

Kronos Timekeeper – QRG – ENTERING PAY CODES

Are you in the right place? Make sure you are in  **KRONOS MANAGER**



**HELPFUL
LINKS**



Kronos Mgr/Password Reset

Pay Codes are available in Kronos based on state/region rules. Not every store has access to the same codes.

Pay Codes are available for non-worked and worked hours. Pay Codes for worked hours **do** count towards overtime and are work related. Pay Codes for non-worked hours **do not** count towards overtime and are not work related. Keep this in mind when determining which code to use. See example chart below.

NON WORK PAY CODES (No Overtime)

Award Trip	AWD TRP_	5 consecutive days Tahoe Club Award
Bereavement	BRVMNT_	Funeral Leave up to 3 days off Refer to policy on the KC
Early Out	EARLY OUT_	Approved by Corporate or Regional Office

*****Pay Codes referenced below are not available to all locations*****

Parental Leave	PAT LV_ (Full Time Only)	Parental leave up to 2 days off
Paid Time Off	PTO_ (Full Time Only)	Must be entered in one hour increments
Paid Sick Leave	PSL (Part Time Only)	Must be entered in one hour increments

WORK PAY CODES (Overtime)

Below are the **Duration Pay Codes** and require an **IN** time when entered for hourly employees.



CO FUNC_ (Hourly) SAL CO FUNC_ (Manager Only)
SEMA, Tahoe Attendees, Job Fairs, Car Shows, Ride and Drives, Manager and Senior Outings



MTG_ (Hourly) SAL MTG_ (Manager Only)
Time away from store due to a meeting



TRNG_ (Hourly) SAL TRNG_ (Manager Only)
Off-site seminars and webcasts

***** A list of all the Pay Codes can be found on the KC *****

Below are examples of how to properly add Company Function to a timecard.

Hourly employees:

- **Choose** CO FUNC_ from the drop down list in the Pay Code column.
- **Enter** the number of hours of the function in the Amount column and enter the **start time** of the company function in the **In** column.
- Click **SAVE**. Kronos will automatically populate the **Out time**.

		Date	Pay Code	Amount	In	Transfer	Out
+	x	Sun 3/24/19					
+	x	Mon 3/25/19			7:00		12:00
+	x				12:30		18:00
+	x	Tue 3/26/19	CO FUNC_	10.0	7:00	;Hrly Over 40 CO FUNC	17:00

Salary employees:

- **Choose** SAL CO FUNC from the drop down list in the Pay Code column.
- **Enter** the number of hours of the function in the Amount column.
- Click **SAVE**.

		Date	Pay Code	Amount	In	Transfer	Out
+	x	Sun 3/24/19					
+	x	Mon 3/25/19	SAL REG	10.0			
+	x				7:00		12:00
+	x				12:30		18:00
+	x	Tue 3/26/19	SAL CO FUNC	10.0			

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Did you know Pay Codes with **"SAL"** before them – Should be used for **Salaried Managers only**.



ALL employees including managers and seniors must clock in and out each day.