



Title Code and Rate Change for Sub 2

specific entry

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.

Detail Entry

0618-99 Training

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

Name: VANHELING, YUSOF Emp.ID: 0862867 Total Hours: 0.00 Total Percent: 0.00 Quick Entry Exit

Reporting Lines											
Index-Fund-Sub	Title	DOS	Pay Rate	End Date	Sick	Vac	Reg	OT	Prem OT	Other	Cd
ARX0001-07427A-2	4722	REG	2442.00	MAR 31 97	0.00						

Index: ARX0001 Index Description: DEPARTMENT OF ARX - FUND 0742 Fund: 07427A Sub: 2 Title: 4722 Title Description: ASSISTANT III P OT: Y

Period End: MAR 31 97 Cycle: M Rate: 2442.00 H/M: M DOS: REG RA: WSP: ERC: TYP: 2 DUC: Percent: 1.0000 Fixed Hrs: 168.00

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 Prev Next Update Accept Copy Remove Cancel

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.

Detail Entry

0618-99 Training

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

Name: VANHELISING, YUSOF Emp.ID: 0862867 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
ARX0001-07427A-2	9701	REG	2850.00	MAR 31 97			168.00				

Index: ARX0001 Index Description: DEPARTMENT OF ARX - FUND 0742 Fund: 07427A Sub: 2 Title: 9701 Title Description: ADMINISTRATIVE COORDINATOR P OT: N
 Period End: MAR 31 97 Cycle: M Rate: 2850.00 H/M: M DOS: REG RA: WSP: ERC: TYP: 2 DUC: Percent: 1.0000 Fixed Hrs: 168.00
 Sick Leave: 0.00 Vacation: 0.00 Reg Hrs: 168.00 Straight OT: 0.00 Premium OT: 0.00 Other Hrs / Code: 0.00 | 1

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