

KRONOS REPORT BT Earn NUP – EMPL.

Click on + on day

Click on Drop down and choose BT earned

Enter number of BT hours earned

The screenshot shows the Kronos Workforce Central interface. The main table displays timecard entries for various dates from 10/24 to 11/04. The 'Punch' column contains a '+' icon for each day. The 'Amount' column shows 0.5 for the entry on 10/26, which is highlighted in green. A dropdown menu is open for this entry, showing 'BT Earned' selected. Below the main table is an 'ACCURALS' table with columns for Accrual Code, Balance on Selected Date, Units, Balance Projected Through, Projected Debits, Projected Credits, Projected Balance, and Balance without Projected Credits.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 10/24											
Sun 10/25											
Mon 10/26	BT Earned	0.5	8:00AM		4:00PM					7.5	8.0
Tue 10/27	Add Comp		8:00AM		4:00PM					7.5	15.5
Wed 10/28	Adjunct		8:00AM		4:00PM					7.5	23.0
Thu 10/29	All Purp Lv		8:00AM		4:00PM					7.5	30.5
Fri 10/30	Bivmt Lv		8:00AM		4:00PM					7.5	38.0
Sat 10/31	BT Earned									7.5	38.0
Sun 11/01	BT Used										38.0
Mon 11/02	Comm Serv		8:00AM		4:00PM					7.5	45.5
Tue 11/03			8:00AM		4:00PM					7.5	53.0
Wed 11/04			8:00AM		4:00PM					7.5	60.5

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
BKT	0.5	Hour	12/31/2009	0.0	0.0	0.0	0.5
Floating Holiday Hrs	0.0	Hour	11/08/2009	0.0	0.0	0.0	0.0
FXT	0.0	Hour	11/08/2009	0.0	0.0	0.0	0.0
Personal Hrs	7.5	Hour	12/31/2009	0.0	0.0	0.0	7.5

P:\Kronos Training Documents\Kronos Training Report Overtime-Employee.doc Last Updated 11/10/2009 10:49 AM