Henry Ford Health System — Help Guide — KRONOS — User

Pay Codes and Work Rules

> **Purpose:** All Pay Codes and Work Rules used in Kronos
> **Audience:** Leadership and Timekeepers

Pay codes are the means by which you track, pay and report on your employees' time. A pay code in Kronos Workforce Timekeeper is a bucket that accumulates the hours or money that an employee earns in a particular category.   Examples of pay codes include: CTO, Jury Duty, or Bereavement. It is important that hours are tracked to the correct pay code so that the employee is paid correctly.

Pay Codes – New

The Pay Codes listed below are new to HFHS.

OLD I-SERIES CODES	KRONOS	NON-EXEMPT (Hourly)	EXEMPT (Salary)	DESCRIPTION
New	Continuous FML Exempt	No	Yes	Reduces CTO from bank – 'Unpaid LOA Exempt' should be used once bank is used down to 80/exhausted
New	CTO Scheduled Exempt	No	Yes	
New	CTO Unscheduled Exempt	No	Yes	
New	Dept Reduction of Hrs	Yes	No	Non-exempt – refer to policy suspension of Operations and Reporting for Duty Pay – Policy 6.06 (guaranteed 2 hours)
New	Funeral Exempt	No	Yes	
New	Holiday Pay	Yes	No	This will be processed automatically
New	Ill Management	No	Yes	Leaders/Supervisor/Managers/MLP to record sick days
New	Intermittent Leave Exempt	No	Yes	Reduces CTO from bank – 'Unpaid LOA Exempt' should be used once bank is exhausted
New	Paid Time Off (PTO – Leadership)	No	Yes	PTO Leaders/Supervisor/Managers/MLP (enter value as '0' hours)
New	Jury Duty Exempt	No	Yes	
New	Regular-Transitional Wrk Prog	Yes	No	
New	Salary Continuation	No	Yes	Leaders/Supervisor/Managers/MLP to record FMLA after PTO is used to 80 hours
New	Tardy Unpaid	Yes	No	
New	Unpaid Time	Yes	No	
New	Unpaid LOA Exempt	No	Yes	Unpaid (not using CTO) for Family Medical Leave/unpaid Intermittent Leave
New	Unpaid Salary	No	Yes	Reduces salary
New	Unpaid Time Off	Yes	No	
New	Unpaid Unscheduled Time	Yes	No	

Pay Codes – Sorted by I-Series codes

Use the below chart to reference old I-Series Pay Codes to the new Kronos listing.

OLD I-SERIES CODES	KRONOS	NON-EXEMPT (Hourly)	EXEMPT (Salary)	DESCRIPTION
CS	CTO Scheduled Non Exempt	Yes	No	
CU	CTO Ill	Yes	No	
CU	CTO Unscheduled Non Exempt	Yes	No	
FUNRL	Funeral - Hrs	Yes	No	
JURY	Jury Duty	Yes	No	
LOA	Continuous FML	Yes	No	Reduces CTO from bank – 'Unpd Fam/Med Leave – Hrs' should be used once CTO bank is used down to 80/exhausted
LOA/LOAIS (PAID/UNPAID)	Intermittent Leave	Yes	No	Reduces CTO from bank – 'Unpd Intermit Leave – Hrs' should be used once CTO bank is exhausted
LOA (UNPAID)	Unpd Fam/Med Leave - Hrs	Yes	No	Unpaid (not using CTO) for Family Medical Leave
	Unpaid Intermit Leave – Hrs	Yes	No	
WKRCS	WkRed Pd CTO	Yes	No	When an employee is sent home due to **low census** and wants to use CTO. (Also see 'Dept Reduction of Hours')
WKRD	WkRed Nopay	Yes	No	When an employee is sent home due to **low census** and does not want to use CTO. (Also see 'Dept Reduction of Hours')
New	Continuous FML Exempt	No	Yes	Reduces CTO from bank – 'Unpaid LOA Exempt' should be used once bank is used down to 80/exhausted
New	CTO Scheduled Exempt	No	Yes	
New	CTO Unscheduled Exempt	No	Yes	
New	Dept Reduction of Hrs	Yes	No	Non-exempt – refer to policy suspension of Operations and Reporting for Duty Pay – Policy 6.06 (guaranteed 2 hours)
New	Funeral Exempt	No	Yes	
New	Holiday Pay	Yes	No	This will be processed automatically
New	Ill Management	No	Yes	Leaders/Supervisor/Managers/MLP to record sick days
New	Intermittent Leave Exempt	No	Yes	Reduces CTO from bank – 'Unpaid LOA Exempt' should be used once bank is exhausted
New	Paid Time Off (PTO – Leadership)	No	Yes	PTO Leaders/Supervisor/Managers/MLP (enter value as '0' hours)
New	Jury Duty Exempt	No	Yes	
New	Regular-Transitional Wrk Prog	Yes	No	
New	Salary Continuation	No	Yes	Leaders/Supervisor/Managers/MLP to record FMLA after PTO is used to 80 hours
New	Tardy Unpaid	Yes	No	
New	Unpaid Time	Yes	No	
New	Unpaid LOA Exempt	No	Yes	Unpaid (not using CTO) for Family Medical Leave/unpaid Intermittent Leave
New	Unpaid Salary	No	Yes	Reduces salary
New	Unpaid Time Off	Yes	No	
New	Unpaid Unscheduled Time	Yes	No	

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Pay Codes – Sorted by New Kronos Code

Same chart as on page two but sorted by the Kronos codes first.

KRONOS	OLD TIME ENTRY CODES	NON-EXEMPT (Hourly)	EXEMPT (Salary)	DESCRIPTION
Continuous FML	LOA	Yes	No	Reduces CTO from bank – 'Unpd Fam/Med Leave – Hrs' should be used once CTO bank is used down to 80/exhausted
Continuous FML Exempt	New	No	Yes	CTO paid from bank
CTO Ill	CU	Yes	No	
CTO Scheduled Non Exempt	CS	Yes	No	
CTO Scheduled Exempt	New	No	Yes	
CTO Unscheduled Non Exempt	CU	Yes	No	
CTO Unscheduled Exempt	New	No	Yes	
Dept Reduction of Hrs	New	Yes	No	Non-exempt – refer to policy suspension of Operations and Reporting for Duty Pay – Policy 6.06 (guaranteed 2 hours)
Funeral - Hrs	FUNRL	Yes	No	
Funeral Exempt	New	No	Yes	
Holiday Pay	New	Yes	No	This will be processed automatically
Ill Management – MLP	New	No	Yes	Leaders/Supervisor/Managers/MLP to record sick days
Intermittent Leave	LOA/LOAIS (PAID/UNPAID)	Yes	No	Reduces CTO from bank – 'Unpd Intermit Leave – Hrs' should be used once CTO bank is exhausted
Intermittent Leave Exempt	New	No	Yes	Reduces CTO from bank – 'Unpaid LOA Exempt' should be used once bank is exhausted
Jury Duty	JURY	Yes	No	
Jury Duty Exempt	New	No	Yes	
Paid Time Off	New	No	Yes	PTO Leaders/Supervisor/Managers/MLP (enter value as '0' hours)
Regular-Transitional Wrk Prog	New	Yes	No	
Tardy Unpaid	New	Yes	No	
Unpaid LOA Exempt	New	No	Yes	Unpaid (not using CTO) for Family Medical Leave/unpaid Intermittent Leave
Unpaid Time	New	Yes	No	
Unpaid Salary	New	No	Yes	Reduces salary
Unpaid Time Off	New	Yes	No	
Unpaid Unscheduled Time	New	Yes	No	
Unpd Fam/Med Leave - Hrs	LOA (UNPAID)	Yes	No	
Unpd Intermit Leave – Hrs	LOA (UNPAID)	Yes	No	
WkRed Pd CTO	WKRCS	Yes	No	When an employee is sent home due to **low census** and wants to use CTO. (Also see 'Dept Reduction of Hours')
WkRed Nopay	WKRD	Yes	No	When an employee is sent home due to **low census** and does not want to use CTO. (Also see 'Dept Reduction of Hours')

Work Rules

Work Rule utilized as transfers either from the Schedule or Timecard in order to facilitate pay changes for time worked. Occasionally, you may need to transfer the employee to another labor account or work rule. You need to record the transfer in the application so that Charge or Preceptor is paid correctly.

Kronos Prefixes to Alternate Work Rules:

KRONOS CODE	DESCRIPTION
EX UP30	Exempt, unpaid 30 min lunch
NEMS	Non-Exempt, Market Sensitive, Weekend ($2/hr)
NENSNW	Non-Exempt, No shift, No weekend
NE	Non-Exempt, Weekend ($1/hr)
NENS	Non-Exempt, No shift, Weekend ($1/hr)

Work Rule	Hourly/Salary	Shift	Weekend Differential
EXEMPT (EX)	**Salary**	**Not Applicable**	**Not Applicable**

OLD TIME ENTRY CODES	KRONOS	DESCRIPTION
NPREG	EXUP30 Education	Education replaces regular pay
	EXUP30 Meeting	Meeting replaces regular pay
	EXUP30 Orientation	Orientation replaces regular pay
New	EXUP30 Extended Work Schedule	This is paid in 4 hour blocks for clinical exempt entitled employees
New	EX UP30 Off Shift EWS	This is paid in 4 hour blocks and the employee is entitled to shift **or** weekend for clinical exempt employees

Work Rule	Hourly/Salary	Shift	Weekend Differential
NON-EXEMPT (NE)	**Hourly**	**SD**	**W1**

OLD TIME ENTRY CODES	KRONOS	DESCRIPTION
CHG	NE Charge	Charge pay in addition to regular
LEAD	NE Lead	Leader pay in addition to regular
PREC	NE Prcpt	Preceptor pay in addition to regular
CALL	NE OnCall 3 CB 1.5 Min2	These are on call hours - paid at $3 with a minimum of 2 hour guaranteed if called back at 1.5 rate of pay
NPREG	NE Education	Education paid instead of regular pay
	NE Meeting	Meeting paid instead of regular pay
	NE Orientation	Orientation paid instead of regular pay

Work Rule	Hourly/Salary	Shift	Weekend Differential
NON-EXEMPT, MARKET SENSITIVE (NEMS)	**Hourly**	**SD**	**W2**

OLD TIME ENTRY CODES	NEW KRONOS	DESCRIPTION
CHG	NEMS Charge	Charge pay in addition to regular
LEAD	NEMS Lead	Leader pay in addition to regular
PREC	NEMS Preceptor	Preceptor pay in addition to regular
CALL	NEMS OnCall 3 CB 1.5 Min2 WE2	These are on call hours - paid at $3 with a minimum of 2 hour guaranteed if called back at 1.5 rate of pay
NPREG	NEMS Education	Education paid instead of regular pay
	NEMS Meeting	Meeting in addition to regular pay
	NEMS Orientation	Orientation in addition to regular pay

Work Rule	Hourly/Salary	Shift	Weekend Differential
NON-EXEMPT, NO SHIFT (NENS)	**Hourly**	**Not Applicable**	**W1**

OLD TIME ENTRY CODES	NEW KRONOS	DESCRIPTION
CHG	NENS Charge	Charge pay in addition to regular
LEAD	NENS Lead	Leader pay in addition to regular
PREC	NENS Prcpt	Preceptor pay in addition to regular
CALL	NENS OnCall 3 CB 1.5 Min2	These are on call hours - paid at $3 with a minimum of 2 hour guaranteed if called back at 1.5 rate of pay
NPREG	NENS Education	Education pay instead of regular pay
	NENS Meeting	Meeting paid instead of regular pay
	NENS Orientation	Orientation paid instead of regular pay

Work Rule	Hourly/ Salary	Shift	Weekend Differential
NON-EXEMPT, NO SHIFT, NO WEEKEND (NENSNW)	**Hourly**	**Not Applicable**	**Not Applicable**

OLD TIME ENTRY CODES	NEW KRONOS	DESCRIPTION
CHG	NENSNW Charge	Charge pay in addition to regular
LEAD	NENSNW Lead	Leader pay in addition to regular
PREC	NENSNW Preceptor	Preceptor pay in addition to regular
CALL	NENSNW OnCall 3 CB 1.5 Min2	These are on call hours - paid at $3 with a minimum of 2 hour guaranteed if called back at 1.5 rate of pay
NPREG	NENSNW Education	Education paid instead of regular pay
	NENSNW Meeting	Meeting paid instead of regular pay
	NENSNW Orientation	Orientation paid instead of regular pay

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Non-Paid Scheduling Pay Codes (for Advance Scheduler only)

PAY CODE	DESCRIPTION
x Wknd Make Up	x Error
x Staff Cancel	x Declined
x No Answer	x CWW
x Left Message	x Unavailable
x Grace Wknd	

Frequently asked Questions and Answers

Q. What happens if I use EX codes for NE employee or vice versa?
A. The hours will error out and the employee will not get paid for those hours.

Q. What happens if the wrong alternate Work Rule is chosen?
A. The Work Rule will override the pay policy rule so the employee will be paid based on whatever was chosen.

Q. How do I know when to use a Pay Code verses a Work Rule?
A. **Pay Codes:** Non-Productive codes that are compensated for time **not** actually worked. Examples include but not limited to: Funeral, CTO, Jury Duty, etc…

Work Rules: Productive work times that are compensated for actual time worked. Examples include but not limited to: Charge, Preceptor, Transfer different cost center, etc…

Q. What are all the codes to use for Leave of Absence and how do I use them?

KRONOS	NON-EXEMPT (Hourly)	EXEMPT (Salary)	LEADERSHIP/ SUPERVISOR/ MANAGERS/MLP	DESCRIPTION
Continuous FML Exempt	No	Yes	No	Reduces CTO from bank – 'Unpaid LOA Exempt' should be used once bank is used down to 80/exhausted
Continuous FML	Yes	No	No	Reduces CTO from bank – 'Unpd Fam/Med Leave – Hrs' should be used once bank is used down to 80/exhausted
Intermittent Leave	Yes	No	No	Reduces CTO from bank – 'Unpd Intermit Leave – Hrs' should be used once CTO bank is exhausted
Intermittent Leave Exempt	No	Yes	No	Reduces CTO from bank – 'Unpaid LOA Exempt' should be used once bank is exhausted
Paid Time Off	No	No	Yes	PTO Leaders/Supervisor/Managers/MLP (enter value as '0' hours) – PTO should be used to 80 hrs before 'Salary Continuation'
Salary Continuation	No	No	Yes	Leaders/Supervisor/Managers/MLP to record FMLA after PTO bank used to 80 hours
Unpaid LOA Exempt	No	Yes	No	Unpaid (not using CTO) for Family Medical Leave/unpaid Intermittent leave
Unpaid Salary	No	Yes	Yes	Reduces salary (Unpaid Non-FMLA leaves)
Unpaid Time Off	Yes	No	No	Unpaid Non-FMLA leaves
Unpd Fam/Med Leave - Hrs	Yes	No	No	
Unpd Intermit Leave - Hrs	Yes	No	**No**	