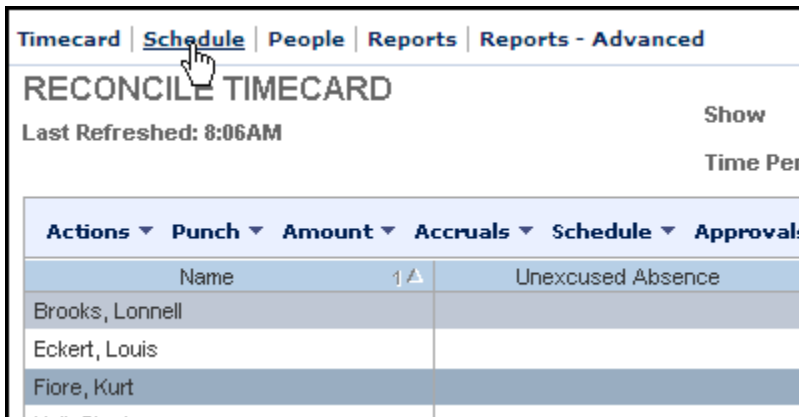
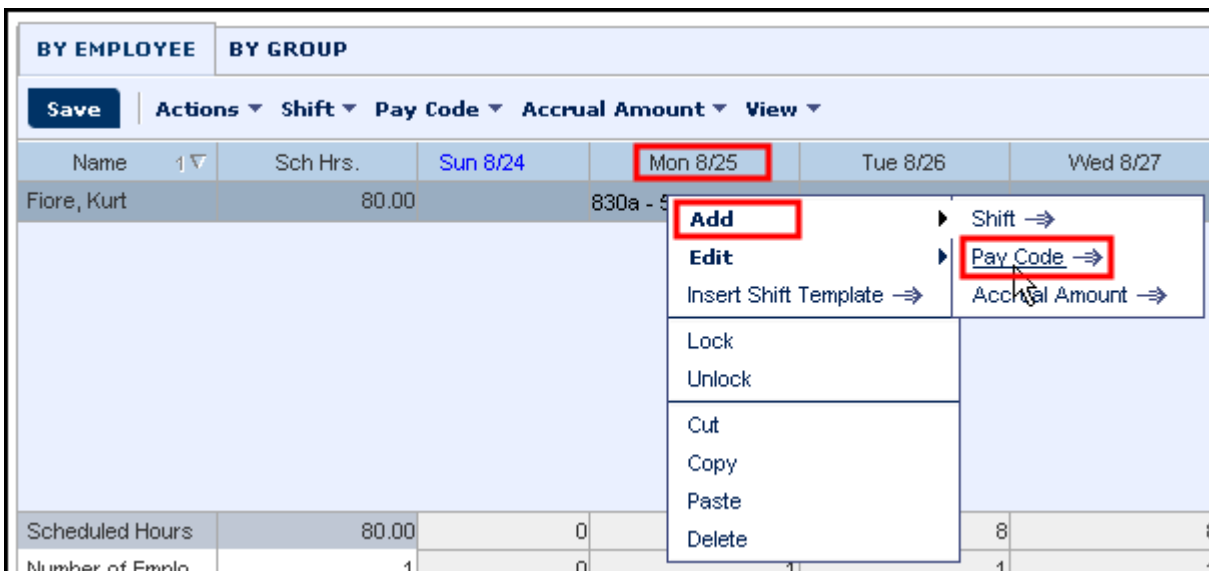


Adding PTO Time to an Employee's Schedule

- If an employee plans to take PTO time in the future, this can be added to the employee's schedule in advance.
- Highlight the employee.
- Click the **Schedule** launch button in the upper right corner of the KRONOS screen.



- Choose the proper **Time Period** for the day's employee is requesting PTO time.
- The choices are self explanatory. If it is one day in the future, choose xx/xx/xxxx, Specific Date. If two days or more, choose range of dates.
- Go to the specific day on the schedule planner (8/25 for this example).
- Right Click on the shift (830a-5p), **Add → Pay Code**.
- This opens the **Pay Code Editor** box.



1. **Pay Code** – Select PTS.
 2. **Amount** – 8.0, do not use full or half scheduled day.
 3. **Override Accrual Days** – Leave unchecked.
 4. **Start Time** – Defaults to employee’s normal start time based on their schedule.
 5. **Number of days** – Defaults to 1, enter 5 for Monday – Friday.
 - If employee is taking off entire week, start on Monday and change # of days to 5 and KRONOS will carry it forward. KRONOS will not carry days over a weekend though. Must be done separately for different weeks.
 6. **Transfer** – Use if hours need to be transferred to another cost center.
 7. **Override Shift** – Verify box is checked.
 8. **Comments** – Optional. Click the down arrow in the Comments box and select a comment.
 9. **Notes** – Optional. To be used to provide more details for a comment.
 10. **OK.** – Select OK when finished.
- The day’s shift will changes to PTS.
 - Save changes before exiting.

BY EMPLOYEE		BY GROUP					
Name	Sch Hrs.	Sun 8/24	Mon 8/25	Tue 8/26	Wed 8/27	Thu 8/28	Fri 8/29
Fiore, Kurt	80.00		PTS 8.00	PTS 8.00	PTS 8.00	PTS 8.00	PTS 8.00