



## DHP / Disaster Employee & Manager Instructions

May 15, 2020

### ➤ DHP (Disaster Home Pay)

Employees (Exempt or non-exempt) who remain home or are sent home, on a day they otherwise would have worked will be paid their base rate of pay for the number of regular hours they were scheduled to work. For this scenario the employee's Manager must submit **(DHP)** from the **Request Manager in Kronos** on the employee's behalf.

- Use the "GO TO" function once you've entered each employee's timecard to access Request Manager.
- Click on the Request Time Off Button
- Type Options are: **DHP-Auto Approve** or (**DHP-S-Auto Approve if using advanced schedule**).
- Choose appropriate dates
- Submit
- Verify hours have been added to employee's timecard
- Adding DHP is **ONLY** available to Managers. Employees cannot select this as an option.

### ➤ DISASTER

- If a **Non-exempt** employee is **redeployed** to a job that only exists because of the current COVID-19 crisis, that employee should clock into the **DISASTER** pay code at the clock. Employees do not have the option to transfer into the redeployed cost center at the clock. **It is NOT necessary to transfer into the redeployed cost center, however, please make sure you have checked in with the Disaster Task Force.**
- If an **Exempt** employee is redeployed to a job that only exists because of the current COVID-19 crisis, that employee's **Manager** should apply the Disaster pay code to the employee's schedule.
  - Open employee's timecard
  - Use the "GO TO" function to access Schedules
  - Choosing the appropriate day, right click on the daily schedule
  - Select Edit on the day(s) to be allocated due to COVID-19
  - Under the Work Rule dropdown options, scroll or enter the EXEMPT DISASTER pay code
  - Apply
  - Save

- Verify hours have been added to employee's timecard to the correct Exempt Disaster pay code