 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)