Job Aid

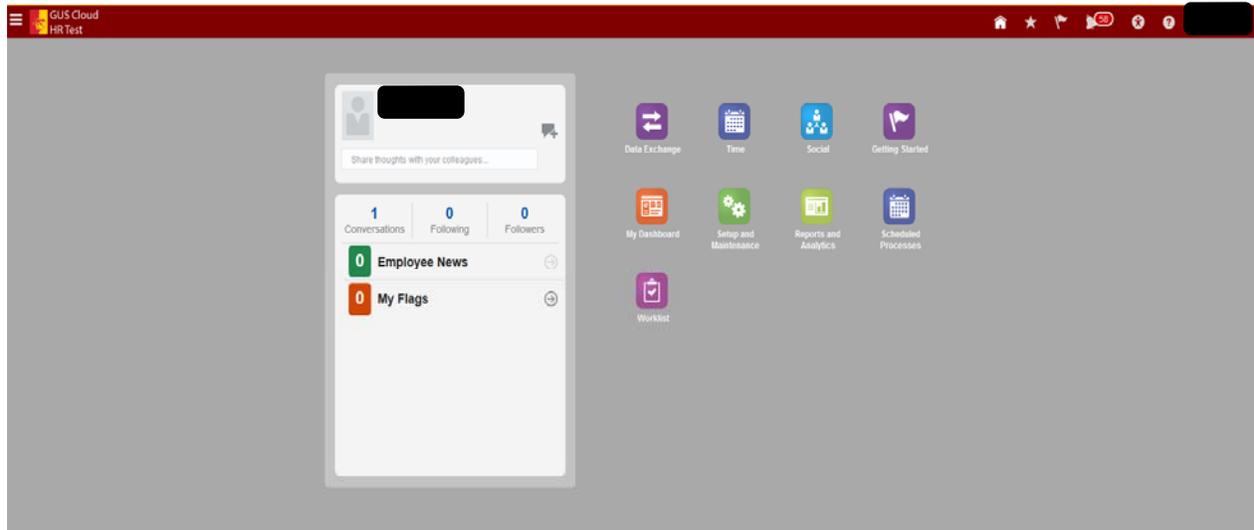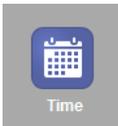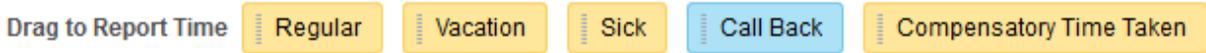## *Entering Call Back Hours on Time Card*

This job aid can be used to enter call back hours on a time card. This job aid can be used by hourly employees with benefits.

Step	Action
1.	Click **Time**.
2.	To begin entering time worked or leave taken, **click** and **drag** the appropriate button to the desired date.

3.	Example-Week 1: This employee worked Monday through Friday 8:00 am to 4:30 pm. On Saturday, the employee is called back from 9:00 am to 11:00 am. The employee wants overtime pay for the extra hours. This employee would report 8 hours of Regular time Monday through Friday. For Saturday, 2 hours of Call Back would be reported.
4.	To begin entering call back, click and drag the Call Back button to the desired date.
5.	Select the **Assignment Number** and **Position**.

6.	Verify the **Time Type** is Call Back.
	Report Time Save and Close Cancel
	* Assignment Number ▬▬ ▼
	Overtime/Comptime ▼
	Position ▼
	* Time Type Call Back ▼
	Start Date 12/3/16
	End Date 12/3/16
	Daily Hours
7.	Select **Over Time** for week one.
	Report Time
	* Assignment Number ▬▬ ▼
	Overtime/Comptime Over Time ▼
	Position ▬▬ ▼
	* Time Type Call Back ▼
	Start Date 12/3/16
	End Date 12/3/16
	Daily Hours
	Verify the **start date** and **end date** are correct.
8.	Input the **Daily Hours** of Call Back time.
	Daily Hours 2

9.	Click **Save and Close**.
	Save and Close

10.	Continue to add time as needed to the two week pay period.
	Example-Week 2: This employee worked Monday through Friday 8:00 am to 4:30 pm. On Wednesday night the employee is called in from 8 pm to 9 pm. The employee wants compensatory time for the extra hours. This employee will report 8 hours of Regular time for Monday through Friday and 1 hour of Call Back time for Wednesday.

11.	To begin entering call back, click and drag the Call Back button to the desired date.
	Call Back

12.	Select the **Assignment Number** and **Position**.
	Report Time Save and Close Cancel
	* Assignment Number
	Overtime/Comptime
	Position
	* Time Type Call Back
	Start Date 12/3/16
	End Date 12/3/16
	Daily Hours

13.	Verify the **Time Type** is Call Back.
	* Time Type Call Back ▼
14.	Select **Comp Time** for week two.
	Report Time
	* Assignment Number �e ▼
	Overtime/Comptime Comp Time ▼
	Position ▼
	* Time Type Call Back ▼
	Start Date 11/30/16
	End Date 11/30/16
	Daily Hours 1
15.	Click **Save and Close**.
	Save and Close
16.	Click **Review and Submit** once finished inputting time.
	Review and Submit

17.	Review the Time Card Details. The system will automatically calculate the overtime hours for week 1 and comp time hours for week 2. The system also calculates the 1 hour of call back on Wednesday to be 2 hours. This is because of the 2-hour minimum rule.

Reported Time

Actions ▼ View ▼ Format ▼ 🗐 ✕ 🔳 🔲 Freeze 📋 Detach ⬚ Wrap

	* Assignment Number	* Time Type	Position	Overtime/Compti	Sun,Dec 04	Mon,Dec 05	Tue,Dec 06	Wed,Dec 07	Thu,Dec 08	Fri,Dec 09	Sat,Dec 10	Sun,Dec 11	Mon,Dec 12	Tue,Dec 13	Wed,Dec 14	Thu,Dec 15	Fri,Dec 16	Sat,Dec 17
					Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
1	⬛	Call Back	⬛	Comp Time											1.00			
2		Call Back		Over Time									2.00					
3		Regular			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	8.00	8.00	
Daily Total					8.00	8.00	8.00	8.00	8.00	2.00			8.00	8.00	9.00	8.00	8.00	

Calculated Time

Actions ▼ View ▼ Format ▼ 🔳 🔲 Freeze 📋 Detach ⬚ Wrap

	* Assignment Number	Position	Overtime/Compti	* Time Type	Sun,Dec 04	Mon,Dec 05	Tue,Dec 06	Wed,Dec 07	Thu,Dec 08	Fri,Dec 09	Sat,Dec 10	Sun,Dec 11	Mon,Dec 12	Tue,Dec 13	Wed,Dec 14	Thu,Dec 15	Fri,Dec 16	Sat,Dec 17
					Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
1	⬛	⬛	Comp Time	Call Back											2.00			
2			Over Time	OT Premium									2.00					
3			Over Time	Overtime									2.00					
4				Regular	8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	8.00	7.00	
5				Comp Time Ear...											1.50			

18.	Click **Submit** when the time card is correct. Submit