Title Code and Rate Change for Sub 2

EXAMPLE:

Effective this month, a 100% Blank Assistant III, title code 4722 and a monthly rate of $2442.00 received a reclass to Administrative Coordinator, title code 9701 and a new monthly rate of $2850.00.

Note: Title code and rate changes for exception time reported (sub 0 and sub 1) employees are paid by entries into the Payroll Personnel System (PPS). So, they should not be entered into the Online Timekeeping system. However, since all overtime payments are positive time reported for all employees (sub 0,1,2), you must override the title code and rate for all overtime payments.

Please see the step-by-step instructions on the following pages.
Instructions

1. Logon to the system and proceed to the DETAIL ENTRY SCREEN for the appropriate employee.

2. Using your mouse, select the distribution pay line wherein you want to report the entry by clicking on any field of the reporting line.

3. To report the current month hours, move the cursor to the appropriate field (Sick, Vac, Reg, OT, Prem OT) and enter the hours. For this example, move to the Reg field and enter ‘168.00’ regular hours.
4. To change the employees title code, click on the **Title** field in the override area of the DETAIL ENTRY SCREEN and enter the new title code '9701'.

5. To change the pay rate, click or move to the **Rate** field of the override area and enter the new pay rate of '2850.00'.

6. Click on the [**ACCEPT**] button to accept the entry.

7. When you have finished all entries for this employee, click on the [**UPDATE**] button to update all of the entries.

8. The example DETAIL ENTRY SCREEN below shows how the completed entries should appear.