Enable edits – adding missed on-call shift payment

If a non-exempt employee works an on-call shift that doesn’t get scheduled through the Kronos schedule tab, the payment will not be automatically processed from the timecard.

- If the missed on-call shift is identified before approvals and signoff occurs, the supervisor can add the shift into the employee’s schedule for that pay period.
- If the employee or supervisor identifies the missed shift after timekeeper signoff, the enable edits process must be triggered.

Enabling edits is a two-stage process that involves both the timekeeper and the supervisor:
1. Timekeeper does enable edits for that employee’s timecard.
2. Supervisor adds the on-call shift payment to the timecard.

Stage 1: Timekeeper does enable edits for that employee’s timecard.
1. On the Manage My Department page, display a list of employees and select the employee name.
2. Click on the Approval command and select Enable Edits from the dropdown menu.

![Enable Edits window]

3. When the Enable Edits warning window appears, click on the Yes command.

4. It doesn’t look like anything has actually happened, but if you open the employee’s timecard, you will see that it is now possible to edit the timecard because the plus signs to the left of each date are no longer grayed out.
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Stage 2: Supervisor adjusts the timecard.
Once the enable edits process has been initiated for the employee, when you open the timecard you will see that the timecard background is grayed out as it always is for a signed-off period, but you can now see the plus signs to the left of the date, indicating that you can make changes.

In the directions below, the scenario documented is that of a supervisor who needs to add in two missed on-call shifts for the employee. The shifts were from 5 pm – 8 am, for a total of 15 hours of on-call work. According to Albemarle County policy, that means the employee receives two on-call shift payments of 1.25 x employee’s regular hourly rate.

For more information about how on-call pay works, review the SOP for on-call pay.

1. Click on the plus sign to the left of the day where the on-call shift needs to be added.
2. A new line appears; click into the Pay Code column and select On Call Pay from the dropdown list.
3. Click into the Amount column and sum up the number of on-call units worked. In this example, the employee was on call for 15 hours, which represents 2 on-call units for a total of 2.5.
4. Once you hit the Enter or Tab key to move out of the Amount column, the system will convert the amount entered to what looks like hours, so don’t be alarmed by that. It also

The black dot identifies that an historical correction has been made for this date.
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puts a small black dot in the upper-right corner of the day to indicate that an historical correction has been made.

5. The Historical Corrections tab now includes information about the correction. Note that a checkbox appears in the Pending column because you have not yet saved your change.

<table>
<thead>
<tr>
<th>Date</th>
<th>Historical Date</th>
<th>Type of Edit</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Wages</th>
<th>Account</th>
<th>Comment</th>
<th>Note</th>
<th>User</th>
<th>Edit Date</th>
<th>Effective Date</th>
<th>Include in Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/19/2019</td>
<td>Correction</td>
<td>On Call P.</td>
<td>$2.30</td>
<td>90.00</td>
<td></td>
<td>A/10206/0/BP</td>
<td></td>
<td>su,ehr...</td>
<td></td>
<td>8/30/2019</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

6. Click on the Save command to finalize your edits. Note that the Totals tab now includes the On Call payment information, and the checkmark is removed from the Pending column in the Historical Corrections tab.

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
<th>Daily</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 8/19</td>
<td>7:30AM-4:30</td>
<td>7:30AM</td>
<td>4:45PM</td>
<td>On Call Pay</td>
<td>$2.30</td>
<td>9:15</td>
<td>11:45</td>
<td>11:45</td>
<td></td>
</tr>
<tr>
<td>Tue 8/20</td>
<td>7:30AM-4:30</td>
<td>7:30AM</td>
<td>4:00PM</td>
<td>On Call Pay</td>
<td>$2.30</td>
<td>8:30</td>
<td>11:00</td>
<td>22:45</td>
<td></td>
</tr>
<tr>
<td>Wed 8/21</td>
<td>7:30AM-4:30</td>
<td>7:30AM</td>
<td>4:00PM</td>
<td>On Call Pay</td>
<td>$2.30</td>
<td>8:30</td>
<td>8:30</td>
<td>31:15</td>
<td></td>
</tr>
<tr>
<td>Thu 8/22</td>
<td>7:30AM-4:30</td>
<td>7:30AM</td>
<td>3:00PM</td>
<td>On Call Pay</td>
<td>$2.30</td>
<td>7:30</td>
<td>7:30</td>
<td>38:45</td>
<td></td>
</tr>
<tr>
<td>Fri 8/23</td>
<td>7:30AM-4:30</td>
<td>7:30AM</td>
<td>3:00PM</td>
<td>On Call Pay</td>
<td>$2.30</td>
<td>7:30</td>
<td>7:30</td>
<td>46:15</td>
<td></td>
</tr>
</tbody>
</table>

Note: The banner shown below displays when you hit the Save command, and you can’t make any additional changes until you hit the Refresh command.

Understanding what historical corrections look like on the current week’s timecard

Any changes made through the Enable Edits process will be reflected on the current week’s timecard in the Totals and Audit tabs.

On the Audits tab, there will be a line with the date of the historical correction summarizing the action(s) taken.
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On the Totals tab, a new eyeball icon appears on the right-hand side that allows you to filter to see the historical corrections. The default is set to show all totals for the week. In the example documented above, that means there is a line for On Call Pay even though the employee had no on-call shifts during this pay period:

If you click on the dropdown arrow beside the eyeball icon, you can choose to view only the corrections data, or only the current pay period’s data.

In the scenario documented above, selecting “Corrections” would show On Call payment that was added:

Selecting “No Corrections” would show the time logged in the current pay period: