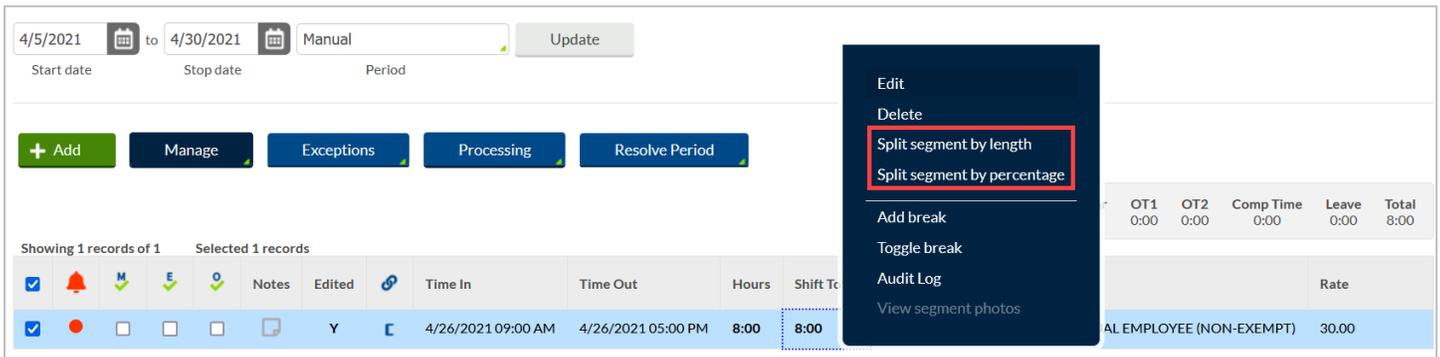


## Split Time Segment Job Aid

If an employee works multiple jobs/positions in one shift, you may be required to change the position for part of the shift.

1. On either the Individual (Hours > Individual Hours) or Group (Hours > Group Hours) Hours screen, navigate to the employee for which the hours need to be split.
2. Adjust the Start and Stop dates, if necessary, to find the date of the time segment.
3. Click on the time segment (row) needing to be split and either right-click for menu options or click the Manage button.
4. Choose either "Split segment by length" or "Split segment by percentage".



4/5/2021 to 4/30/2021 Manual Update

Start date Stop date Period

+ Add Manage Exceptions Processing Resolve Period

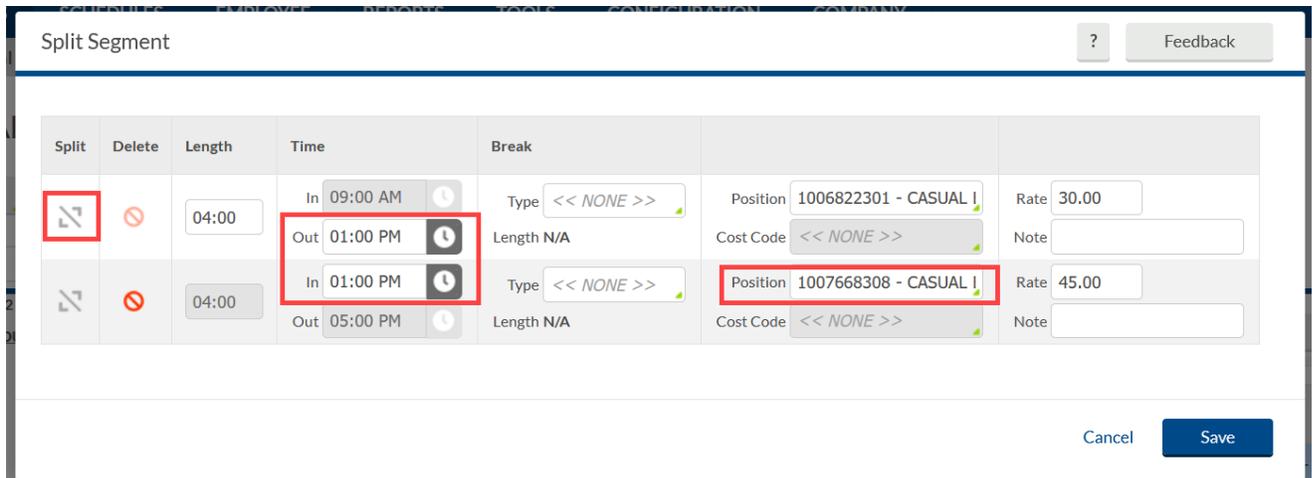
Showing 1 records of 1 Selected 1 records

OT1	OT2	Comp Time	Leave	Total
0:00	0:00	0:00	0:00	8:00

Time In	Time Out	Hours	Shift T
4/26/2021 09:00 AM	4/26/2021 05:00 PM	8:00	8:00

AL EMPLOYEE (NON-EXEMPT) 30.00

2. Adjust the times as necessary.
3. Change the Position as necessary.
4. Click Save.



Split Segment ? Feedback

Split	Delete	Length	Time	Break	Position	Rate
		04:00	In 09:00 AM Out 01:00 PM	Type << NONE >> Length N/A	1006822301 - CASUAL I	30.00
		04:00	In 01:00 PM Out 05:00 PM	Type << NONE >> Length N/A	1007668308 - CASUAL I	45.00

Cancel Save