

Pay From Schedule

Reconcile Timecard
Last Refreshed: 6:39
Show: All Home [Edit]
Time Period: Current Pay Period [Refresh]

Actions | Punch | Amount | **Pay from Schedule** | Approvals

Pay from Schedule... | Stop Pay from Schedule...

Name ▲	Unexcused ...	Missed Punch	Early In	Late In	Early Out	Late Out	Unsched Ho...
ABBOTT, KIMB...	✓				✓		
ADAMS, MICHA...							
ADDISON-FUL...							
ADENLE, SIMIS...							

*****Note: Employees must have a schedule in Kronos before they can be Paid From Schedule.**

This feature is to be used only for Time by Exception employees. These are employees who do not clock in or out on a daily basis. Should be exempt employees' as overtime will not calculate. Timecards will only be edited for exceptions.

- From the Reconcile Timecard screen, click on the Pay from Schedule tab.
- Highlight one or more employees that you would like to populate hours worked from the schedule.
- Click on Pay from Schedule on the toolbar.

Pay from Schedule [X]

* Effective Start Date: 7/02/2002 [▼]
* Effective End Date: 7/09/2002 [▼]

Comments...

OK Cancel Help

- In the box that appears, select a start and end for the period that you want the punches to populate. You can add a comment if you wish.
- Click OK.
- The punches will be filled in on the employee's timecard in purple.