Call-In Pay Procedure

On the occasion that it is necessary to call in hourly employees without notice outside of their regular schedule shift the employee will be paid 2 hours or actual hours worked, whichever is greater. The 2 hours call-in pay is regular pay, but does count toward the 40 hours work shift.

If the employee is called in and work less than 2 hours, a work rule will need to be added to the employee's call-in punch. Follow the instructions below to add the work rule.

- 1. Log into "Kronos".
- 2. From the Reconcile Timecard genie, highlight the employee then click timecard or double click on the employee's name.
- 3. Click the transfer drop down beside the call-in punch. Click the "Search".

E	Save Actions Punch Actruals Comment Approvals Reports											
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer			
×	÷,	Tue 2/25	-			-			-			
×	÷	Wed 2/26	-		5:51 AM	-	2:30PM		-			
×	±,	Wed 2/26	-		8:30PM		9:00PM		~			
×	÷	Thu 2/27	-			/10735/850012////]		-			
						/10739/850012//// /10743//// /10749/850112//// /10738/850012////						
Т	OTAL	S & SCHEDULE	ACCRUALS AUD	ITS		Search	A comment of order	A	D-1			

4. Click the work rule drop down. Next click CI HM 30 2 HR then click OK.

Name or Description:		
Search Available Entries:		Location
107,Jackson Plant	:	 Departmen Function Class Team Reserve Shift
Work Rule <none> <i 2hr<br="" 30="" hm="">CI HM NL 2HR CI HM NL 2HR CI HM NL 2HR Help</i></none>		

American Woodmark	Title:		Rev Date
Kronos Best	Call-in Pay Procedure		2-26-14
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5. Save timecard. The shift total for the row of the call-in punches will now show 2.0.

Accruals 🔻 Commo	ent 🔻 Approvals	▼ Reports ▼					
Amount	In	Transfer	Out	In	Transfer	Out	Shift
		-	-		-		
	5:51 AM	-	 2:30PM 		-		8.0
	8:30PM	;CI HM 30 2HR 🔹	9:00PM		-		2.0
		-	•		-		Ռո

If the employee works more than 2 hours you would only need to approve their timecard.

Amount	In	Transfer	Out	In	Transfer	Out	Sh
		-			-		
	5:51 AM	-	2:30PM		•		8.0
	8:30PM	•	11:52PM		•		3.4
		-			•		