

COVID-19 Kronos Timecard Instructions – Non-Union Employees (Effective February 20, 2021)

ENTERING YOUR HOURS WORKED

It is your responsibility to ensure that your paid hours add up to your regular FTE hours.

TOTALS & SCHEDULE		ACCRUALS	AUDITS	SIGN-OFFS
All ▾				
▶▶	Pay Code	Amount		
	COMP EARNED 1.0	2.0		
	HOURS WORKED-COVID	26.5		
	REG	37.0		
	SICK PERSONAL	6.5		

THIS EXAMPLE HAS TOTAL PAID HOURS = 70

Do NOT include the following Pay Codes when calculating your Totals:

- COMP EARNED 1.0
- COMP EARNED 1.5
- FLEX TIME EARNED
- SHIFTPREM
- STAT PAID REG
- OVT 1.0 PAID
- OVT 1.5 PAID (FROM WEEKENDS)

PLEASE NOTE: The “Hours Worked COVID” pay code is only for use for regular WEEKDAY (Monday to Friday) hours; **DO NOT** use it for weekend hours worked, or in conjunction with any Transfer Code (you will not be paid correctly if you do).

A note regarding the Comp Bank maximums: If your accrual has reached the 35 hour maximum allowable, it is YOUR responsibility to ensure that any additional time you work gets coded as paid time.

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Full-Time & Part-Time Employees

WEEKDAY HOURS WORKED (Monday to Friday)

HOURS UP TO 7:

If any of the hours you worked Monday to Friday (up to 7 regular hours) are attributed to COVID-19, please use the pay code **“Hours Worked COVID”**. Your direct supervisor can instruct you whether or not you are to use this coding.

For all other hours worked that are NOT attributed to COVID-19, please continue to use the **“Hours Worked”** pay code.

Week starting: Sun 5/24

Pay Code	Transfer	Sun 5/24	Mon 5/25
<input checked="" type="checkbox"/> <input type="checkbox"/> HOURS WORKED COVID			7.0
			7.0

HOURS OVER 7:

1) To Bank Your Excess Hours:

For the hours *over 7*, on a separate line use the pay code **“Hours Worked”**, with the Transfer Code **“T-COMP EARNED 1.0”**. These additional hours will be added to your Comp 1.0 accrual bank. If you don't have this transfer code, please follow [link](#) for instructions.

Week starting: Sun 3/22

Pay Code	Transfer	Sun 3/22
<input checked="" type="checkbox"/> <input type="checkbox"/> Hours Worked	T-COMP EARNED 1.0	

NOTE to Part Time Staff: In order to Bank Comp Time this option has to be negotiated and agreed with by your Direct Supervisor in advance otherwise you will only have the payout option below available.

2) To Have The Excess Hours Paid:

For the hours *over 7*, on a separate line use the pay code **“OVT 1.0 PAID”**. These additional hours will be paid to you at straight time.

Pay Code	Transfer	Sun 2/21	Mon 2/22
<input checked="" type="checkbox"/> Hours Worked			7.0
<input checked="" type="checkbox"/> OVT 1.0 PAID			3.0
<input type="checkbox"/> <Enter Pay Code>			
<input type="checkbox"/> Schedule			8:30AM-4:30PM
<input type="checkbox"/> Daily Total			10.0

WEEKEND HOURS WORKED (Saturday & Sunday)

1. ALTERNATE WORK SCHEDULE

If you are on an alternate work schedule (consisting of up to five days including a Saturday, a Sunday or both weekend days), please use the following instructions:

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HOURS UP TO 7 (Saturday & Sunday):

Record your regular hours on Saturday and Sunday (up to 7) using pay code “Hours Worked” with the Transfer Code “T – NU WEEKEND SHIFT PREM”. These weekend hours will be compensated at straight time plus a weekend shift premium of \$3.50 per hour.

Week starting: Sun 8/09			
	Pay Code	Transfer	Sun 8/09
<input type="checkbox"/>	Hours Worked	::T-NU WEEKEND SHIFT PREM	7.0
			7.0

HOURS OVER 7 (Saturday & Sunday):

1) To Bank These Excess Hours:

Record any weekend hours above 7 on a separate line use the pay code “Hours Worked”, with the Transfer Code “T – COMP EARNED 1.0 SHIFT PREM”. These additional hours will be added to your Comp 1.0 accrual bank; as well as paying the weekend shift premium of \$3.50 per hour.

	Pay Code	Transfer	Sun 4/19
<input type="checkbox"/>	Hours Worked	::T-COMP EARNED 1.0 SHIFT PREM	7.0
			7.0

NOTE to Part Time Staff: In order to Bank Comp Time this option has to be negotiated and agreed with by your Direct Supervisor in advance otherwise you will only have the payout option below available.

2) To Have The Excess Hours Paid:

For the hours *over 7*, on a separate line use the pay code “OVT 1.0 PAID”. These additional hours will be paid to you at straight time, plus the weekend shift premium of \$3.50 per hour.

	Pay Code	Transfer	Sun 3/07
<input type="checkbox"/>	Hours Worked	::T-NU WEEKEND SHIFT PREM	7.0
<input type="checkbox"/>	Hours Worked	::T-OVT 1.0 SHIFT PREM	2.5
<input type="checkbox"/>	<Enter Pay Code>		
<input type="checkbox"/>	Schedule		
<input type="checkbox"/>	Daily Total		9.5

2. OVERTIME (Saturday & Sunday)

This applies to staff who are NOT on an Alternate Work Schedule and are requested to work on a Saturday or Sunday in addition to their usual FTE. All overtime must be pre-authorized by your VP, or Direct Supervisor.

TO BE PAID:

- Enter weekend hours using the pay code “OVT 1.5 PAID” (No Transfer Code); the time will be paid to you at time and a half.

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Week starting: Sun 8/09				
		Pay Code	Transfer	Sun 8/09
<input type="checkbox"/>	<input type="checkbox"/>	OVT 1.5 PAID		7.0
				7.0

TO BANK THE TIME:

- Enter weekend hours on a separate line using the pay code **“Hours Worked”** with the Transfer Code **“T – COMP EARNED 1.5”**. These hours will be multiplied by time and a half and added to your Comp 1.5 accrual bank. If you don't have this transfer code, please follow [link](#) for instructions.

Week starting: Sun 4/12				
		Pay Code	Transfer	Sun 4/12
<input type="checkbox"/>	<input type="checkbox"/>	Hours Worked	T-COMP EARNED 1.5	
<input type="checkbox"/>	<input type="checkbox"/>	Hours Worked		

**COVID-19 Kronos Timecard Instructions – Non-Union Employees
(Effective February 20, 2021)**

Temporary & Casual Employees

WEEKDAY HOURS WORKED (Monday to Friday)

- If any of the hours you worked Monday to Friday are attributed to COVID-19, please use the pay code **“Hours Worked COVID”**. Your direct supervisor can instruct you whether or not you are to use this coding.

The **“Hours Worked COVID”** pay code is only for use for regular WEEKDAY hours; DO NOT use it for weekend hours worked, or in conjunction with a Transfer Code (it will not pay you correctly if you do).

- For all other hours worked that are NOT attributed to COVID-19, please continue to use the **“Hours Worked”** pay code.

Week starting: Sun 5/24		Pay Code	Transfer	Sun 5/24	Mon 5/25
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HOURS WORKED COVID			7.0
					7.0

WEEKEND HOURS WORKED (Saturday & Sunday)

a) ALTERNATE WORK SCHEDULE

If you are on an alternate work schedule (consisting of up to five days including a Saturday, a Sunday or both weekend days), please use the following instructions:

ALL HOURS WORKED (Saturday & Sunday):

Record your regular hours using pay code **“Hours Worked”** with the Transfer Code **“T – NU WEEKEND SHIFT PREM”**. These hours will be compensated at straight time plus a weekend shift premium of \$3.50 per hour.

Week starting: Sun 8/09		Pay Code	Transfer	Sun 8/09
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hours Worked	T-NU WEEKEND SHIFT PREM	7.0
				7.0

b) OVERTIME

This applies to staff who are NOT on an Alternate Work Schedule and are requested to work on a Saturday or Sunday in addition to their usual FTE. All overtime must be pre-authorized by your VP or Direct Supervisor. Please use the following instructions:

Enter weekend hours using the pay code **“OVT 1.5 PAID”** (No Transfer Code); the time will be paid to you at time and a half.

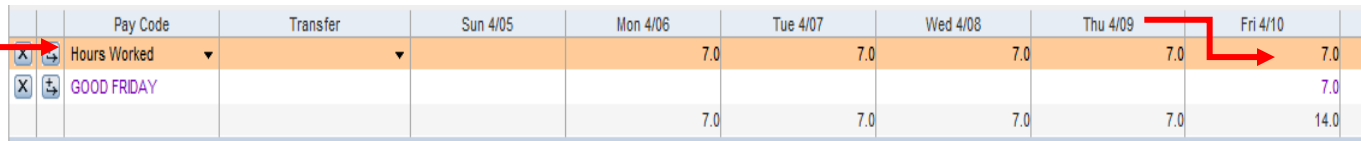
Week starting: Sun 8/09		Pay Code	Transfer	Sun 8/09
<input checked="" type="checkbox"/>	<input type="checkbox"/>	OVT 1.5 PAID		7.0
				7.0

COVID-19 Kronos Timecard Instructions – Non-Union Employees (Effective February 20, 2021)

Instructions for Entering Hours When Working on a Statutory Holiday Full-Time, Part-Time, Temporary & Casual Employees

- How do I enter my hours worked if I work on a Statutory Holiday?

Enter ALL hours worked on the Stat Holiday(s) using the pay code "Hours Worked", do not use a Transfer Code.



	Pay Code	Transfer	Sun 4/05	Mon 4/06	Tue 4/07	Wed 4/08	Thu 4/09	Fri 4/10
	Hours Worked			7.0	7.0	7.0	7.0	7.0
	GOOD FRIDAY			7.0	7.0	7.0	7.0	14.0

- How much will I be paid for the hours that I worked on a Statutory Holiday?

Hours worked on a Statutory Holiday are paid at time and a half, plus the Stat Holiday pay.

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Please see the [Employee Compensation Support](#) document effective May 16, 2020. Please remember to consult with your direct supervisor.

IF YOU ARE IN SELF ISOLATION/QUARANTINE

If you are directed to self-isolate/quarantine by the acting CNO or designate, you will either;

Work from Home (WFH), fulfilling all of your regular FTE; or
WFH for some of your FTE, with the approval of your direct supervisor.

If you are directed to self-isolate/quarantine by the acting CNO or designate and are unable WFH to fulfill your regular FTE, you will be compensated as follows;

If you are waiting for COVID-19 test results you will be paid for your scheduled hours of work using the “LOA PAID” code in Kronos. Employees will not be required to use personal sick leave or STD at this time.

If you are released from self-isolation/quarantine or have negative COVID-19 test results and continue to be off due to illness;

You will be considered off due to illness or injury unrelated to COVID-19. Personal sick leave/STD/LTD benefits will apply to eligible employees per policy. Staff without benefits will be on an LOA UNPAID.

IF YOU HAVE CHILDCARE RESPONSIBILITIES

If you are able to WFH to fulfill your regular FTE;

You should do so, with the approval of your direct supervisor. Hours of work to be recorded using the “Hours Worked” or “Hours Worked COVID” pay codes.

If you are unable to WFH to fulfill your regular FTE;

You may utilize a combination of Sick Family Related (if you have benefits) up to the maximum allowance, or you may use your vacation, float, comp and flex leave banks. Staff without benefits may request an “LOA UNPAID”. Please explore other possible options including government assistance and refer to the COVID-19 [Employee Compensation Support document](#) for further details.