ECU Kronos Job Aid
How to Enter Callback Pay SHRA or CSS Non-Exempt Employees

- If an employee is called back to work, they may be eligible for Callback Pay.
- The rules for Callback Pay have been configured in Kronos.
- Kronos will automatically calculate the time and rate; however, an employee needs to indicate that a period of work time is Callback by clocking in for those shifts differently.
- Employees responding to Callback by physically returning to their worksite have a different guaranteed minimum than employees via who respond via remote working (responding via telephone/computer).
- Employees must select the type of Callback Pay to match the way in which the work was performed, indicating that they physically returned to the worksite, or responded remotely (via telephone/computer).

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2. Log on using your Pirate ID and Passphrase
3. When indicating Callback work in Kronos for the first time, the employee will click the arrow next to “Transfers” on the Timestamp Screen and select “Search”

4. After clicking on “Search” the following box will appear. Click the arrow next to “Advanced” in order to add your Work Rule

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

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5 Choose “Callback” from the dropdown list and click “OK”

6 Click on “Record Time Stamp” to record your punch. The system will display that the punch is recorded using the “Work Rule” Callback.

7 After the Callback shift has ended, Punch Out normally. Simply select “Record Time Stamp”. No transfer is necessary.

8 On the timecard, Kronos will automatically show a minimum of 2 hours of time for each Callback shift, as outlined in the On-Call and Emergency Pay Policy.

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9. For future uses of Callback pay, the system will remember previous uses of the Callback Work Rule. Selecting the "Transfers" box will display the option for "Callback".

10. Select "Callback".

11. Click on "Record Time Stamp" to record the In-Punch.

12. Follow the normal procedures to Clock-out as show in Item #7.

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