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.

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.

Adding Low Census

Step 3: Add the in the Amount column the number minutes or hours that qualify for low census.

Step 4: When done "save" by clicking on the save symbol in the upper right hand side.

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.