

On-Call Compensatory Time Entry Job Aid

Timekeepers and Managers will be responsible for entering On-Call hours for employees who work oncall. On-Call pay will be calculated as Straight Compensatory time in TCP and will be banked for future use or for Straight Compensatory Time payout (handled outside TCP on the Payment Voucher form).

Note: If the on-call comp time is to be paid-out, it must first be entered in the timesheet to generate the Straight Compensatory time that will be paid-out.

1. Navigate to the Individual Hours screen (Hours > Individual Hours) and select the employee.

2.	Adjust the Start and Stop dates if necessary.	Hours	Schedules	Accruals			
3.	Click on the Add button.	Sam May	verick				
		3/1/2022 🗰 to 3/15/2022 🛗 Manual					Update
		Start date	Stop	o date	Period		
		+ Add	Manag	ge l	Exceptions		

- 4. Click the checkbox for Timesheet entry. This will allow you to enter a quantity of hours rather than an in and out time.
- 5. Enter the on-call date and time in the fields for Time in.
- 6. Enter the quantity of Hours to be recorded.
- 7. Specify the position worked for this shift by clicking the Position drop-down and selecting Position 13 On-Call.
- 8. Click Save.

Edit Segment	? Feedback
Individual is clocked in	Segment Length: 4:00
Time sheet entry	Time in 3/12/2022 🗰 09:00 AM 🕓
Edit actual time	Hours 4:00
Miccod in punch	Position 13 - On Call
Missed out punch	Cost Code << NONE >> Select
	Rate
	Note
Custom Extra	Cancel Save



9. The on-call hours will now show on the Hours screen.

Show absences Regular OT1 OT2 Comp Time Leave To 40:00 0:00 0:00 0:00 4:00										Total 44:00					
Show	ing 11 r	records	of 11	Sele	Selected 0 records										
	۰	.₩	5	\$	Notes	Edited	ø	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Position Ra	ite
	•					Y	C	3/7/2022 08:00 AM	3/7/2022 12:00 PM	4:00	4:00			1001336200 - Building Attendant I	
	•					Y	C	3/7/2022 01:00 PM	3/7/2022 05:00 PM	4:00	4:00	8:00		1001336200 - Building Attendant I	
	•					Y	C	3/8/2022 08:00 AM	3/8/2022 12:00 PM	4:00	4:00			1001336200 - Building Attendant I	
	•					Y	C	3/8/2022 01:00 PM	3/8/2022 05:00 PM	4:00	4:00	8:00		1001336200 - Building Attendant I	
	•					Y	C	3/9/2022 08:00 AM	3/9/2022 12:00 PM	4:00	4:00			1001336200 - Building Attendant I	
	•					Y	C	3/9/2022 01:00 PM	3/9/2022 05:00 PM	4:00	4:00	8:00		1001336200 - Building Attendant I	
	•					Y	C	3/10/2022 08:00 AM	3/10/2022 12:00 PM	4:00	4:00			1001336200 - Building Attendant I	
	•					Y	C	3/10/2022 01:00 PM	3/10/2022 05:00 PM	4:00	4:00	8:00		1001336200 - Building Attendant I	
	•					Y	C	3/11/2022 08:00 AM	3/11/2022 12:00 PM	4:00	4:00			1001336200 - Building Attendant I	
	•				G	Y	C	3/11/2022 01:00 PM	3/11/2022 05:00 PM	4:00	4:00	8:00		1001336200 - Building Attendant I	
	•					Y		3/12/2022 09:00 AM	<< Time sheet >>	4:00	4:00	4:00	44:00	13 - On Call	

10. These hours will need to then be approved by the employee and the manager.

Note: If an employee is "called-in" they should still punch in and punch out, or, if an exempt employee, add the worked hours to their timesheet. There should be separate timesheet entries for the on-call pay and the physical on-call hours worked (if any).