

NKC Low Census ADP Time and Attendance Job Aid Updated

December 16, 2024

NKC Low Census Updated Job Aid

- Managers will enter the Low Census Pay Code into the employee timecard.
 - There are two Low Census Pay Codes:
 - Low Census Paid Time Off (PTO)
 - Low Census Without Pay (WOP)
- Once the low census pay code is selected, the manager will put the appropriate amount of time required to make the employee whole in the AM or PM shift where low census was applied.
- See NKC Policy and Employee Handbook for further explanation.

Manage Timecards to add Low Census

From your manager dashboard navigate to your employee's timecard.

Step 1: You can click on the arrow on the "Manage Timecards" tile.

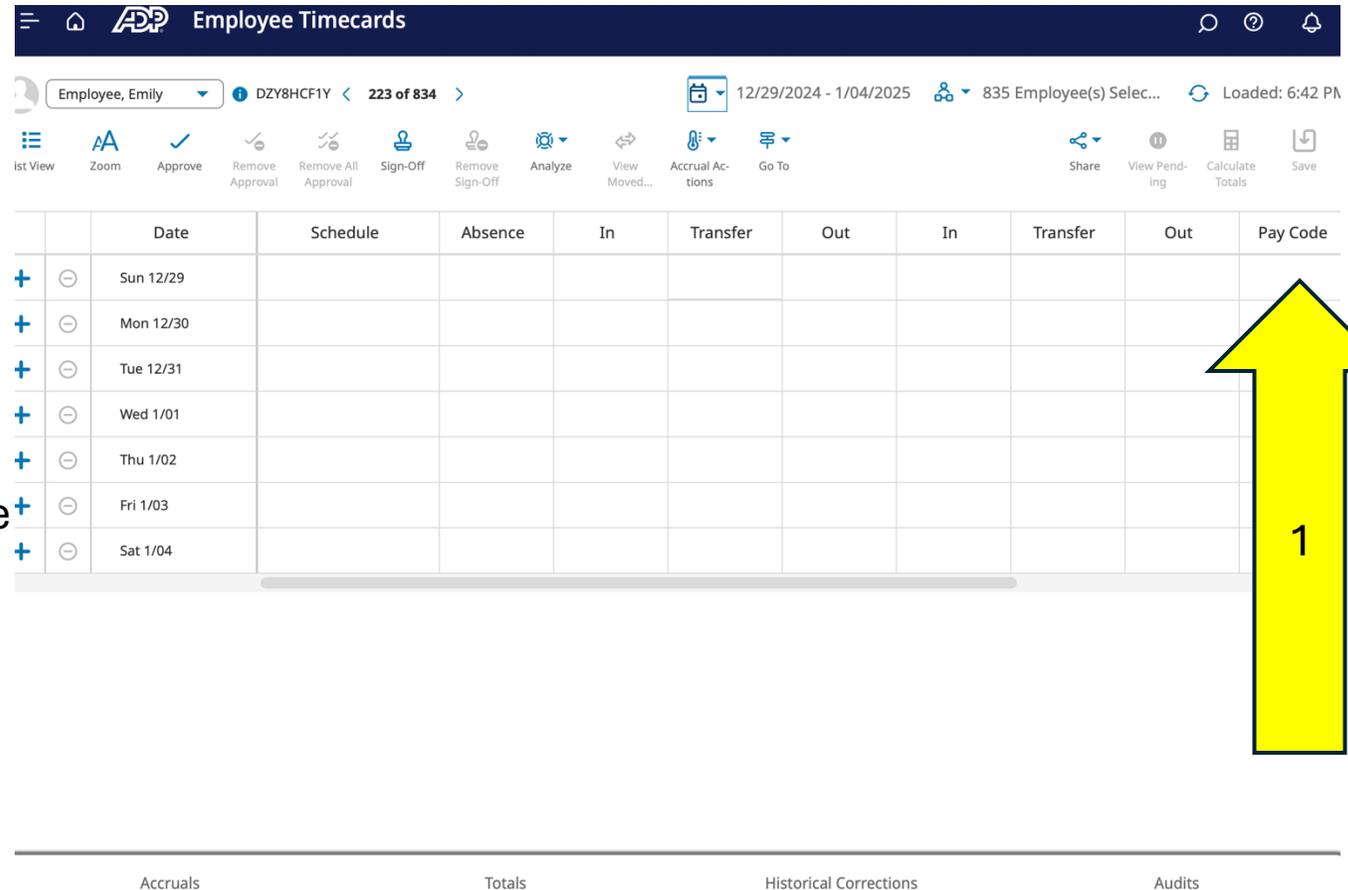
The screenshot displays the ADP manager dashboard interface. At the top, there is a dark blue header with the ADP logo and navigation icons. Below the header, the dashboard is organized into several tiles. On the left, there is a 'My Timecard' tile showing 'Exceptions: 0' and 'No data to display.' In the center, the 'Manage Timecards' tile is highlighted with a yellow arrow pointing to its right-pointing arrow icon. This tile shows a 'Current Pay Period' dropdown and three categories of issues: 'Must Fix' (190 total, including 121 Missed Out Punch and 69 Missed In Punch), 'Need Review' (77 total, including 77 Short Break), and 'Miscellaneous' (10 total, including 9 Invalid Named Duration and 1 Unexcused Absence). To the right of the 'Manage Timecards' tile is a 'Custom Dataview' tile with a list of filters such as 'Missing Punch', 'Salary Incorrect Codes', 'Call Back Hours', 'Day Off Hours', 'Daily Hours >12hrs', 'Pay Period Close', 'Paid Non Worked', 'PTS EIB LOA', 'Special Pays', and 'Bereavement, Jury and EDU'. Above the 'Manage Timecards' tile, there are input fields for '*Start Time' and '*Duration HH...', an 'Advanced Options' link, and a 'Submit' button. The top right corner of the dashboard features search, help, and notification icons.

Navigate to the employee timecard

Select the employee who will
Have low census added.

Step 1: In the row for the date for
Low census go to the pay code
Column.

Step 2: Hover in the cell and from
Drop down menu select pay code
Low census.



	Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code
+ ⊖	Sun 12/29									
+ ⊖	Mon 12/30									
+ ⊖	Tue 12/31									
+ ⊖	Wed 1/01									
+ ⊖	Thu 1/02									
+ ⊖	Fri 1/03									
+ ⊖	Sat 1/04									

Accruals Totals Historical Corrections Audits

Adding Low Census Pay Code and Amount of time.

In the totals a manager or employee is able to check to see how low Census was applied.



Employee, Emily | DZY8HCF1Y | 223 of 834 | Current Pay Period | 835 Employee(s) Selected | Loaded: 6:44 PM

ist View | Zoom | Approve | Remove Approval | Remove All Approval | Sign-Off | Remove Sign-Off | Analyze | View Moved... | Accrual Actions | Go To | Share | View Pending | Calculate Totals | Save

	Date	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+ ⊖	Sun 12/08						Low Cens...	4.00		4.00	4.00
+ ⊖	Mon 12/09		8:22 AM								4.00
+ ⊖	Tue 12/10						Low Cens...	1.00		1.00	5.00
+ ⊖	Wed 12/11										5.00

All | All | = | [] | X

Location	Job	Cost Center	Labor Category	Pay Code	Amount	Wages
NKC/Burien Kidney Ce...	Work Job		3ST	Low Census Day	4.00	USD154.00
NKC/Burien Kidney Ce...	Work Job		3ST	Low Census Evening	1.00	USD38.50
NKC/Burien Kidney Ce...	Work Job		3ST	Meal Premium Night	3.00	USD115.50

Accruals | **Totals** | Historical Corrections | Audits