

Kronos Time and Attendance Winter Holiday Instructions

Full Time Employees

Kronos will automatically populate the Winter Holiday for all full-time biweekly and monthly employees.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ X	Sun 12/20									
+ X	Mon 12/21		COVID-19 PD	0.0						
+ X	Tue 12/22		COVID-19 PD	0.0	8:00AM		5:00PM	8.0	8.0	8.0
+ X	Wed 12/23		COVID-19 PD	0.0	8:00AM		5:00PM	8.0	8.0	16.0
+ X	Thu 12/24		Christmas Eve	8.0	8:00AM		5:00PM	8.0	8.0	24.0
+ X	Fri 12/25		Christmas Day	8.0					8.0	32.0
+ X	Sat 12/26									40.0
+ X	Sun 12/27									40.0
+ X	Mon 12/28		Winter Holiday 1	8.0					8.0	48.0
+ X	Tue 12/29		Winter Holiday 2	8.0					8.0	56.0
+ X	Wed 12/30		Winter Holiday 3	8.0					8.0	64.0
+ X	Thu 12/31		Winter Holiday 4	8.0					8.0	72.0
+ X	Fri 1/01		New Year's Day	8.0					8.0	80.0

Part Time Eligible Employees

Timekeepers **MUST** have "Christmas Eve," "Christmas Day," and "New Year's Eve" manually entered on the timecard if the part time employee is eligible.

Holiday:

- Winter Holiday**
- Christmas Eve**
- Christmas Day**
- New Year's Eve**

Pay Code:

- Winter Holiday**
- HLS**
- HLS**
- HLS**

Enter the number of hours the employee is **normally scheduled to work** in the "Amount" field
 Click Save on the top, right-hand side

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ X	Sat 12/19									
+ X	Sun 12/20									
+ X	Mon 12/21				7:30AM		1:30PM	5.0	5.0	5.0
+ X	Tue 12/22				7:30AM		1:30PM	5.0	5.0	10.0
+ X	Wed 12/23				7:30AM		1:30PM	5.0	5.0	15.0
+ X	Thu 12/24		HLS	5.0					5.0	20.0
+ X	Fri 12/25		HLS	5.0					5.0	25.0
+ X	Sat 12/26									25.0
+ X	Sun 12/27									25.0
+ X	Mon 12/28		WINTER HOLIDAY	5.0					5.0	30.0
+ X	Tue 12/29		WINTER HOLIDAY	5.0					5.0	35.0
+ X	Wed 12/30		WINTER HOLIDAY	5.0					5.0	40.0
+ X	Thu 12/31		WINTER HOLIDAY	5.0					5.0	45.0
+ X	Fri 1/01		HLS	5.0					5.0	50.0