

How to Enter Sick/Vacation Time

PLEASE NOTE: Your “Sick” hours must be zero prior to using any “Sick Bank” hours.

DIRECTIONS:

- 1- Click once in the “Pay Code” column and select the appropriate pay code (Vacation, Sick or Sick Bank)
- 2- Click once in the “Amount” column and type the number of hours taken. You can use either the colon format or the decimal format.
- 3- Click “Save”

TIPS...

Kronos allows both colon and decimal time entry...

:30 (thirty minutes) and .5 (half an hour) are the same thing.

.30 (eighteen minutes) and :5 are not the same thing

You can use either a colon or a decimal, but it must be used correctly

Kronos will not allow you to record Sick or Vacation on the same row as punches. If you work part of the day and also need to record Sick or Vacation for the same day, you will need to add a 2nd row for that date, then make the entry on that row. To add a 2nd row, click on the button to the left of the date you are editing.