Supervisors/HR Contacts – PC – Entering Short-Term Disability (STD) on a Non-Exempt Employee's Timecard

Important: Please note that Short-Term Disability leave pay is driven by the employee's schedule. Schedules should be based on an employee's Benefit applicable hours set when hired.

Note: Short-Term Disability should only be entered once approval notification has been received.

KRONOS' sign Out	 Under the Manage my Department widget, under Exceptions, double click 						· Workspaces · P		
	on the employee who is currently on				ome and Transferred-i 💌 💄	(2)	+		
Exceptions	5	o D leave					My Genies	*	*
Current Pay Period 💽 🥅 All Home and Transfer	\smile	-			0		Direct Reports		
							QuickFind		My Genies
Name Mi	Unexcused Absen	nce Late In	Early Out	Unscheduled	Total		Total Hours Genie		Pay Period Close Wizard
	4		,		4		Worked Hours		Manage Requests
					0	П	Leave Balances		T knage nequelo
					0		Approvals Summary		Exceptions
	4				4	-		_	
					0	ii i	Pay Period Close Wizard	- tö	Quick-ind

KRONOS"	Sign Out		52	() D 🛛 🖸			•	Vorkspaces
Anage My Departm	ent ² QuickFind	Timecards							
				2.0			_1	e and Transferred- 💌 💄	→ ×
Exceptions				2. C	lick view II	mecar	a	My Genies	Ŵ
Time Period Current Pa	ay Period							Direct Reports	
Show All Home a	and Transferr							QuickFind	My Genies
Summary								Total Hours Genie	Pay Period Close Wizard
					Norma 7	in and	have Cale adult	Worked Hours	Manage Requests
· · · · ·					View I	mecard S	now schedule	Leave Balances	T unuge requests
Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum	Approvals Summary	Exceptions
Mon 9/23									QuickFind
Tue 9/24								Pay Period Close Wizard	
Thu 9/26								Current Step Verify All	nyperring Editor
								Steps Remaining 1	Reports
									Schedule Editor

Please review the Primary Labor Account information located at the bottom left of the employee's timecard to ensure that employee is on leave. Last digit in the primary labor account will confirm employee's status. If the information is incorrect, email Benefits at loa@nova.edu.

- 1 = Active
- 2 = LOA with no pay
- 3 = Terminated
- 4 = LOA with pay, intermittent pay

Totals	Accruals	Historical Corrections Audits			
All		Account			
		Account			
xx/xxxxx/xxxxx/xxxxxx/xxxxx/xx/4					

KRONOS' spirout		(*) Workspaces -
R Hanage My Department QuickFind Timecards Image: A the second s	3. Select "STD" from the drop down menu in the Pay	Loaded. 3 24 PM Current Pay Period 💌 🎞 1 Employee(s) Selected 💌
Approve Timecard	code column	Protection Consider State Consider State Consider State Consider State Consider State Consider Conside
Date Schedule Pay Code € Set 9/21 € Set 9/21 € Sun 9/22 € Mon 9/23 €00AM-430PM Bereavement 2- Bereavement 2- Bereavement 2- Bereavement 3- Bereavement 3-	Amount Transfer Out in 4. Select "Full sched day down menu, or enter ho partial day, in the "Amo	Transfer Out Shift Daily Period

