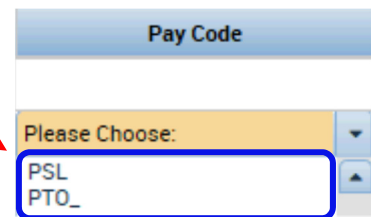## Paid Sick Leave / PTO QRG for Managers

Where required to comply with state and/or local laws, the following pay codes are in place in Kronos Timekeeper:

- Paid Sick Leave (PSL) for Part Time Employees
- Paid Time Off (PTO) for Full Time Employees, which is used in place of Vacation and Sick time for Full Time employees in affected areas.

Add Pay Code and Amount

Kronos Timekeeper – Pay Code Rules:

1. In **Timecard** view, select **Pay Code** cell.*

2. From the dropdown menu, select:
   - **PSL (for Part Time employees) or**
   - **PTO (for Full Time Employees)**.
   The VAC pay code may not be used.

3. Select **Amount** cell and enter in the **hour(s)**.
   Hours for PSL or Full Time PTO must be entered in whole 1 hour increments (no partial hours).

* If the employee works a partial day and is away from work for a partial day, you must add a new row and enter the Pay Code and Amount into the new row.

Additionally, Managers and Employees are able to view their PSL or PTO balances in **Workday**. See Workday ESS and MSS Quick Reference Guides for instructions on viewing balances.