






## Entering Call Back

Step	Action
1.	In this <b>exercise</b> , you will <b>enter</b> information to indicate the Nora is <b>Called-Back</b> to work. Nora was <b>Called-Back</b> on <b>Fri</b> evening, <b>09/25/09</b> , and on <b>Sat, 9/26/09</b> .
2.	A <b>second row</b> for Fri, 9/25/09 <b>displays</b> the <b>time</b> Nora <b>returned to work</b> . The line <b>does not indicate Call-Back Pay</b> is to be paid.
3.	Click the button to the right of the <b>Callback</b> field. 
4.	Click the <b>CALLBACK</b> option from the drop-down list. 
5.	When an <b>employee is called back</b> for work, you <b>must reduce</b> his/her <b>On-Call hours</b> by the <b>number of hours calculated</b> for <b>Callback</b> .  <b>Adjust</b> the <b>On-Call hours</b> for <b>Fri, 09/25/09</b> . Enter the desired information into the <b>Fri</b> field. Enter a valid value e.g. " <b>12.6</b> ".
6.	Click the button to the right of the <b>Callback</b> field. 
7.	Click the <b>CALLBACK</b> option from the drop-down list. 
8.	<b>Adjust</b> the <b>On-Call hours</b> for <b>Sat, 09/26/09</b> , <b>based</b> on the number <b>hours</b> employee was <b>called back</b> .  Enter the desired information into the <b>Sat</b> field. Enter a valid value e.g. " <b>20.6</b> ".
9.	Click the <b>Save</b> button to save the manual edits made to the timesheet. 
10.	<b>Note: Payable Time</b> will <b>not</b> be <b>calculated</b> until the <b>Time Admin</b> process is <b>run</b> .
11.	This completes <i>Enter Call-Back Status</i> .
12.	<b>End of Procedure.</b>