



Division:	All
Department:	All
Position:	Kronos Time Managers
Subject:	Dual Rate Procedure
Issue Date:	06/19/2026
Revised Issued Date:	
Revised Dates:	
Recurrent Training:	Yearly

POLICY STATEMENT:

Management must submit a Dual Rate Personnel Action Notice (PAN) when assigning an employee to work in any position other than their primary role. Human Resources (Employment/Compensation) approval is required before the employee begins work in a dual-rated position. Employees must possess all required licenses for any dual-rated role.

If the secondary position has a different pay rate, the employee will generally be paid the **higher** of the two rates.

After HR approval, **Payroll** will set up the dual-rated position(s) in the employee's **Kronos** record. If additional system access is needed, management must submit a **Log On System Request (LSR)**.

If the pay rate for a dual-rated position changes, management must submit a **new Dual Rate PAN** reflecting the updated rate. **Exception:** For employees dual rated to **Union** positions, a new Dual Rate PAN is not required; Payroll will update the rate in accordance with the applicable collective bargaining agreement.

MANAGEMENT RESPONSIBILITY:

Management is responsible for ensuring all dual-rate assignments are accurately entered in Kronos **prior** to the close of each pay period. Proper documentation and timely entry are required to ensure accurate payroll processing. Failure to correctly document or apply dual rates may result in payroll discrepancies and/or compliance issues.

When an employee is scheduled to work in their dual rated position(s), the applicable role designation must be clearly identified on the department schedule using the approved scheduling identifier. Scheduling identifiers must be applied consistently and be easily recognizable to support accurate timekeeping, payroll processing, and audit review.

PROCEDURE:

To Apply a Dual Rate:

- In the employee's timecard, locate the row containing the punches to be transferred.
- In the **Transfer** column, select the appropriate dual rate option for the applicable date and click **Save**.
 - If the dual rate string (e.g., *Landry's/0871/GNLV Table Games/330213.Casino Floor Supervisor*) does not populate automatically:
 - Select **Search...**
 - Choose **Add Business Structure**
 - Select the appropriate Job and Location.
 - Click **OK**, then **Apply**.
 - Click **Save**.

In	Out	Transfer	Pay code
11:00 PM	7:00 AM	Choose:	
		Landry's/0871/GNLV Table Games/330213.Casino ...	
		Search...	

Transfer

Business structure

Current job

331350.Table Games Dealer

Landry's 0871 GNLV Table Ga...

Location

GNLV Table Games

Job

331350.Table Games I

Jobs with location: "GNLV Ta..." [654]

200118.Pool Casino Flo...

Landry's 0871

GNLV Table...

330213.Casino Floor Su...

Landry's 0871

GNLV Table...

To Validate the Transfer:

- Open the **Totals** tab to review updated totals.
 - An **(X)** in the Job column indicates transferred hours.
 - Check the dollar amount under the **Rate** and **Wages** column to confirm the dual rate assignment has been applied and that the rate for the dual rate assignment is correct.

Location	Job	Labor category	Pay code	Amount	Rate	Wages
(x)Landry's/0871/GNLV Table Games	(x)330213.Casino Floor Supervisor		Overtime	0.02	USD28.00	USD0.47
(x)Landry's/0871/GNLV Table Games	(x)330213.Casino Floor Supervisor		Regular Hours	8.00	USD28.00	USD224.00
Landry's/0871/GNLV Table Games	331352.Dealer Casino Floor Supervisor		Dealer Tips	USD171.92		USD171.92
Totals		Historical corrections		Audits		

- Close the Totals tab after review.
- Transfer details will display in the Transfer column; hover over the cell to view the full description.

Policies and Procedures Receipt

I acknowledge that I have read and understand the Golden Nugget Dual Rate Procedure SOP. I understand that violations of this policy may result in disciplinary action up to and including termination of employment.

Name (Please Print)

Position / Employee Number

Signature
