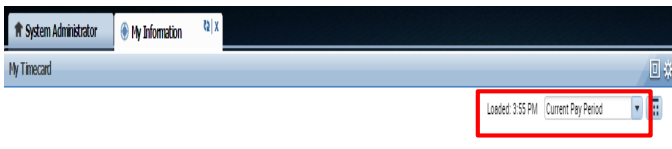


Salaried Non-Exempt COVID19 On Premise Job Aid

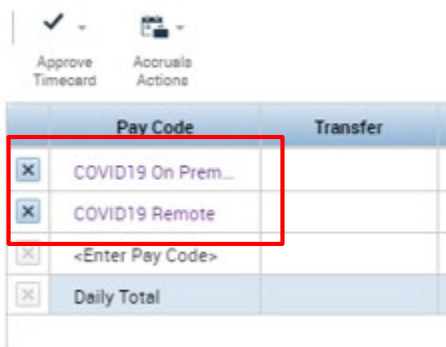
1 [Kronos Log-in Link](#)

2 Go to My Information (same as when you submit leave)

3 On your timecard, at Current Pay Period, **change** to Current Schedule Period



4 Your timecard will now show rows for COVID19 On Premise and COVID 19 Remote

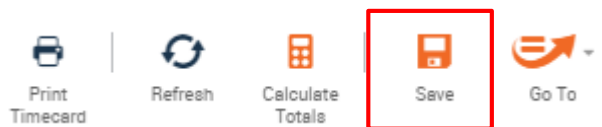


5 **Input** your hours worked into the appropriate row for that day.

	Pay Code	Transfer	Sun 3/22
<input type="checkbox"/>			4.0
<input type="checkbox"/>	COVID19 Remote		
<input type="checkbox"/>	<Enter Pay Code>		
<input type="checkbox"/>	Daily Total		

***Remember, if On Premise, make an entry by Noon daily. You may pre-populate anticipated On Premise hours for an entire workweek or pay period. Just remember to make adjustments, as needed, based on actual hours worked or if you take leave.**

6 Then click Save



Reminder

Record your On Premise and Remote hours in the appropriate row for each day.