How to Enter the "Excused wPay Qrtn" Pay Code in Kronos

Introduction

If an employee is instructed to quarantine or pending medical results by RRH Employee & Occupational Health or is quarantined by a public health agency, they will be "Excused wPay Qrtn" for up to 14 calendar days. Follow the steps below to enter this paycode into an employee's schedule in Kronos.

For additional information related to COVID-19, please review the COVID-19 toolkit, available on the RRH Intranet.

Entering the "Excused wPay Qrtn" Paycode into an Employee's Schedule

1. Use the *Employee Search* tool (located in the upper right corner), to search for the employee that you would like to add the paycode to.
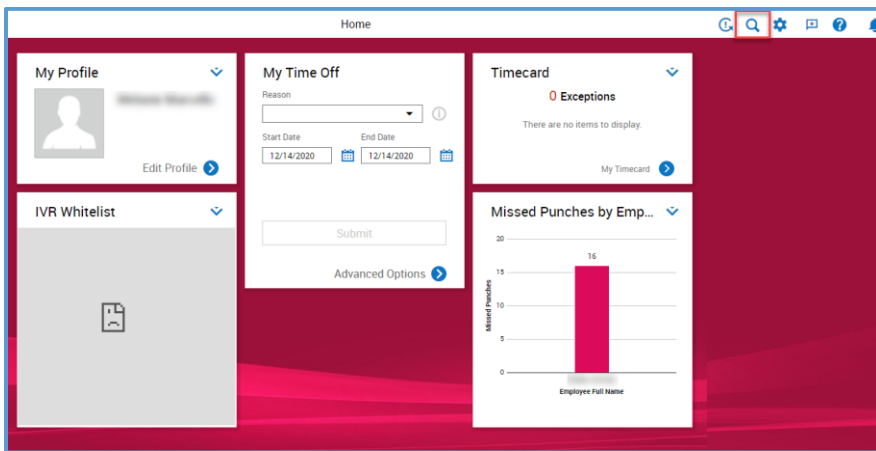
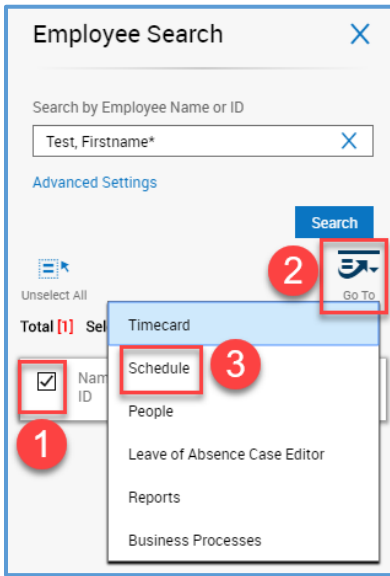2. Search for your employee using this format: **Last Name, First Name*** For example: *Smith, John**
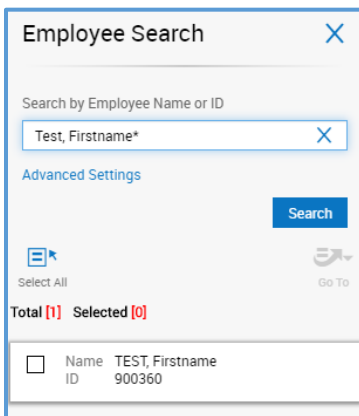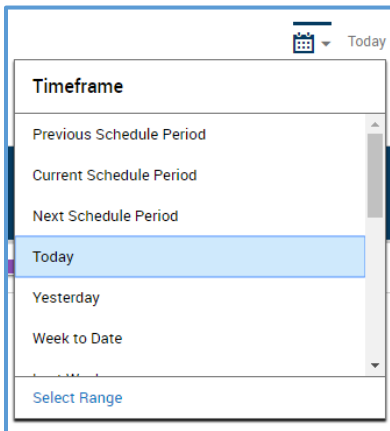

Questions?
Contact the Kronos team by:
- Emailing the IT Service Desk - IvantiITService@rochesterregional.org
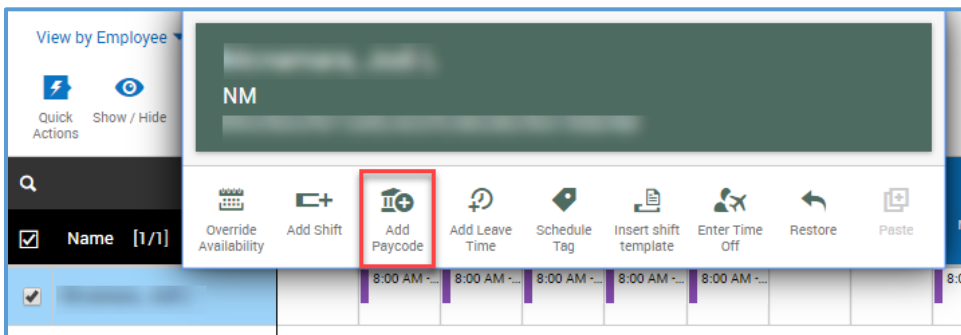- Calling the IT Service Desk at: 585-922-HELP (4357)

3. Place a checkmark, next to the employee's name. Click **Go To** and then select **Schedule** from the drop-down.

4. In the *Current Schedule* workspace, select the appropriate timeframe.

5. Select the appropriate date where the paycode should be entered. Right-click on the date and select **Add Paycode**.

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6. In the *Add Paycode* sidebar, select the **Excused wPay Qrtn** paycode and enter the appropriate *Start Time* and *Duration* of the paycode. Then, click **Apply**.

Add Paycode	X

TEST, Firstname
Job
RN
.../LD/RGH 3800/RN   ⓘ

Effective Date *
[1/11/2021]   📅

Paycode *
[Excused wPay Qrtn   ▼]

Start Time
[8:00 AM]

Duration *
[Specify Amount   ▼]

Amount Hours *
[8.00]

☐ Override Accrual Days [   ]

☑ Override Shift
   ⦿ Whole Shift   ○ Partial Shift
☑ Create Open Shift

Repeat For [1] Days

Transfer
[▼]

Comments [0]   Add Comment

Cancel   **Apply**

7. Make sure to **Save** your changes when finished.

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