KRONOS Klue
D0 CODE PROCESS - TIMEKEEPER

**Step 1:** Employees that are eligible for D0 code options will continue to clock IN and OUT.

**Step 2:** Department Supervisor or Timekeeper is responsible for editing the time detail of an employee who meets the working criteria for approved D0 codes as communicated by the HR Consultant.

**Step 3:** Once the employee has completed a week of hours worked (Sunday – Saturday) the timekeeper reviews hours worked and adds a row for the week on a Friday or Saturday for the correct worked hours and D0 pay code.

**Step 4:** Example:
The employee worked three days in week one of a pay period. For this employee, all three shifts are eligible for the additional D04 pay code. The timekeeper adds the D04 pay code and hours worked by week.

In this example, the employee worked three shifts that totaled 36.4 hours. Instead of adding a daily total, the three days were added together and one row was added on the Saturday ending the week for the D04 pay code and 36.4 worked hours in the amount column. Note: The on-call shown on the time detail is not eligible for D0 pay.

```
<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Oud</th>
<th>Daily</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 5/5</td>
<td>D04</td>
<td>19.0</td>
<td>19.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 5/6</td>
<td></td>
<td></td>
<td>6.41</td>
<td>19.13</td>
<td></td>
<td></td>
<td>34.5</td>
</tr>
<tr>
<td>Tue 5/7</td>
<td></td>
<td></td>
<td>6.40</td>
<td>19.18</td>
<td></td>
<td></td>
<td>52.8</td>
</tr>
<tr>
<td>Wed 5/8</td>
<td>D04</td>
<td>36.4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 5/9</td>
<td></td>
<td></td>
<td>6.40</td>
<td>19.18</td>
<td></td>
<td></td>
<td>52.8</td>
</tr>
<tr>
<td>Fri 5/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 5/11</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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For Kronos issues, email Kronos@vanderbilt.edu
For Kronos Terminal Reader issues, call 3-HELP or email HelpDesk@vanderbilt.edu