

Pay Codes: Aspirus Northwoods Sites

***This document is meant to explain the purpose and method of entry for pay codes visible in the timecard and the totals section of Kronos.

Worked Hours						
Kronos Pay Code	Definition/When to Use	Who has access to it?	Method Of Entry	Does It Produce Pay?	Does it count toward PTO Accruals?	Employee Type
Called In	Employee is on call and reports to work within given time frame, prior to start of next shift	Timekeeper and Employee	<p>Employees: Job Aid: Timestamp - Entering a Transfer</p> <p>Timekeeper: Job Aid: Timekeeper - Entering Position and Work Rule Transfers</p>	Yes	Yes	Non-Exempt
Education	Worked time in which employee receives instruction, advances skills, etc. specific for role in company	Timekeeper and Employee	<p>Non-Exempt Staff: Job Aid: Timestamp - Entering a Transfer</p> <p>Exempt Staff: Job Aid: Global Time Off Request - Education, Orientation, & CME</p> <p>Timekeeper: Job Aid: Timekeeper - Entering Position and Work Rule Transfers</p>	Yes	Yes	Exempt & Non-Exempt

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Kronos Pay Code	Definition/When to Use	Who has access to it?	Method Of Entry	Does It Produce Pay?	Does it count toward PTO Accruals?	Employee Type
Education Overtime	Overtime due to education hours	Kronos only	<i>Automatic - visible in Totals section of timecard</i>	Yes	No	Non-Exempt
Holiday Worked	Worked time during defined holiday timeframe	Kronos only	<i>Automatic - visible in Totals section of timecard</i>	Yes	Yes	Non-Exempt

Orientation	introduction/acclimation to new employment/position	Timekeeper and Employee	<p>Non-Exempt Staff: Job Aid: Timestamp - Entering a Transfer</p> <p>Exempt Staff: Job Aid: Global Time Off Request - Education, Orientation, & CME</p> <p>Timekeeper: Job Aid: Timekeeper - Entering Position and Work Rule Transfers</p>	Yes	Yes	Exempt & Non-Exempt
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Orientation Overtime	overtime due to orientation hours	Kronos only	<i>Automatic - visible in Totals section of timecard</i>	Yes	No	Non-Exempt
Overtime	defined worked hours over 40 per week	Kronos only	<i>Automatic - visible in Totals section of timecard</i>	Yes	No	Non-Exempt
Regular	Non-exempt normal work hours	Kronos only	<i>Automatic - visible in Totals section of timecard</i>	Yes	Yes	Non-Exempt
Regular Salary	exempt normal work hours	Timekeeper and Kronos	<i>Automatic - visible in Totals section of timecard</i>	Yes	Yes	Exempt
Travel Time	compensation for company related business travel	Timekeeper and Employee	Job Aid: Timecard - Entering a Pay Code	Yes	Yes	Non-Exempt (excluding AAH employees)

Differential Hours						
Kronos Pay Code	Definition/When to Use	Who has access to it?	Method Of Entry	Does It Produce Pay?	Does it count toward PTO Accruals?	Employee Type
Charge Pay	In charge Staff RNs whose roles do not normally include leadership/supervisory duties	Timekeeper and Employee	Employees: Job Aid: Timestamp - Entering a Transfer	Yes	No	Non-Exempt

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Differential Hours						
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			Timekeeper: Job Aid: Timekeeper - Entering Position and Work Rule Transfers			
Critical RN Specialty Diff	RN hours worked in ER and defined intensive or critical care units	Kronos only	<i>Automatic - visible in Totals section of timecard</i>	Yes	No	Non-Exempt
Float Differential	compensation for positions not designated with a fixed department	Kronos only	<i>Automatic - visible in Totals section of timecard</i>	Yes	No	Non-Exempt
Licensed Extra Shift	Additional pay for shifts identified by management as eligible for extra shift pay	Timekeeper	Job Aid: Timekeeper - Entering Position and Work Rule Transfers	Yes	No	Non-Exempt
Night Differential	compensation for hours worked during defined night timeframe & eligibility criteria	Kronos only	<i>Automatic - visible in Totals section of timecard</i>	Yes	No	Non-Exempt
Non-Licensed Extra Shift	Additional pay for shifts identified by management as eligible for extra shift pay	Timekeeper	Job Aid: Timekeeper - Entering Position and Work Rule Transfers	Yes	No	Non-Exempt
PM Differential	compensation for hours worked during defined pm timeframe & eligibility criteria	Kronos only	<i>Automatic - visible in Totals section of timecard</i>	Yes	No	Non-Exempt
Weekend Differential	compensation for hours worked during defined weekend timeframe & eligibility criteria	Kronos only	<i>Automatic - visible in Totals section of timecard</i>	Yes	No	Non-Exempt

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Differential Hours

Kronos Pay Code	Definition/When to Use	Who has access to it?	Method Of Entry	Does It Produce Pay?	Does it count toward PTO Accruals?	Employee Type
Weekend Only Diff	compensation for positions working only during a defined weekend	Kronos only	<i>Automatic - visible in Totals section of timecard</i>	Yes	No	Non-Exempt

Time Off Hours

Kronos Pay Code	Definition/When to Use	Who has access to it?	Method Of Entry	Does It Produce Pay?	Does it count toward PTO Accruals?	Employee Type
Bereavement	Time off due to a passing	Timekeeper and Employee (via GTOR)	Job Aid: Global Time Off Request - Submitting a Request	Yes	Yes	Exempt & Non-Exempt
COVID EE Off Other PTO	When you choose to take paid time from work due to: - School or daycare closures - Family member is quarantined - You are on approved FML to care for a family member - You request time off and it is approved by your supervisor	Timekeeper, Employee, Leave Management Services	Job Aid: Timecard - Entering a Pay Code	Yes - paid via PTO bank	Yes	Exempt & Non-Exempt

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Time Off Hours						
Kronos Pay Code	Definition/When to Use	Who has access to it?	Method Of Entry	Does It Produce Pay?	Does it count toward PTO Accruals?	Employee Type
COVID EE Off Other Unpd	When you choose to take unpaid time from work due to: - School or daycare closures - Family member is quarantined - You are on approved FML to care for a family member - You request time off and it is approved by your supervisor	Timekeeper, Employee, Leave Management Services	Job Aid: Timecard - Entering a Pay Code	No- only tracks hours	No	Exempt & Non-Exempt
COVID EE Sick PTO	When you take paid time from work due to symptoms or illness with COVID19 - only use if you, the employee, is ill with COVID19 or have symptoms	Timekeeper, Employee, Leave Management Services	Job Aid: Timecard - Entering a Pay Code	Yes - paid via PTO bank	Yes	Exempt & Non-Exempt
COVID EE Sick Unpd	When you take unpaid time from work due to symptoms or illness with COVID19 - only use if you, the employee, is ill with COVID19 or have symptoms	Timekeeper, Employee, Leave Management Services	Job Aid: Timecard - Entering a Pay Code	No- only tracks hours	No	Exempt & Non-Exempt
Disability-FML/STD	disability benefit for FML approved absences	Leave Management Services	<i>Automatic – not visible in Totals section of timecard</i>	Yes - paid via disability bank	No	Exempt & Non-Exempt

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Disability-LOA	disability benefit for leave of absence approved absences	Leave Management Services	<i>Automatic – not visible in Totals section of timecard</i>	Yes - paid via disability bank	No	Exempt & Non-Exempt
FML	time off for approved FML absences	Leave Management Services	<i>Automatic – not visible in Totals section of timecard</i>	No	No	Exempt & Non-Exempt
Jury Duty	Time off due to jury duty service	Timekeeper	<i>Must be entered by Timekeeper</i>	Yes	Yes	Exempt & Non-Exempt
Leave of Absence	Extended absence approved by LMS	Leave Management Services	<i>Automatic – not visible in Totals section of timecard</i>	No	No	Exempt & Non-Exempt
Low Census Mandatory	Mandated hours not worked due to low patient census	Timekeeper and Employee	Job Aid: Timecard - Entering a Pay Code	No	Yes	Non-Exempt
Low Census PTO Mandatory	Mandated hours not worked due to low patient census, supplemented with PTO	Timekeeper and Employee	Job Aid: Timecard - Entering a Pay Code	Yes - paid via PTO bank	Yes	Non-Exempt
Low Census PTO Voluntary	Voluntary, hours not worked due to low patient census, supplemented with PTO	Timekeeper and Employee	Job Aid: Timecard - Entering a Pay Code	Yes - paid via PTO bank	Yes	Non-Exempt
Low Census Voluntary	Voluntary, hours not worked due to low patient census	Timekeeper and Employee	Job Aid: Timecard - Entering a Pay Code	No	Yes	Non-Exempt
Military Pd Leave	paid time off due to military service	Leave Management Services	<i>Automatic – not visible in Totals section of timecard</i>	Yes	Yes	Exempt & Non-Exempt

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Kronos Pay Code	Definition/When to Use	Who has access to it?	Method Of Entry	Does It Produce Pay?	Does it count toward PTO Accruals?	Employee Type
Military Unpd Leave	unpaid time off due to military service	Leave Management Services	<i>Automatic – not visible in Totals section of timecard</i>	No	No	Exempt & Non-Exempt
No Balance Holiday	time off due to holiday, no PTO available	Timekeeper and Employee	Job Aid: Timecard - Entering a Pay Code	No	No	Exempt & Non-Exempt
No Balance Scheduled	scheduled time off, no PTO available	Timekeeper and Employee (via GTOR)	Job Aid: Global Time Off Request - Submitting a Request	No	No	Exempt & Non-Exempt
No Balance Sick	time off due to employee illness, no PTO available	Timekeeper and Employee	Non-Exempt Staff: Job Aid: Timecard - Entering a Pay Code Exempt Staff: Job Aid: Global Time Off Request - Submitting Unscheduled Time-Off	No	No	Exempt & Non-Exempt
No Balance Unscheduled	unscheduled time off, no PTO available	Timekeeper and Employee	Non-Exempt Staff: Job Aid: Timecard - Entering a Pay Code	No	No	Exempt & Non-Exempt

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Kronos Pay Code	Definition/When to Use	Who has access to it?	Method Of Entry	Does It Produce Pay?	Does it count toward PTO Accruals?	Employee Type
			Exempt Staff: Job Aid: Global Time Off Request - Submitting Unscheduled Time-Off			
PTO Holiday	paid time off due to holiday	Timekeeper and Kronos	Non-Exempt Staff: Job Aid: Timecard - Entering a Pay Code Exempt Staff: <i>Automatic - visible in Totals section of timecard</i>	Yes - paid via PTO bank	Yes	Exempt & Non-Exempt
PTO Scheduled	scheduled paid time off	Timekeeper and Employee (via GTOR)	Job Aid: Global Time Off Request - Submitting a Request	Yes - paid via PTO bank	Yes	Exempt & Non-Exempt
PTO Sick	paid time off due to employee illness	Timekeeper	Non-Exempt Staff: Job Aid: Timecard - Entering a Pay Code Exempt Staff: Job Aid: Global Time Off Request - Submitting Unscheduled Time-Off	Yes - paid via PTO bank	Yes	Exempt & Non-Exempt

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PTO Unscheduled	unscheduled paid time off	Timekeeper	<p>Non-Exempt Staff: Job Aid: Timecard - Entering a Pay Code</p> <p>Exempt Staff: Job Aid: Global Time Off Request - Submitting Unscheduled Time-Off</p>	Yes - paid via PTO bank	Yes	Exempt & Non-Exempt
PTO-FML STD	used to supplement time off due to FML	Leave Management Services	<i>Automatic – not visible in Totals section of timecard</i>	Yes - paid via PTO bank	Yes	Exempt & Non-Exempt
PTO-FML STD COVID	used to supplement time off due to COVID FML	Leave Management Services	<i>Automatic – not visible in Totals section of timecard</i>	Yes - paid via PTO bank	Yes	Exempt & Non-Exempt
PTO-LOA	used to supplement time off due to leave of absence	Leave Management Services	<i>Automatic – not visible in Totals section of timecard</i>	Yes - paid via PTO bank	Yes	Exempt & Non-Exempt
PTO-Sick FML STD COVID	used to supplement time off due to COVID FML employee Illness	Leave Management Services	<i>Automatic – not visible in Totals section of timecard</i>	Yes - paid via PTO bank	Yes	Exempt & Non-Exempt
Short Term Disability 66.67	short term disability benefit approved by LMS	Leave Management Services	<i>Automatic – not visible in Totals section of timecard</i>	Yes	No	Exempt & Non-Exempt

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Additional						
Kronos Pay Code	Definition/When to Use	Who has access to it?	Method Of Entry	Does It Produce Pay?	Does it count toward PTO Accruals?	Employee Type
Mileage IRS Rate	mileage compensation. ONLY USED BY POSITIONS REQUIRING TRAVEL	Timekeeper and Employee	Job Aid: Timecard - Entering a Pay Code	Yes	No	Non-Exempt
On Call	Employee not at work but expected to be available	Timekeeper and Employee	Job Aid: Timecard - Entering a Pay Code	Yes	No	Exempt & Non-Exempt
UNAVAILABLE	for scheduling purposes only. Labels a day as not available for scheduling but not requesting the day off	Timekeeper and Employee (via GTOR)	Job Aid: Global Time Off Request - Submitting a Request	No	No	Non-Exempt