

Quick Reference Guide: Non-Exempt Associates & Contractors – Web TimeStamp – Low Census - UKG Kronos Dimensions (rev. 1/18/22)

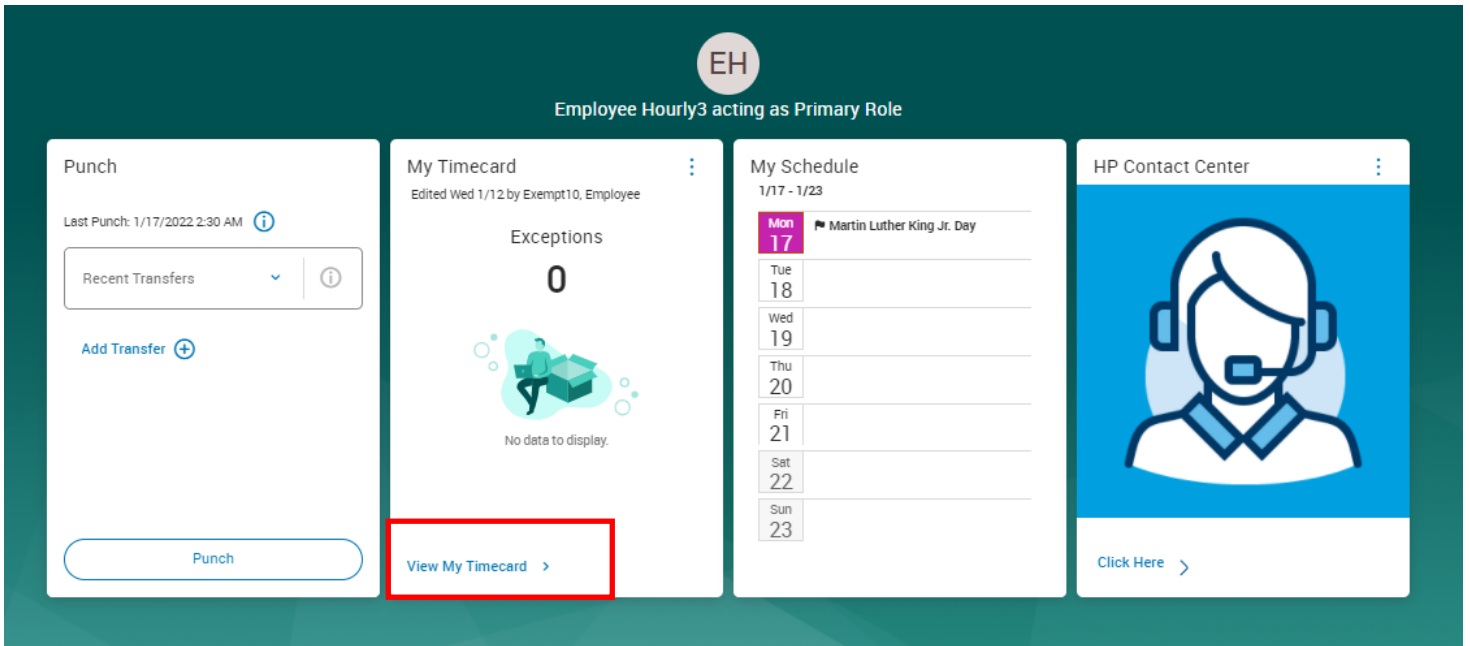
Overview:

This Quick Reference Guide (QRG) will provide step-by-step instructions to non-exempt associates and contractors on how to use the Web TimeStamp to log “low census.” Please note AH is now using “low census” for all time previously called HRO and Flex.

Using “Low Census” will allow employees who are sent home mid shift/day for low census to log the time as either paid or unpaid before they leave the site.

For this scenario, the associate normally works an 8-hour shift, but was sent out, due to low census, after 5 hours. The associate will add 3 hours to make their shift a full 8 hour.

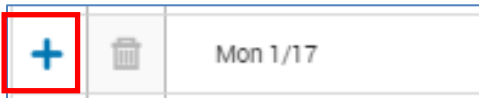
1. From the Home Page, select **‘View My Timecard’** from the ‘My Timecard’ tile.



2. Once on the timecard, find the timecard row for the date being sent home for low census.

Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount
Mon 1/17			8:00 AM		1:00 PM					

3. To add 3 hours to your timecard to make a full 8 hour shift to get your full accruals for that day, Click the **‘+’** button on the row for that date to add a blank row.



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A blank row will be added below the date.

		Mon 1/17

4. On this blank row, go to the **'Pay Code'** column and select the dropdown.

Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount
Mon 1/17			8:00 AM		1:00 PM					

5. From the **'Pay Code'** dropdown, select the appropriate option, either **'Low Census'** or **'Low Census Paid Time Off'**

Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount
Mon 1/17			8:00 AM		1:00 PM				<div style="border: 1px solid black; padding: 2px;"> ▼ Civic Time COVID-19 Low Census Low Census Paid Time Off </div>	

Note:

- The 'Low Census' option will give you a full 8 hours for accrual purposes, but you will not be paid for those 3 hours.
- The 'Low Census Paid Time Off' option will give you the full 8 hours for accrual purposes, and will pay you 3 hours by deducting 3 hours from your PTO bank.

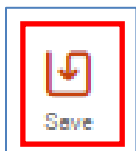
6. In the 'Amount' Column (next to the 'Pay Code' Column), enter the appropriate hours to make a full shift.

Amount
3.00

Once entered, you will see a full shift time for that date.

Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily
Mon 1/17									Low Census	3.00		
			8:00 AM		1:00 PM						5.00	8.00

7. To save this entry, click the 'Save' button.



Once saved, it will submit this chance to your manager.