

Rutgers University
Institutional Planning and Operations
Furlough Timekeeping Guide



IP&O Furlough Timekeeping

To record furlough hours from the schedule:

- Right click on the scheduled shift and select *Add Pay Code*

The screenshot displays a software interface for managing schedules. At the top, the title bar reads "Schedules". Below it, a toolbar contains various icons for actions like "Quick Actions", "View", "Column Selection", "Visibility Filter", "Select all", "Gantt View", "Sorting", "Tools", "Engines", "Refresh", "View Comments", "Share", "Save", and "Go To". The main area shows a schedule for "EMPLOYEE, TEST" on "Monday 6/15". A shift is listed from "8:00AM - 4:30PM". A right-click context menu is open over this shift, listing options: "Edit", "Add Pay Code", "Enter Time Off", "Delete", "Lock", "Unlock", "Cut", "Copy", "Paste", "Edit Accrual Amounts", and "Add shift". A red arrow points to the "Add Pay Code" option.

By Employee	
Name	
EMPLOYEE, TEST	8:00AM - 4:30PM

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- Select the *Furlough* pay code
- Enter the applicable amount. If utilizing the scheduled day amount, select the *Override Shift* and *Whole Shift* buttons.
- The start time automatically populates based on the scheduled shift
- Select *Apply*

Add Pay Code

Assigned to
EMPLOYEE, TEST

Effective Date:* 6/15/2020

Pay Code:* Furlough

Amount (HH:mm):* Full sched day

Override Accrual Days:

Override Shift

Whole Shift Partial Shift

Start Time:* 8:00AM

Repeat for: 1 days

Transfer Job:

Transfer Labor Level:

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Questions?



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