ECU Kronos Job Aid

Entering Pay Codes for Non-Exempt Employees

If you need to add leave hours to your timecard, for example, Vacation or Sick time, you should add the applicable pay code and the associated amount of time (duration).

In this job aid, you will learn how to manually enter pay codes on your timecard.

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 12/01</td>
<td>PTO - Vacation</td>
<td>8:00</td>
</tr>
<tr>
<td></td>
<td>Vacation</td>
<td>8:00</td>
</tr>
</tbody>
</table>


2. Access the My Timecard widget.

3. In the timecard grid, locate the row for the applicable date.

4. In the Pay Code column, select the date of which you would like to enter a pay code.
   - From the available drop-down list, select the appropriate Pay Code (Leave Type).

5. In the Dated column, enter the amount of leave used on that date in hours and minutes.

6. Click Save

7. To enter additional pay codes, select the date of which you would like to add a pay code and follow steps 4, 5, 6 above.

8. Click the Handle (double lines at the bottom of the timecard) to open the Drawer and view totals for the selected pay period.

Note: Your timecard should already be visible by default after you log on. If it is not, select it from the Related Items Pane on the right.

Note: When entering Vacation and Bonus Vacation pay codes, use pay codes that begin with PTO in order to use Compensatory Time balances first, in accordance with policy.

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: April 16, 2018