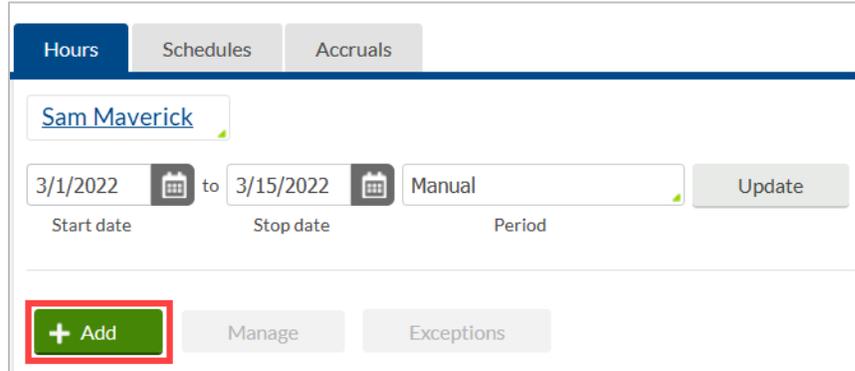


On-Call Compensatory Time Entry Job Aid

Timekeepers and Managers will be responsible for entering On-Call hours for employees who work on-call. 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.
3. Click on the Add button.



Hours Schedules Accruals

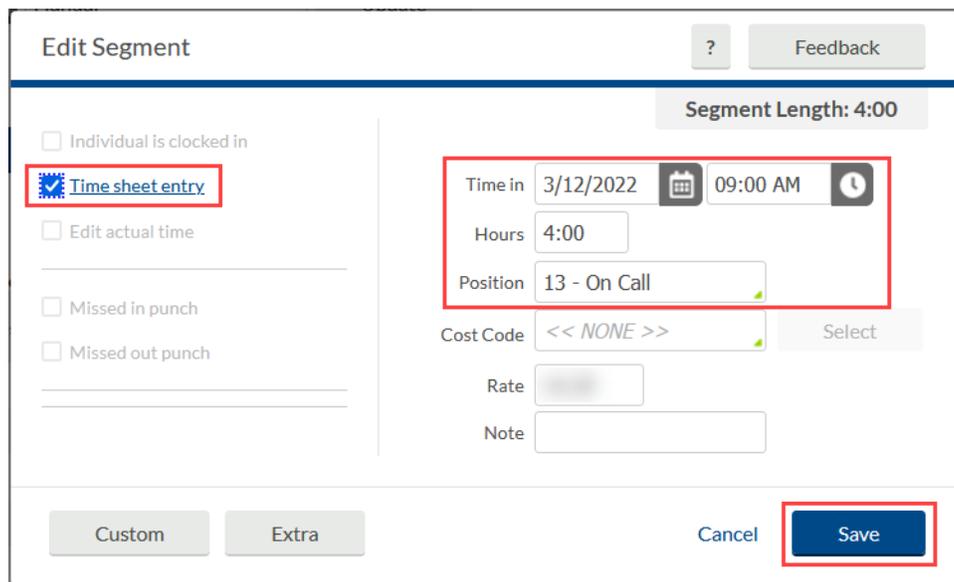
Sam Maverick

3/1/2022 to 3/15/2022 Manual Update

Start date Stop date Period

+ Add Manage 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

Segment Length: 4:00

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Time in 3/12/2022 09:00 AM

Hours 4:00

Position 13 - On Call

Cost Code << NONE >> Select

Rate

Note

Custom Extra Cancel Save

