Entering On Call as a Non-exempt Employee


2. Log on using your Pirate ID and Passphrase.

3. In the My Timecard screen, locate the appropriate day to enter On Call. Click the plus sign to the left of the row to add an additional row for the same date if necessary.

4. In the Pay Code column for that date, click the in the cell and then choose the correct On Call pay code from the drop-down list. SHRA employees should choose On Call SHRA; CSS employees should choose On Call CSS.

5. Enter the number of hours On Call in the Amount column. Click Save.

Note: Refer to OSHR’s On-Call Emergency/Call-Back Pay policy or ECU’s Clinical Support Services Employee Handbook policy on CSS On-Call, Emergency Call-Back and Extended Duty Compensation Policy to determine appropriate direction for determining qualified On Call hours.

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

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Review timecard totals. Note that the On Call hours are included in the Daily and Period totals on each row.

Total On Call hours will be listed by Pay Code in the **Totals** tab at the bottom of the screen.