



## How to Apply a Critical Pay Code

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

		r								
	Add Critical Pay on Schedule	Add Critical Pay on Timecard								
1. 2	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.	<ol> <li>On Employee's Timecard, insert a row (using the + sign) for the day the employee has picked up a shift eligible for Critical Pay.</li> <li>In the Pay Code field, search for the applicable</li> </ol>								
2.	Critical Paycodes	Critical Pay code								
			Chuc	.array c	oue.					
	Add Pay Code		Date	Schedule	In	Out	г	ra Pay Code	Amount	Shift
	Assigned to	$\pm$ $\times$	Sat 11/07							1
	Effective Date:* 11/18/2020	+ ×	Sun 11/08	10:00AM-10:3	9:56AM	10:25	м 🏓			12.0
	Amount (HH.hh):*	• 🗵	Mon 11/09					Please Choose:	-	
	Continuous HML Exempt Continuous FML-PML Non Ex	• ×	Tue 11/10					Search		
	Critical Pay- \$15	• ×	Wed 11/11					Critical Pay - \$10 Critical Pay - \$15	- CD	
	Start Time:* Critical Pay-\$20 Critical Pay-\$25	+ ×	Thu 11/12	10:00AM-10:3	8:56AM	10:30	M	Critical Pay - \$2 Critical Pay \$2.5 Critical Pay \$2.5		13.1
	CTO-PML III er Labor Levet:	+ ×	Fri 11/13	10:00AM-10:3	9:58AM	10:25	м 🏓	Critical Pay - \$25 Critical Pay - \$3		12.0
	Comments (0) Add Comment CTO-PML Scheduled Non Exempt	• 🗵	Sat 11/14							
3. 4.	In the <b>Amount</b> field, enter the number of hours needed to pay (i.e. 8). Click <b>Save</b> .	3. 4.	In the need Click	e <b>Amou</b> led to pa <b>Save</b> .	nt field ay	, enter	the	number of	hours	

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

+	×	Mon 11/16	7:00PM-7:30AM	6:55PM	7:40AM	-			12.2	12.2		
+	×	Tue 11/17	7:00PM-7:30AM	6:55PM	7:30AM	-			12.0	12.0		
+	×	Wed 11/18										
+	×	Thu 11/19										
+	×	Fri 11/20		12:00AM			Critical Pay - \$20	8.0		8.0	L	
+	×	Sat 11/21	7:00PM-7:30AM				3				•	
Totals Accruals Audits Comments Approvals and Sign-Offs Historical Corrections												
	aily	-	All	-	Totals	for 11/20/2020	_					
							-					
		Location		Job		Account	Pay Code	Ar	nount	Wages		

## <u>Note</u>:

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