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. 

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.

5. Schedules and totals should reflect these updates.

6. 

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. Make sure to match the Shift code and enter the correct Project Code for Snow and Ice Removal.

3. Manager then adds a row for SNOCT for the Comp Time Earned. This amount matches the EPUCW amount.

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