

## 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
<input data-bbox="192 487 225 519" type="button" value="+"/> <input data-bbox="230 487 262 519" type="button" value="X"/>	Sun 3/24/19					
<input data-bbox="192 530 225 561" type="button" value="+"/> <input data-bbox="230 530 262 561" type="button" value="X"/>	Mon 3/25/19			7:00		12:00
<input data-bbox="192 572 225 604" type="button" value="+"/> <input data-bbox="230 572 262 604" type="button" value="X"/>				12:30		18:00
<input data-bbox="192 606 225 637" type="button" value="+"/> <input data-bbox="230 606 262 637" type="button" value="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
<input data-bbox="192 889 225 920" type="button" value="+"/> <input data-bbox="230 889 262 920" type="button" value="X"/>	Sun 3/24/19					
<input data-bbox="192 931 225 963" type="button" value="+"/> <input data-bbox="230 931 262 963" type="button" value="X"/>	Mon 3/25/19	SAL REG	10.0			
<input data-bbox="192 973 225 1005" type="button" value="+"/> <input data-bbox="230 973 262 1005" type="button" value="X"/>				7:00		12:00
<input data-bbox="192 1015 225 1047" type="button" value="+"/> <input data-bbox="230 1015 262 1047" type="button" value="X"/>				12:30		18:00
<input data-bbox="192 1049 225 1081" type="button" value="+"/> <input data-bbox="230 1049 262 1081" type="button" value="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**.

Just a friendly reminder...

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