



## Special Payroll

# specific entry

**EXAMPLE:**

Eighty (80.00) hours need to be reported for an employee that works in your department, but does not belong to your timekeeper code.

In order for an employee to be listed on your timekeeper “Employee List”, he/she must belong to your timekeeper code. You will still be able to access and report time for employees who are not under your timekeeper code, provided the employee has an appointment or alternate department code affiliation with your department. To report time for these types of employees you will need to do a special.

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

# Instructions

1. Logon and proceed to the TIMEKEEPER SELECTION SCREEN.

Timekeeper Selection

Biweekly Training

\*Period: 02/23/97 - 03/08/97    Entry: 02/28/97 - 03/12/97    Pay: 03/19/97    Hrs: 80

Monthly

\*Period: 03/01/97 - 03/31/97    Entry: 03/06/97 - 03/20/97    Pay: 04/01/97    Hrs: 168

Timekeeper Codes

00612-01	DEPT	612
00612-04	DEPT	612
00612-99	DEPT	612
00613-00	DEPT	613
00613-01	DEPT	613
00613-04	DEPT	613
00613-99	DEPT	613

Regular

Special

ver - 1.0

2. Using your mouse, select the pay period for which you would like to enter information.
3. Click on the [SPECIAL] button.
4. The system will prompt you to type the employee ID number in the **Employee ID** field of the SPECIAL WINDOW as shown below.

Special

Please Enter Employee ID: 751020

Cancel

Return

**Detail Entry**

0612-99 Training

Monthly Period: 03/01/97 - 03/31/97 Entry: 03/06/97 - 03/20/97 Pay: 04/01/97 Hrs: 168

Name: SMITH, DAVID E Emp.ID: 0751020 Total Hours: 168.00 Total Percent: 100.00 Quick Entry Exit

Reporting Lines											
Index-Fund-Sub	Title	DOS	Pay Rate	End Date	Sick	Vac	Reg	OT	Prem OT	Other	Cd
APX0001-07427A-1	7277	REG	3466.67	MAR 31 97	0.00						

Index: APX0001 Index Description: DEPARTMENT OF APX - FUND 0742 Fund: 07427A Sub: 1 Title: 7277 Title Description: PROGRAMMER/ANALYST II P OT: Y

Period End: MAR 31 97 Cycle: M Rate: 3466.67 H/M: M DOS: REG RA: WSP: ERC: E TYP: 2 DUC: Percent: 1.0000 Fixed Hrs: 0.00

Sick Leave: 0.00 Vacation: 0.00 Reg Hrs: 0.00 Straight OT: 0.00 Premium OT: 0.00 Other Hrs / Code: 0.00

Spcl Empl Preu Next Update Accept Copy Remove Cancel

5. If you are authorized to enter time for the employee, the system will display the employee's DETAIL ENTRY SCREEN. If you receive a system message indicating that you are not authorized, please contact your departmental Payroll Personnel System (PPS) contact. Access to an employee record is dependent on your department's affiliation to the employee record on the PPS database.
6. Using the mouse, select the distribution pay line wherein you want to report the hours by clicking on any field of the line.
7. To report the regular hours, tab or click your cursor on the **Reg** field of the Reporting Lines area of the screen. Enter '80.00' hours.

8. Click on the [ACCEPT] button to accept the entry.
9. Click on the [UPDATE] button to update the entry.
10. The example DETAIL ENTRY SCREEN below shows how the completed entry should appear.

**Detail Entry**

0612-99 Training

Monthly Period: 03/01/97 - 03/31/97 Entry: 03/06/97 - 03/20/97 Pay: 04/01/97 Hrs: 168

Name: SMITH, DAVID E Emp.ID: 0751020 Total Hours: 168.00 Total Percent: 100.00 Quick Entry Exit

Reporting Lines											
Index-Fund-Sub	Title	DOS	Pay Rate	End Date	Sick	Vac	Reg	OT	Prem OT	Other	Cd
APX0001-07427A-1	7277	REG	3466.67	MAR 31 97			80.00		0.00		

Index: APX0001 Index Description: DEPARTMENT OF APX - FUND 0742 Fund: 07427A Sub: 1 Title: 7277 Title Description: PROGRAMMER/ANALYST II P OT: Y

Period End: MAR 31 97 Cycle: M Rate: 3466.67 H/M: M DOS: REG RA: WSP: ERC: E TYP: 2 DUC: Percent: 1.0000 Fixed Hrs: 0.00

Sick Leave: 0.00 Vacation: 0.00 Reg Hrs: 80.00 Straight OT: 0.00 Premium OT: 0.00 Other Hrs / Code: 0.00

Spcl Empl Preu Next Update Accept Copy Remove Cancel