

## Declared Weather Emergency Pay Procedures in KRONOS

For **Non-Exempt** employees:

- For those employees working as drivers:
  - Enter the hours spent driving as REG
  
- If employees punched in to begin their shift on one day, and did not punch out until the following day, no hours will be recorded in Kronos.
  - You will need to add a line for each day and manually enter the correct Pay Code and number of hours worked (No more than 24 hours per day).
  - If there is more than one Pay Code, you will need to enter more than one additional line. (See Diagrams below)

### Step 1

Click here to add line

### Step 2

Enter Paycode                      Enter Hours

For **Non-Exempt** employees:

- For those employees who were “sleeping over” or remained on-site to return to work:
  - For the **first continuous 24 hours** they were on-site, enter as REG all hours, including those hours not spent working, but remaining on-site. The system will automatically calculate any overtime hours that are due.

Please note that KRONOS will only pay 24 hours per day. This means that if an employee swiped in at 7:00 am on Tuesday, worked for 12 hours, slept for 8, then worked for another 12 hours without swiping back out in between, a manual edit will need to be done to process the employee’s time. You would process this as follow:

Tuesday	7:00 am – 12:00 am	REG (17 hours)
Wednesday	12:00 am – 3:00 pm	REG (15 hours)

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Should this employee continue to stay on-site to provide services after a period of rest, (for example, from 3:00 pm – 11:00 pm), then works an additional 12 hours, below is how it would be recorded in KRONOS:

Wednesday	11:00 pm – 12:00 am	REG (1 hour)
Thursday	12:00 am – 11:00 am	REG (11 hours)

- For any additional 24 hour period after the initial 24 hours, enter only the hours worked as REG (as shown in the example above). The additional bonus per 24-hour period should be submitted via spreadsheet to PayProblems@jhmi.edu. These bonuses cannot be entered into KRONOS.

For **Exempt** employees:

- For those employees working as drivers:
  - Enter the hours spent driving as REG, unless the hours would require payment of additional straight time. If the employee is eligible to receive this, enter the hours as AST. If the employee is not eligible to receive this, please add these hours to the bonus spreadsheet and send to Pay Problems @jhmi.edu.

For **Exempt** employees:

- For those employees who were “sleeping over” or remained on-site to return to work:
  - Enter only normal hours worked as REG. For hours worked in addition to an employee’s regular shift, enter the hours as AST. For employees who are not eligible to receive AST, please add these hours to the bonus spreadsheet and send to PayProblems@jhmi.edu.
  - In addition, of the bonus methods listed below, submit for the employee the method which yields the greatest payment amount:
    - a) \$6.00 for each hour on-site not providing service. In order to receive the 6.00, the employee must have returned to providing service. These hours can be entered directly into KRONOS using the pay code CLL, or can be submitted via the bonus spreadsheet and sent to PayProblems@jhmi.edu.
    - b) A per diem amount of \$50 for time spent on-site not providing service (within a continuous 24-hour period, regardless of productive hours). This must be submitted via the bonus spreadsheet and sent to PayProblems@jhmi.edu.