Qualifying employees may use Hours Worked Pay Code in Kronos for hours away from work due to the COVID-19 Vaccine. COVID-19 Vaccine hours are recorded in Kronos using the Pay Code “Hours Worked”.

2. Log on using your Pirate ID and passphrase.
3. Go to the employee’s timecard.
4. Enter the Pay Code.
   - On the day(s) for which the Hours Worked should be added, click <Enter Pay Code>.
   - Select the “Hours Worked” pay code from the “Pay Code” drop down list.
5. Enter the number of hours.
   - Click Save.
   - Review the entry to confirm that the hours were applied correctly.

For further assistance or additional information please visit https://humanresources.ecu.edu/support/kronos/
Revised: March 11, 2021
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6. Right click on the entry.

7. From the Pay Code Action select Comments.

8. Select the applicable comment “Covid Vaccine”. This comment must be added.

9. Click Add button.

10. Click OK.

11. Click Save.

12. To view the comment, hover over the Comment Icon within the cell.

13. For Non-Exempt Employees: Review the total hours for the week with the Hours Worked entry and confirm that the total hours equate to at least 40 hours. If not, additional leave may be required. Hours maybe over 40 hours as Hours Worked does contribute to HOPS and overtime if applicable (pro-rated for partial FTE employees).

Note: For policy questions on COVID-19 Special Work and Leave Provisions from the UNC System Office or COVID-19 Special Leave Provisions, please contact HR Employee Relations at employeerelations@ecu.edu. For any questions about the application of this leave in Kronos, please contact your supervisor or Kronos SuperAdmin.