

## How to Pay COVID Critical Pay for Extra Shifts

**Purpose:** Indicate COVID Critical Pay in Kronos on timecard for hourly non-exempt employees  
**Audience:** Leadership and Timekeepers

1. On eligible employee's timecard, insert a row (using the + sign) for the day the employee has picked up a COVID Critical Pay shift.
2. In the **Pay Code** field, search for the applicable COVID Code by typing the Keyword "COVID" and select the applicable COVID Critical code from the drop down as shown below.

The screenshot shows the Kronos Timecards interface. A new row has been added for Monday 4/12. The Pay Code dropdown menu is open, showing search results for 'COVID'. The results include: COVID Pt Care Crit Extra Shift 15, COVID RN Critical Extra Shift 50, and COVID RT Critical Extra Shift 35.

3. In the **Amount** field, enter the number of hours needed to pay (i.e. 8).
4. Click **Save**. This will pay the employee for the actual hours worked & any additional COVID Critical hours due.

The screenshot shows the Kronos Timecards interface with the completed timecard for Monday 4/12. The Pay Code is 'COVID Pt Care Crit Extra Shift 15' and the Amount is 8.0. A red arrow points to the 'Save' button.

Location	Job	Account	Pay Code	Amount	Wages
		HFH/OPP/036384/101475/-/F05718/0	COVID Pt Care Crit Extra Shift 15	8.0	\$0.00
		HFH/OPP/036384/101475/-/F05718/0	Regular	10.7	\$0.00

**Note:**

- Search for the applicable COVID Critical pay code by “COVID” Keyword under Paycodes and select the associated dollar amount

COVID Pt Care Crit Extra Shft	\$15
COVID RN Critical Extra Shift	\$50
COVID RT Critical Extra Shift	\$35

- COVID Critical Pay eligibility :
  - **COVID Pt Care Crit Extra Shft 15 Paycode**: For NA’s, Patient Care Techs, ER Techs or other like positions as determined by the operating unit who are providing care in COVID designated units will be paid \$15 per hour above regular committed shifts
  - **COVID RN Critical Extra Shift 50 Paycode** : For RN’s - \$50 per hour above regular committed shifts
  - **COVID RT Critical Extra Shift 35 Paycode**: For RT’s - \$35 per hour above regular committed shifts
- COVID Critical Pay has a minimum of 2 hour shifts or more requirement.
- COVID Critical Pay should not be used in conjunction with other Critical pay premiums.

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