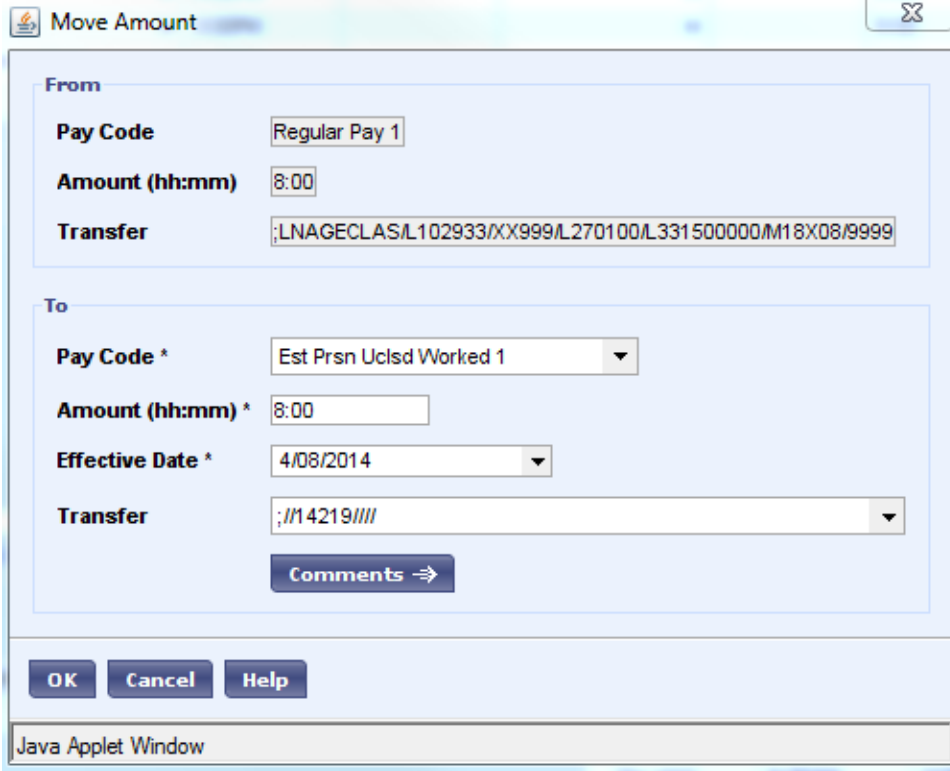


## HR Direct – ESSENTIAL PERSONNEL IN KRONOS

1. If the University is Closed for the entire day, the manager moves Regular hours worked to EPUCW – Essential Personnel University Closed Worked for the Time and Half rate during regular scheduled shift.

2. 

The dialog box is titled "Move Amount" and contains two sections: "From" and "To".

**From Section:**

  - Pay Code: Regular Pay 1
  - Amount (hh:mm): 8:00
  - Transfer: ;LNAGECLAS/L102933/XX999/L270100/L331500000/M18X08/9999

**To Section:**

  - Pay Code \*: Est Prsn Uclsd Worked 1
  - Amount (hh:mm) \*: 8:00
  - Effective Date \*: 4/08/2014
  - Transfer: ;/14219////

Buttons: OK, Cancel, Help, Comments →

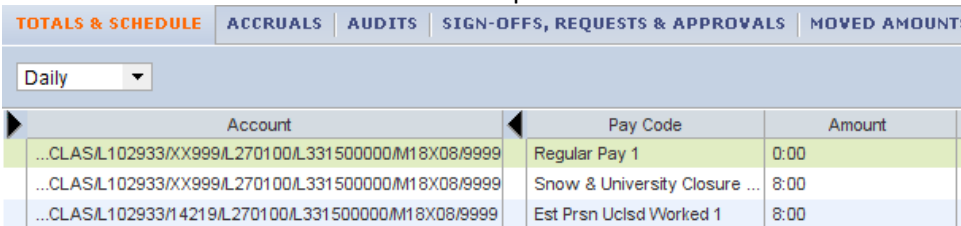
Java Applet Window

...1500000/M18X08/9999	;/14219////	Regular Pay 1	Est Prsn Uclsd Worked 1	8:00
------------------------	-------------	---------------	-------------------------	------

3. Make sure to match the Shift code and enter the correct Project Code for Snow and Ice Removal
4. Manager then adds a row for SNOCT for the Comp Time Earned. This amount matches the EPUCW amount.

Tue 4/08			6:16AM		3:00PM
Tue 4/08	Snow & University Closure - Comp	8:00			

5. Schedules and totals should reflect these updates.

6. 

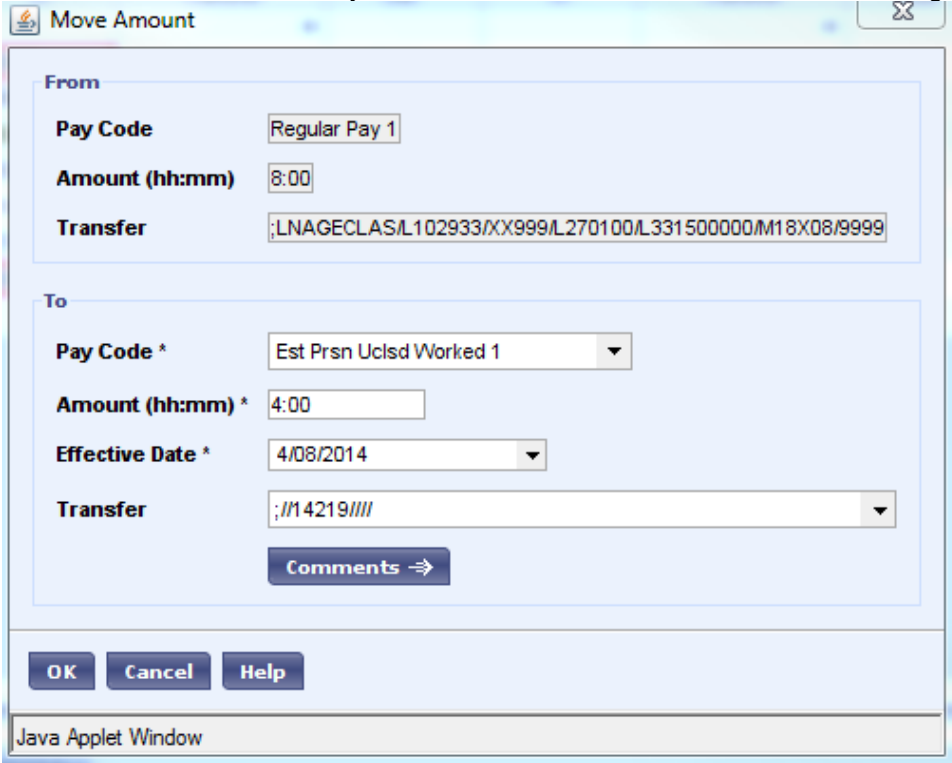
The table shows a summary of pay codes and amounts for a specific date.

TOTALS & SCHEDULE				ACCRUALS	AUDITS	SIGN-OFFS, REQUESTS & APPROVALS	MOVED AMOUNT
Daily							
Account	Pay Code	Amount					
...CLAS/L102933/XX999/L270100/L331500000/M18X08/9999	Regular Pay 1	0:00					
...CLAS/L102933/XX999/L270100/L331500000/M18X08/9999	Snow & University Closure ...	8:00					
...CLAS/L102933/14219/L270100/L331500000/M18X08/9999	Est Prsn Uclsd Worked 1	8:00					

**Note:**

## HR Direct – ESSENTIAL PERSONNEL IN KRONOS

1. If the University is Closed for the partial day, the manager moves Regular hours worked to EPUCW – Essential Personnel University Closed Worked for the Time and Half rate during regular scheduled shift.

2. 

**Move Amount**

**From**

Pay Code: Regular Pay 1  
 Amount (hh:mm): 8:00  
 Transfer: ;LNAGECLAS/L102933/XX999/L270100/L331500000/M18X08/9999

**To**

Pay Code \*: Est Prsn Uclsd Worked 1  
 Amount (hh:mm) \*: 4:00  
 Effective Date \*: 4/08/2014  
 Transfer: ;/14219////

Comments →

OK Cancel Help

Java Applet Window

...1500000/M18X08/9999	;/14219////	Regular Pay 1	Est Prsn Uclsd Worked 1	4:00
------------------------	-------------	---------------	-------------------------	------

3. Make sure to match the Shift code and enter the correct Project Code for Snow and Ice Removal
4. Manager then adds a row for SNOCT for the Comp Time Earned. This amount matches the EPUCW amount.

Tue 4/08		6:16AM	3:00PM
Tue 4/08	Snow & University Closure - Comp	4:00	

5. Schedules and totals should reflect these updates. Regular pay and Esst Prsn Uclsd Worked should total 8 hours.

6. 

**TOTALS & SCHEDULE** ACCRUALS AUDITS SIGN-OFFS, REQUESTS & APPROVALS **MOVED AMOUNT**

Daily

Account	Pay Code	Amount
...CLAS/L102933/XX999/L270100/L331500000/M18X08/9999	Regular Pay 1	4:00
...CLAS/L102933/XX999/L270100/L331500000/M18X08/9999	Snow & University Closure ...	4:00
...CLAS/L102933/14219/L270100/L331500000/M18X08/9999	Est Prsn Uclsd Worked 1	4:00