






Entering On-Call Status

Step	Action
1.	<p>The timekeeper must enter the on-call hours for each day on the employees timesheet.</p> <p>In the example below, the employee works M-F from 8:00 – 16:30. The employee is on-call for all other hours, including the weekend.</p> <p>Note: To determine the number of hours for on-call pay, subtract the total number of hours worked that day from 24 (hours in a day). In this example the total number of hours scheduled to be worked M-F is 8.5, so the on-call amount is 15.5 (24-8.5). Also, 24.0 would be the on-call amount for Sat. and Sun because these are scheduled off days.</p>
2.	<p>For each day click the Look up button under the TRC column.</p> 
3.	<p>Click the ON CALL PAY link.</p> 
4.	<p>Next enter the number of hours for the On Call Pay.</p> <p>In this example: Enter a valid value e.g. "15.5".</p>
5.	<p>Repeat the previous steps for Tuesday - Friday, as those days will need the same Codes and Hours.</p>
6.	<p>The On Call Pay for Saturday and Sunday is 24.0</p> <p>To enter on call hours for the weekend: Click the Look up TRC button.</p> 
7.	<p>Click the ON CALL PAY link.</p> 
8.	<p>Next enter the number of hours for the On Call Pay.</p> <p>In this example: Enter a valid value e.g. "24.0".</p>
9.	<p>Repeat the previous steps for Sunday, as it will need the same Code and Hours.</p>
10.	<p>Click the Save button.</p> 
11.	<p>End of Procedure.</p>