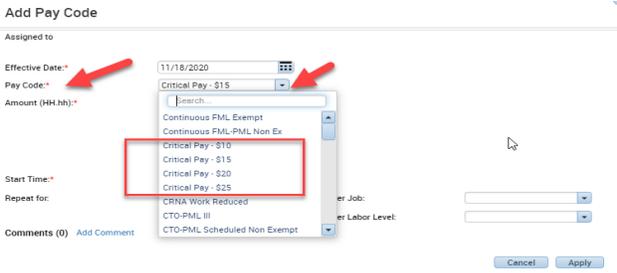
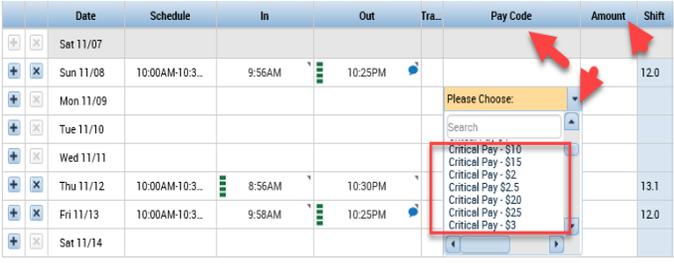
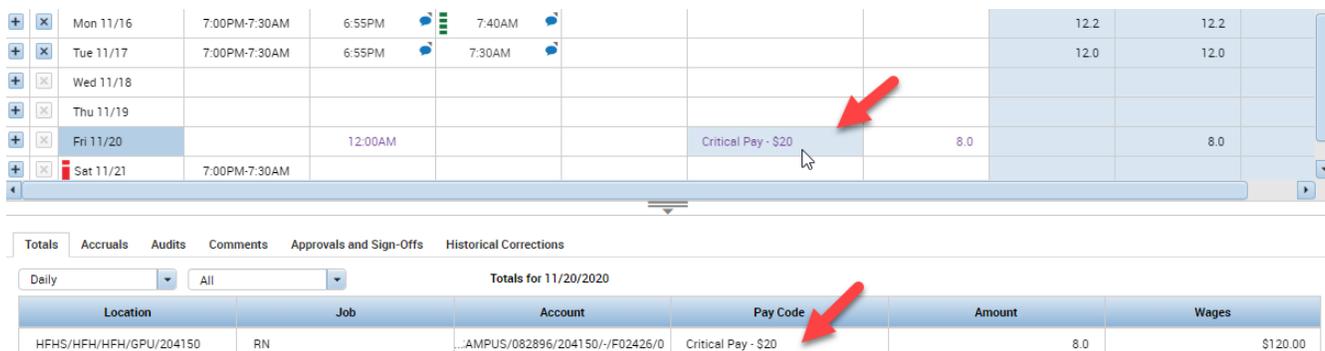


How to Apply a Critical Pay Code

Purpose: Indicate Critical Paycodes in Kronos on the timecard for non-exempt employees
Audience: Leadership and Timekeepers

Add Critical Pay on Schedule	Add Critical Pay on Timecard
<ol style="list-style-type: none"> On eligible employee's schedule, right click on the day the employee has picked up a shift eligible for critical pay, then click on Add Pay Code. In the Pay Code field, search for the applicable Critical Paycodes  <ol style="list-style-type: none"> In the Amount field, enter the number of hours needed to pay (i.e. 8). Click Save. 	<ol style="list-style-type: none"> On Employee's Timecard, insert a row (using the + sign) for the day the employee has picked up a shift eligible for Critical Pay. In the Pay Code field, search for the applicable Critical Pay code.  <ol style="list-style-type: none"> In the Amount field, enter the number of hours needed to pay Click Save.

Now Kronos will pay the employee for the actual hours worked with Critical Pay rate.



Location	Job	Account	Pay Code	Amount	Wages
HFHS/HFH/HFH/GPU/204150	RN	...AMPUS/082896/204150/-/F02426/0	Critical Pay - \$20	8.0	\$120.00

Note:

Critical Pay rates base on eligibility

For questions on qualifying Critical Pay positions & applicable rates, please contact your Local HR Department or Operational Leadership.

Example of Currently available Critical pay codes:

- Critical Pay - \$10
- Critical Pay - \$15
- Critical Pay - \$20
- Critical Pay - \$25