

In this job aid, you will learn how to manage adverse weather make-up hours.

Exempt Employees: Adverse Weather Make-up Hours

- 1 Access <https://kronos.ecu.edu/> log on page.
- 2 Log on using your PirateID and passphrase.
- 3 Go to the employee's timecard.
- 4 In the "PayCode" column for the week in which Adverse Weather Time was made-up, select the PayCode "Adverse Weather Make-up."
- 5 On the Friday of the week in which Adverse Weather Make-up hours were worked, enter the total number of hours worked to make-up Adverse Weather Time that Week.
- 6 Select "Save."
- 7 Check the Adverse Weather Accrual. As of the date of the make-up hours entry, the outstanding Adverse Weather balance has been reduced by the number of hours made-up.

An employee cannot use leave in a week that they choose to make-up Adverse Weather. Leave usage must be off-set by hours worked. This means entered leave is first reduced by additional hours worked before any time can be made-up.

Pay Code	Transfer	Sun 9/16	Mon 9/17	Tue 9/18	Wed 9/19	Thu 9/20	Fri 9/21	Sat 9/22	Total
<input checked="" type="checkbox"/> Adverse Weather Make-Up							4:00		4:00
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Daily Total							4:00		4:00

Pay Code	Transfer	Sun 9/23	Mon 9/24	Tue 9/25	Wed 9/26	Thu 9/27	Fri 9/28	Sat 9/29	Total
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Daily Total									

Pay Code	Transfer	Sun 9/30	Mon 10/01	Tue 10/02	Wed 10/03	Thu 10/04	Fri 10/05	Sat 10/06	Total
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Daily Total									

Totals Accruals Historical Corrections Comments Audits

Accrual Code	Accrual Available Balance
Adverse Weather	-2:00
Bonus Vacation	0:00
Community Service Leave	24:00