KRONOS® | TeleStaff

Filling OT Shift
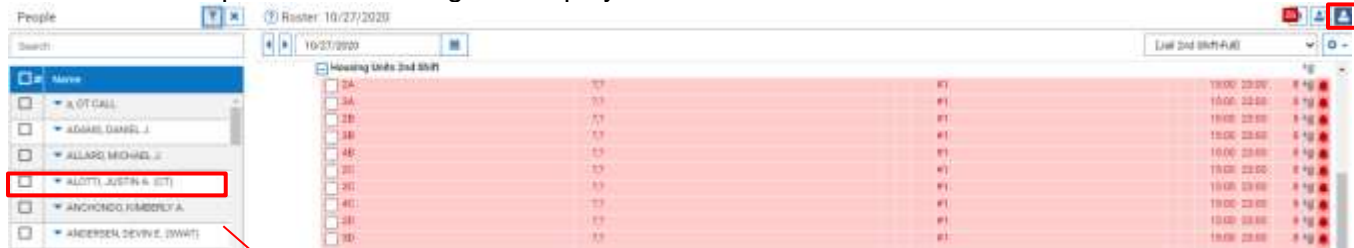### Updated 10.27.2020

Click on Roster in your Dashboard.

Select the Roster View you would like to see by clicking the drop-down. In this example, we will be looking at the Jail 2nd Shift.

Click on the People Filter and Drag the Employee into the seat from there.

Select the proper work code and detail code, add a note, and click Save.

Fill By Person

* Required field.

CARTER, NICOLE E.

Work Code*	From	Through	Hours	Detail Code *
Overtime Pay	15:00	23:00	8	CO 5253-P

Account	Note
	SHORT STAFFED

Fill from now on ☐   Cancel   Save