



# Kronos Payrule-Work Rule Association: Aspirus Northwoods Sites

\*\*\*This document is meant to illustrate the pay practices applicable for each payrule and the Kronos entry for each pay practice.

\*\*\*Please note each payrule is position specific and can be found, by position, on the position list for your business unit.

Exempt Sys Mgmt 7a Sun					
Pay Practice	Kronos Work Rule	Definition/When to Use	Pay Code(s) Generated In Timecard Totals	Who Has Access to Work Rule?	Employee Type
---	Do not use work rules	---	---	---	Exempt employee in management role

Exempt Frnt Ld Sys Mgmt 7a Sun					
Pay Practice	Kronos Work Rule	Definition/When to Use	Pay Code(s) Generated In Timecard Totals	Who Has Access to Work Rule?	Employee Type
---	Do not use work rules	---	---	---	Exempt employee in management role

Exempt Frnt Ld Sys Mgmt 12a Sun					
Pay Practice	Kronos Work Rule	Definition/When to Use	Pay Code(s) Generated In Timecard Totals	Who Has Access to Work Rule?	Employee Type
---	Do not use work rules	---	---	---	Exempt employee in management role

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## Exempt Sys Non Mgmt 7a Sun

Pay Practice	Kronos Work Rule	Definition/When to Use	Pay Code(s) Generated In Timecard Totals	Who Has Access to Work Rule?	Employee Type
Extra Shift Pay	Do not use work rules	Compensation practice eligible after employee has met FTE and with VP and HR approval	Licensed Extra Shift	Timekeeper to enter <b>PAY CODE</b> directly in timecard	Exempt employee in non-management role requiring licensure
Extra Shift Pay	Do not use work rules	Compensation practice eligible after employee has met FTE and with VP and HR approval	Non Licensed Extra Shift	Timekeeper to enter <b>PAY CODE</b> directly in timecard	Exempt employee in non-management role not requiring licensure

## Exempt FrntLd Sys NonMgmt 7a Sun

Pay Practice	Kronos Work Rule	Definition/When to Use	Pay Code(s) Generated In Timecard Totals	Who Has Access to Work Rule?	Employee Type
Extra Shift Pay	Do not use work rules	Compensation practice eligible after employee has met FTE and with VP and HR approval	Licensed Extra Shift	Timekeeper to enter <b>PAY CODE</b> directly in timecard	Exempt employee in non-management role requiring licensure
Extra Shift Pay	Do not use work rules	Compensation practice eligible after employee has met FTE and with VP and HR approval	Non Licensed Extra Shift	Timekeeper to enter <b>PAY CODE</b> directly in timecard	Exempt employee in non-management role not requiring licensure

# Kronos Payrule-Work Rule Association: Aspirus Northwoods Sites

Non Exempt Day Sys 7a Sun					
Pay Practice	Kronos Work Rule	Definition/When to Use	Pay Code(s) Generated In Timecard Totals	Who Has Access to Work Rule?	Employee Type
---	Non Exempt Day	Home work rule, calls out regular worked hours. Defines base line pay practice for associated pay rule	Regular	Timekeeper and Employee	Non Exempt, Not Shift Diff Eligible
Call Pay Charge Pay	Called In Charge Day	Staff RN is on call and reports to work within given time frame, prior to start of next shift AND is in charge	Called in & Charge Pay	Timekeeper and Employee	Non Exempt, Not Shift Diff Eligible
Call Pay	Called In Day	Employee is on call and reports to work within given time frame, prior to start of next shift	Called In	Timekeeper and Employee	Non Exempt, Not Shift Diff Eligible
Charge Pay	Charge Day	In charge Staff RNs who's roles do not normally include leadership/supervisory duties	Charge Pay	Timekeeper and Employee	Non Exempt, Not Shift Diff Eligible
Extra Shift Pay	Licensed ExtraShift Day	Additional pay for shifts identified by management as eligible for extra shift pay	Licensed Extra Shift	Timekeeper	Non Exempt, Not Shift Diff Eligible, Working in a position requiring licensure
Extra Shift Pay Charge Pay	Licensed ExtraShift Charge Day	Additional pay for shifts identified by management as eligible for extra shift pay AND is in charge (staff RNs)	Licensed Extra Shift & Charge Pay	Timekeeper	Non Exempt, Not Shift Diff Eligible, Working in a position requiring licensure
Extra Shift Pay	Non Licens ExtraShift Day	Additional pay for shifts identified by management as eligible for extra shift pay	Non Licensed Extra Shift	Timekeeper	Non Exempt, Not Shift Diff Eligible, Working in a position not requiring licensure

# Kronos Payrule-Work Rule Association: Aspirus Northwoods Sites

Non Exempt Day Sys 7a Sun					
Pay Practice	Kronos Work Rule	Definition/When to Use	Pay Code(s) Generated In Timecard Totals	Who Has Access to Work Rule?	Employee Type
Extra Shift Pay Charge Pay	Non Licens ExtraShift Charge Day	Additional pay for shifts identified by management as eligible for extra shift pay AND is in charge (staff RNs)	Non Licensed Extra Shift & Charge Pay	Timekeeper	Non Exempt, Not Shift Diff Eligible, Working in a position not requiring licensure
Holiday Worked (when dept closed)	Dpt Closed Wrked Holiday Day	Employees whose department is closed in observance of the holiday but they choose to work - they will be paid at their base hourly rate.	Regular	Timekeeper	Non Exempt, Not Shift Diff Eligible
---	Education Day	Worked time in which employee receives instruction, advances skills, etc. specific for role in company	Education	Timekeeper and Employee	Non Exempt, Not Shift Diff Eligible
---	Orientation Day	Introduction/acclimation to new employment/position	Orientation	Timekeeper and Employee	Non Exempt, Not Shift Diff Eligible

# Kronos Payrule-Work Rule Association: Aspirus Northwoods Sites

Non Exempt Shift Sys 7a Sun					
Pay Practice	Kronos Work Rule	Definition/When to Use	Pay Code(s) Generated In Timecard Totals	Who Has Access to Work Rule?	Employee Type
---	Non Exempt Shift	Home work rule, calls out regular worked hours. Defines base line pay practice for associated pay rule	Regular	Timekeeper and Employee	Non Exempt, Shift Diff Eligible
Call Pay Charge Pay	Called In Charge Shift	Staff RN is on call and reports to work within given time frame, prior to start of next shift AND is in charge	Called in & Charge Pay	Timekeeper and Employee	Non Exempt, Shift Diff Eligible
Call Pay	Called In Shift	Employee is on call and reports to work within given time frame, prior to start of next shift	Called In	Timekeeper and Employee	Non Exempt, Shift Diff Eligible
Charge Pay	Charge Shift	In charge Staff RNs who's roles do not normally include leadership/supervisory duties	Charge Pay	Timekeeper and Employee	Non Exempt, Shift Diff Eligible
Extra Shift Pay	Licensed ExtraShift Shift	Additional pay for shifts identified by management as eligible for extra shift pay	Licensed Extra Shift	Timekeeper	Non Exempt, Shift Diff Eligible, Working in a position requiring licensure
Extra Shift Pay Charge Pay	Licensed ExtraShift Charge Shift	Additional pay for shifts identified by management as eligible for extra shift pay AND is in charge (staff RNs)	Licensed Extra Shift & Charge Pay	Timekeeper	Non Exempt, Shift Diff Eligible, Working in a position requiring licensure
Extra Shift Pay	Non Licens ExtraShift Shift	Additional pay for shifts identified by management as eligible for extra shift pay	Non Licensed Extra Shift	Timekeeper	Non Exempt, Shift Diff Eligible, Working in a position not requiring licensure

# Kronos Payrule-Work Rule Association: Aspirus Northwoods Sites

Non Exempt Shift Sys 7a Sun					
Pay Practice	Kronos Work Rule	Definition/When to Use	Pay Code(s) Generated In Timecard Totals	Who Has Access to Work Rule?	Employee Type
Extra Shift Pay Charge Pay	Non Licens ExtraShift Charge Shift	Additional pay for shifts identified by management as eligible for extra shift pay AND is in charge (staff RNs)	Non Licensed Extra Shift & Charge Pay	Timekeeper	Non Exempt, Shift Diff Eligible, Working in a position not requiring licensure
---	Education Shift	Worked time in which employee receives instruction, advances skills, etc. specific for role in company	Education	Timekeeper and Employee	Non Exempt, Shift Diff Eligible
---	Orientation Shift	Introduction/acclimation to new employment/position	Orientation	Timekeeper and Employee	Non Exempt, Shift Diff Eligible

# Kronos Payrule-Work Rule Association: Aspirus Northwoods Sites

Wknd Only Shift Sys 7a Sun					
Pay Practice	Kronos Work Rule	Definition/When to Use	Pay Code(s) Generated In Timecard Totals	Who Has Access to Work Rule?	Employee Type
---	Wknd Only Shift	Home work rule, calls out regular worked hours. Defines base line pay practice for associated pay rule	Regular	Timekeeper and Employee	Weekend Only, Non Exempt, Shift Diff Eligible
Call Pay Charge Pay	Wknd Only Called In Charge Shift	Staff RN is on call and reports to work within given time frame, prior to start of next shift AND is in charge	Called in & Charge Pay	Timekeeper and Employee	Weekend Only, Non Exempt, Shift Diff Eligible
Call Pay	Wknd Only Called In Shift	EE is on call and reports to work within given time frame, prior to start of next shift	Called In	Timekeeper and Employee	Weekend Only, Non Exempt, Shift Diff Eligible
Charge Pay	Wknd Only Charge Shift	In charge Staff RNs who's roles do not normally include leadership/supervisory duties	Charge Pay	Timekeeper and Employee	Weekend Only, Non Exempt, Shift Diff Eligible
Extra Shift Pay	Wknd Only Licensed ExtrShift	Compensation practice eligible after employee has met FTE and with VP and HR approval	Licensed Extra Shift	Timekeeper	Weekend Only, Non Exempt, Shift Diff Eligible, Working in a position requiring licensure
Extra Shift Pay Charge Pay	Wknd Only Licensed ExtrShift Chrg	Compensation practice eligible after employee has met FTE and with VP and HR approval AND is in charge (staff RNs)	Licensed Extra Shift & Charge Pay	Timekeeper	Weekend Only, Non Exempt, Shift Diff Eligible, Working in a position requiring licensure

# Kronos Payrule-Work Rule Association: Aspirus Northwoods Sites

Wknd Only Shift Sys 7a Sun					
Pay Practice	Kronos Work Rule	Definition/When to Use	Pay Code(s) Generated In Timecard Totals	Who Has Access to Work Rule?	Employee Type
Extra Shift Pay	Wknd Only Non Licens ExtrShift	Compensation practice eligible after employee has met FTE and with VP and HR approval	Non Licensed Extra Shift	Timekeeper	Weekend Only, Non Exempt, Shift Diff Eligible, Working in a position not requiring licensure
Extra Shift Pay Charge Pay	Wknd Only NonLicens ExtrShift Chrg	Compensation practice eligible after employee has met FTE and with VP and HR approval AND is in charge (staff RNs)	Non Licensed Extra Shift & Charge Pay	Timekeeper	Weekend Only, Non Exempt, Shift Diff Eligible, Working in a position not requiring licensure
---	Wknd Only Education Shift	Worked time in which employee receives instruction, advances skills, etc. specific for role in company	Education	Timekeeper and Employee	Weekend Only, Non Exempt, Shift Diff Eligible
---	Wknd Only Orientation Shift	Introduction/acclimation to new employment/position	Orientation	Timekeeper and Employee	Weekend Only, Non Exempt, Shift Diff Eligible