

Entering Cancellations in Kronos

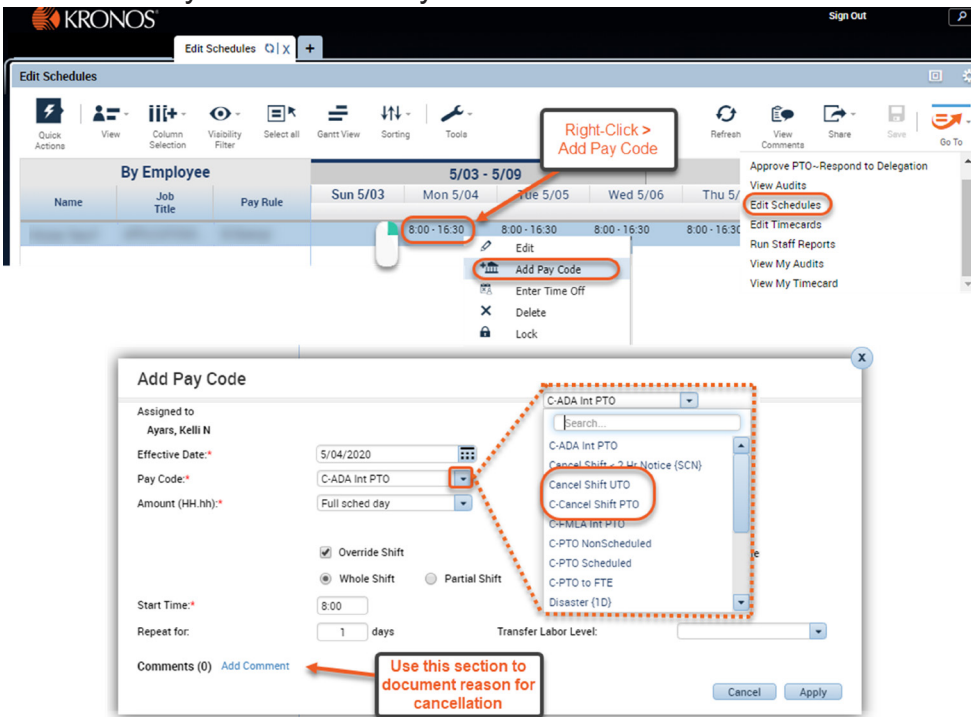
If employees were scheduled to work, but are no longer needed you should use a pay code to replace their schedule. Do not just delete a shift, as that will not allow for proper documentation and will make the employee appear to be working less-than their FTE.

Cancellations are used to document that the employee was willing to work, but was asked not to come in because there was not enough work to justify them being there. (In patient care areas this is commonly referred to as LC or Low Census).

This is the only time an employee is allowed use UTO without first exhausting their PTO. You should ask the employee if they would prefer UTO or PTO.

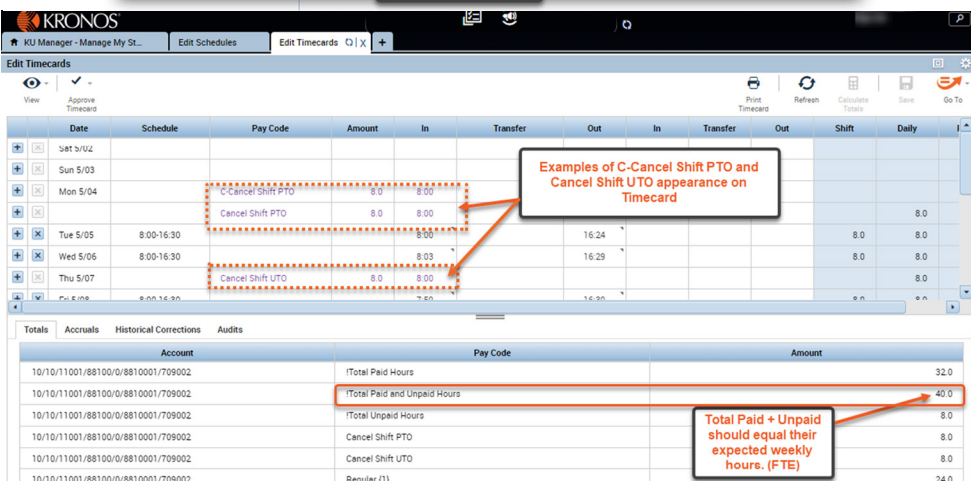
Two Special pay codes are available in Kronos to document a canceled shift:

- **Cancel Shift UTO**
- **C-Cancel Shift PTO**
 - C = "Cascading". This means that Kronos will check to see if they have available PTO. If so, it will enter "Cancel Shift PTO" on their time card.
 - If they do not have available PTO, it will automatically cascade to UTO so that their expected weekly hours are always documented.



Always make changes to employees schedules- NOT directly to the timecard.

1. Go To > Edit Schedules
2. Right Click the shift > Add Pay code
3. Select Cancel Shift UTO or PTO according to the employee's wish.
4. Add comment (optional)



Changes will be reflected on the time card in a purple font to show you the entry originated on the schedule.

Totals tab will display total paid and unpaid hours, which should equal their expected weekly hours (FTE).