ECU Kronos Job Aid
For Permanent Employees: Use COVID-19 Administrative Leave in Kronos

Qualifying permanent employees may use COVID-19 Administrative Leave. COVID-19 Administrative Leave is recorded in Kronos using the Pay Code “Admin Paid Leave-Pandemic”

Note: COVID-19 Administrative Leave requires the appropriate approval from your Division or Department. COVID-19 Administrative Leave may be used for the following:
- Childcare or eldercare needs due to COVID-19-related school and facility closings; or
- Position duties cannot be performed remotely, and no alternate remote work is available or feasible.
- Employees who are sick due to symptoms of a cold, flu or COVID-19 or who are caring for a dependent with such symptoms will receive paid administrative leave for any time lost through March 31.


2. Log on using your PirateID and passphrase.

3. Go to the employee’s timecard.

4. Enter the Pay Code.
   - On the day(s) for which the COVID-19 Administrative Leave should be added, click <Enter Pay Code>.
   - Select the “Admin Paid Leave–Pandemic” pay code from the “Pay Code” drop down list.

5. Enter the number of hours.
   - Click Save
   - Review the entry to confirm that the hours were applied correctly.

6. Review the total hours for the week with the Admin Paid Leave-Pandemic entry and confirm that the total hours do not exceed 40 hours (pro-rated for partial FTE employees).

Note: For policy questions on COVID-19 Special Work and Leave Provisions from the UNC System Office or COVID-19 Special Leave Provisions, please contact HR Employee Relations at employeerelations@ecu.edu. For any questions about the application of this leave in Kronos, please contact your supervisor or Kronos SuperAdmin.