

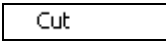



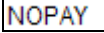


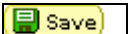


Enter No Pay - Scenario 1

Step	Action
1.	<p>Scenario 1</p> <p>On Monday, 8/09/10, Tinker Bell was scheduled to work from 7:00 pm until 7:30 am the following morning.</p> <p>Tinker Bell clocked in at her scheduled time of 7:00 pm. At 11:30 pm, she clocked out due to a personal emergency for a total work time of 4.50 hours.</p>
2.	<p>At 2:30 AM Tinker Bell clocked back into work and worked the remainder of her shift for a total of 5.00 hours.</p> <p>Situation Since more than 2 hours have elapsed, the system views row 1 and row 2 as two different shifts rather than as a continuation of her scheduled shift. You will need to link row 1 and row 2 so that the system calculates them as one shift.</p>
3.	<p>Row 1 Click the Add a new row at row 1 : Plus (+) Sign button.</p> <p>Note: The new row will be used to designate “No Pay” time.</p> 
4.	<p>Note: New row is highlighted in yellow.</p> <p>Click the Xfer option on the new row to link the new row to rows 1 & 2.</p> 
5.	<p>Move the Out punch in Row 1 to the In field on the new row by Highlighting the Monday Out punch and Right-click, and choose the Cut list item.</p> <p>Note: The Out field will be blank once you cut the punch information.</p> 
6.	<p>Right-click in the In field on the new row.</p> 

Step	Action
7.	Click the Paste list item. Note: The Out field on the new row will be blank . 
8.	In the CallBack/NoPay column of the New Row , and click the Drop-down arrow for the corresponding date. 
9.	Click the NOPAY list item. 
10.	Click the Save button. 
11.	The system displays phantom punches for the two blank Out fields.
12.	The Hours column displays 3.00 on the new row for the time the employee was away from work but the hours were not added to the Cumulative day total. Note: You may also view daily totals in the Payable Details section at the bottom of the page after the Time Administration process has run .
13.	You must now add a corresponding row designating whether the No Pay time will be paid or unpaid .
14.	On Row 1 , Click the Add a New Row button. 
15.	Enter the desired information into the Mon field. Enter a valid value e.g. " LAN ".
16.	Enter the desired information into the Mon field. Enter a valid value e.g. " 3 ".
17.	Click the Save button. 
18.	Row 1 now designates that 3 hours of Annual Leave was taken by the employee. Cumulative hours = 12 , which is the total number of hours the employee was scheduled to work on Monday 08/09/10 .
19.	This completes <i>Enter No Pays - Scenario 1</i> . End of Procedure.