Stand by Pay

Standby is entered in Kronos on the employee's timecard by the supervisor following CSA Rule 9-64 Standby Pay. When an eligible employee is scheduled to be on standby duty, the total hours of standby duty should be entered on the timecard. Regular hours worked should be input and tracked independently.

When the employee is required to perform work during their standby duty, the amount of standby shall be reduced by hours worked, and the hours worked should equal the reduced hours of standby hours. To ensure system calculation of shift differential payment, arrival and departure times must be present in the timecard. This overrides the primary work schedule and guarantees shift differential calculation based on actual hours worked.

Entering stand by on the employee's timecard:

1. Open the employee's timecard to the current pay period
2. Add data row to the date by clicking on the Add a Row button to the left of the timecard
3. In the Pay Code column, use the pull down arrows to scroll to the appropriate pay code
    a. To help you read the Pay Code, you can enlarge the Pay Code cell, by dragging the line between Pay and Amount
4. In the Amount column, enter the number of hours worked on the Stand by that is to be paid
5. Click SAVE on the upper left of the timecard

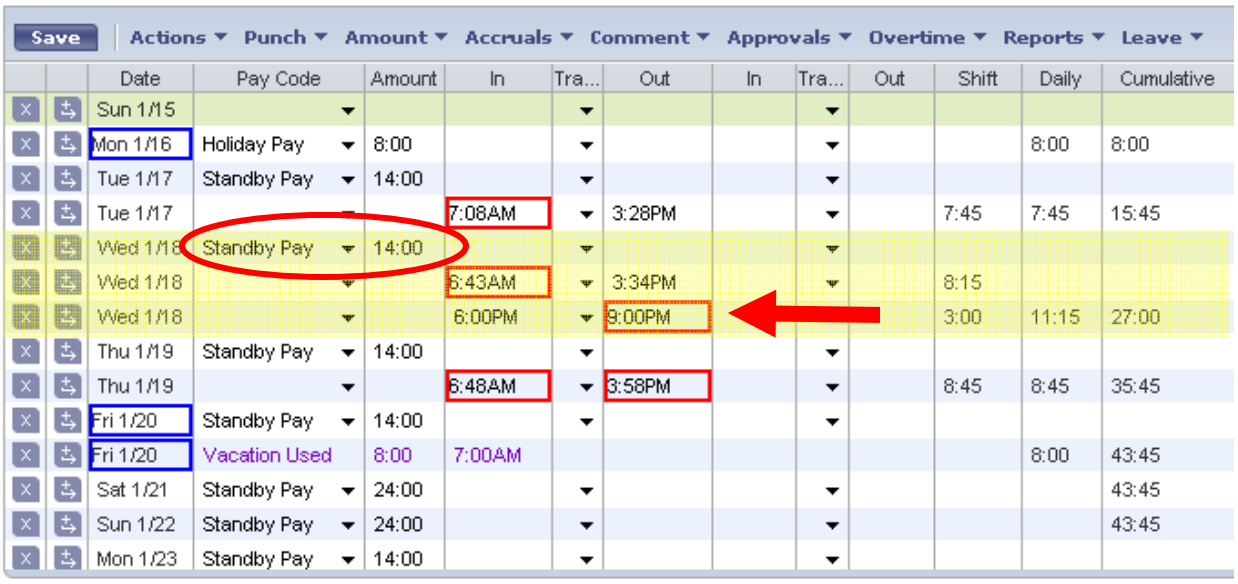
Explanation of the sample timecard below:

Mon	Holiday Pay
Tues	Regular hours worked 7:08a - 3:28p
Tues	Standby duty 4pm-6am (14 hrs)
Wed	Regular hours worked 6:43a - 3:34p
Wed	Work during standby 6p-9p (3 hrs)
Wed	Standby duty 4p - 6a (14 – 3 hrs worked =11 standby)
Thurs	Regular hours worked 6:48a - 3:58p
Thurs	Standby duty 4pm- 6am (14 hrs)
Fri	Vacation Used 8 hours
Fri	Standby duty 4p-6a (14 hrs)
Sat	Standby duty 4p-4p (24 hrs)
Sun	Standby duty 4p-4p (24 hrs)

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Overtime | Reports | Leave

Date	Pay Code	Amount	In	Tra...	Out	In	Tra...	Out	Shift	Daily	Cumulative
Sun 1/15											
Mon 1/16	Holiday Pay	8:00								8:00	8:00
Tue 1/17	Standby Pay	14:00									
Tue 1/17			7:08AM		3:28PM				7:45	7:45	15:45
Wed 1/18	Standby Pay	11:00									
Wed 1/18			6:43AM		3:34PM				8:15		
Wed 1/18			6:00PM		9:00PM				3:00	11:15	27:00
Thu 1/19	Standby Pay	14:00									
Thu 1/19			6:48AM		3:58PM				8:45	8:45	35:45
Fri 1/20	Standby Pay	14:00									
Fri 1/20	Vacation Used	8:00	7:00AM							8:00	43:45
Sat 1/21	Standby Pay	24:00									43:45
Sun 1/22	Standby Pay	24:00									43:45
Mon 1/23	Standby Pay	14:00									

The highlighted area of this timecard includes a situation when the amount of standby must be reduced by hours worked (6pm-9pm) during standby duty.



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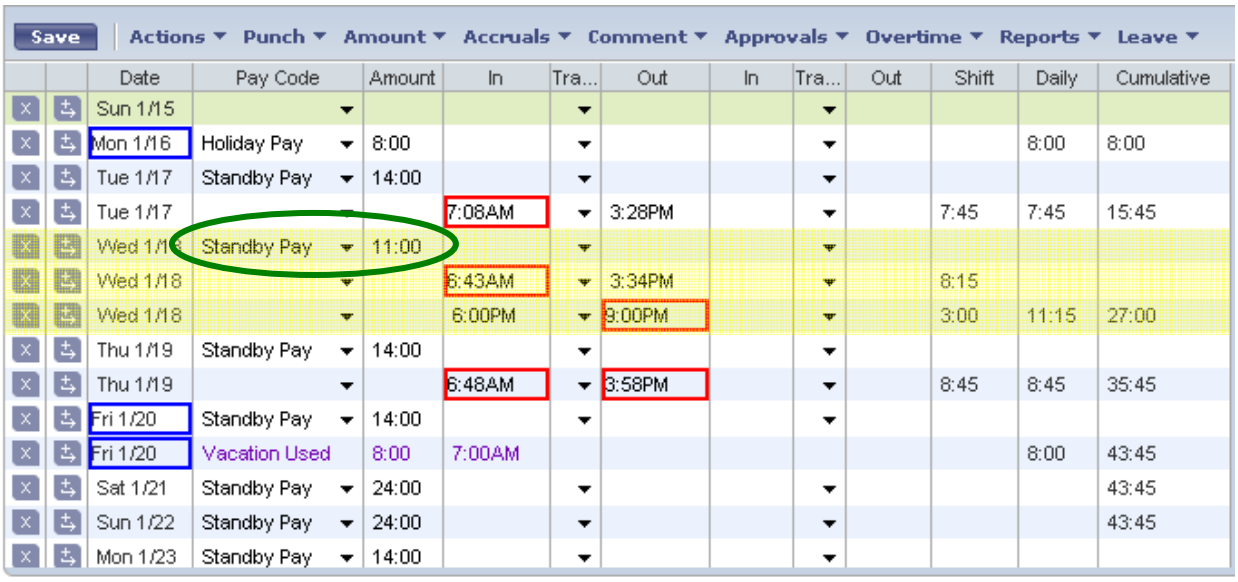
Sun 1/22	Standby Pay	24:00									43:45
Mon 1/23	Standby Pay	14:00									

14 Hours Standby Pay – 3 Hours worked during Standby = 11 hours Standby Pay



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