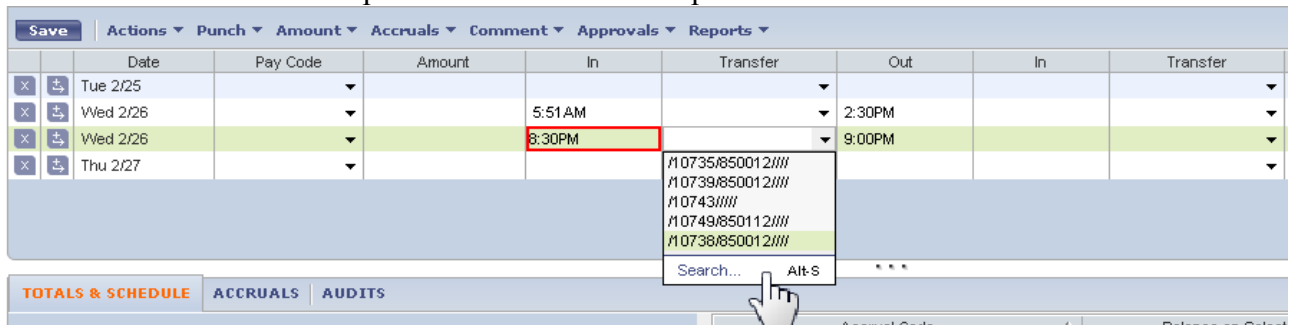


## Call-In Pay Procedure

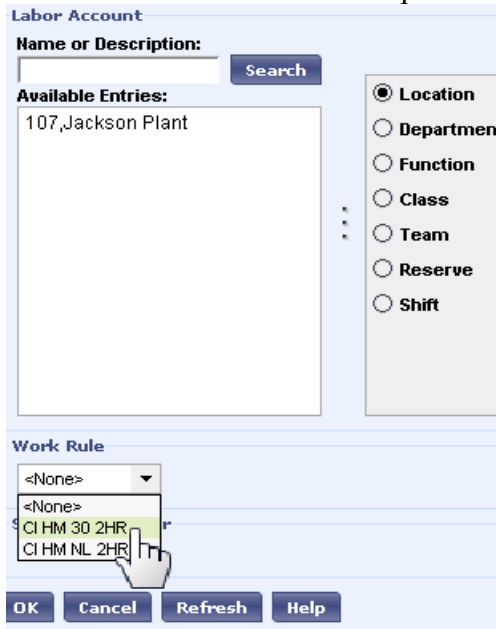
On the occasion that it is necessary to call in hourly employees without notice outside of their regular schedule shift the employee will be paid 2 hours or actual hours worked, whichever is greater. The 2 hours call-in pay is regular pay, but does count toward the 40 hours work shift.

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".




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



5. Save timecard. The shift total for the row of the call-in punches will now show 2.0.

Accruals ▾ Comment ▾ Approvals ▾ Reports ▾							
Amount	In	Transfer	Out	In	Transfer	Out	Shift
	5:51AM		2:30PM				8.0
	8:30PM	;CI HM 30 2HR	9:00PM				2.0



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

Accruals ▾ Comment ▾ Approvals ▾ Reports ▾							
Amount	In	Transfer	Out	In	Transfer	Out	Shift
	5:51AM		2:30PM				8.0
	8:30PM		11:52PM				3.4

