

Title: Enter Bilingual Pay for an Employee

Role(s): Managers

Functional Area: Time Tracking

Enter Bilingual Pay for an Employee



Use this procedure to enter time for an employee that should receive Bilingual Pay. Bilingual Pay should be entered on an employee's timesheet who has provided services for Agency business purposes. Once entered, the appropriate payment will be calculated for the employee.

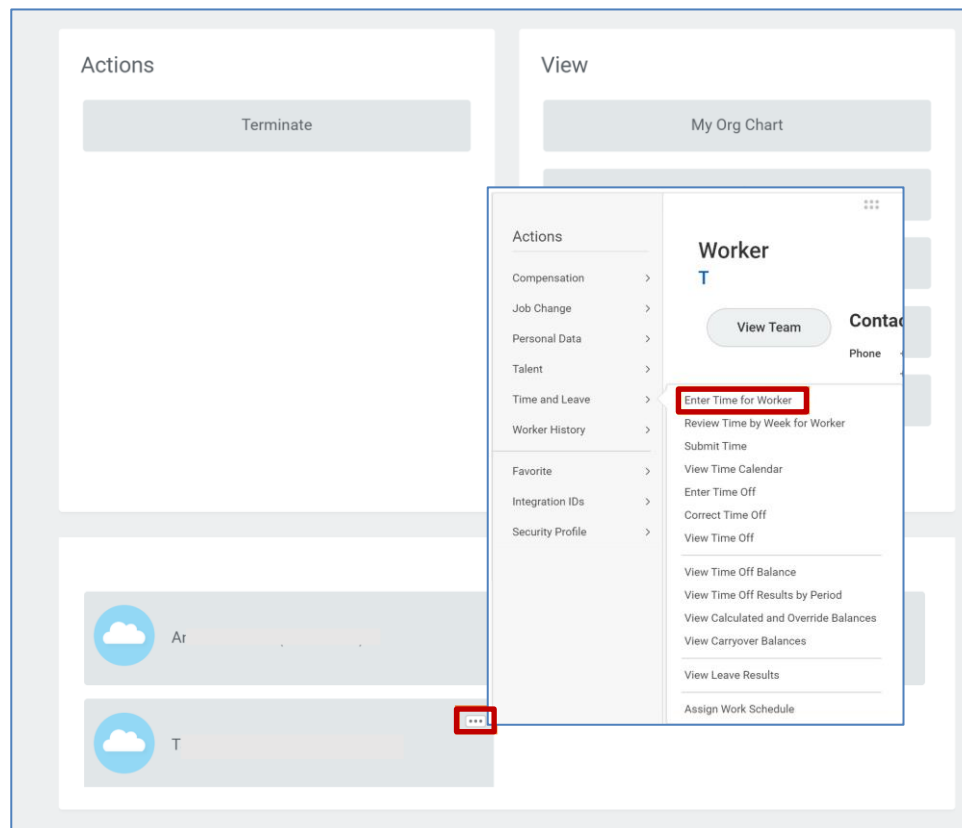
The employee's supervisor (or other designated user) must report Bilingual Pay **prior to the timesheet submission**.

IMPORTANT: To be paid the correct dollar amount in the pay period, the Bilingual Pay entry has to be made on the timesheet, once each week in the pay period, based on the employee's exemption status.

Procedure



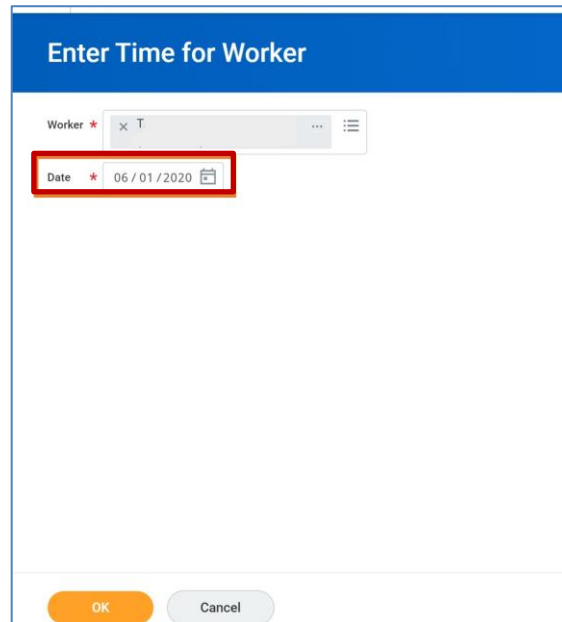
1. Click the My Team  worklet.
2. Find the employee's name, then click the Related Actions and Preview  icon next to the employee's name.
3. In the menu, hover over Time and Leave and then click the Enter Time for Worker hyperlink.



Title: Enter Bilingual Pay for an Employee

Role(s): Managers

Functional Area: Time Tracking



4. In the Date field, enter or select a date for which you want to enter bilingual pay for the employee.

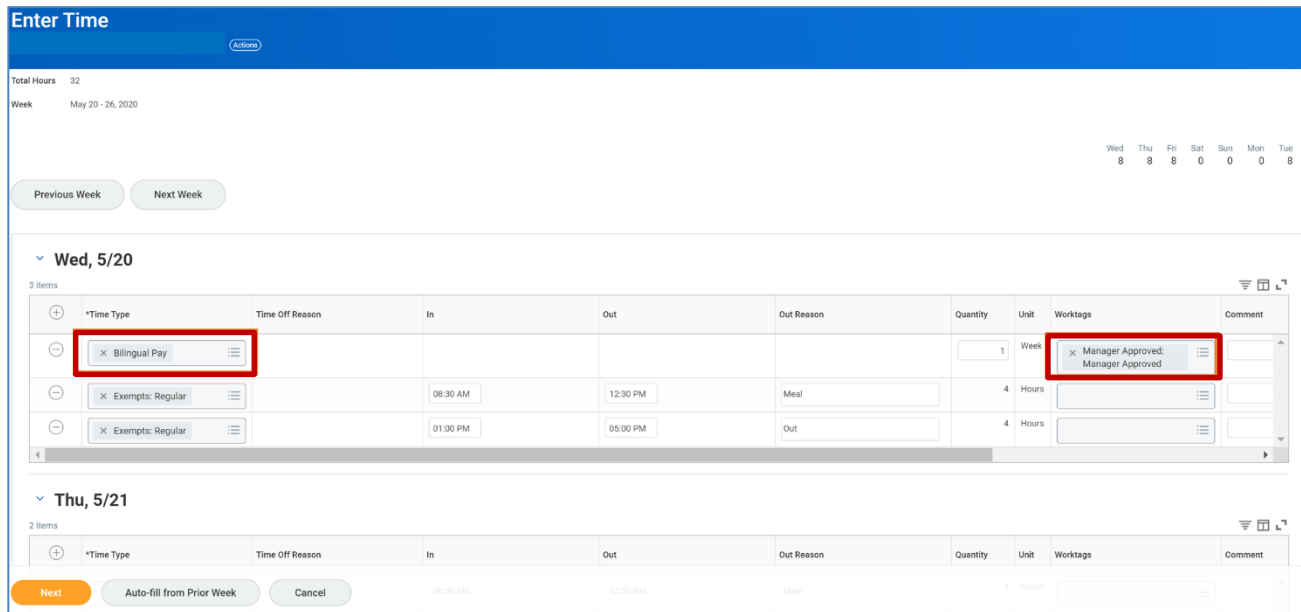
5. Click the **OK**  button.

Title: Enter Bilingual Pay for an Employee


Role(s): Managers

Functional Area: Time Tracking

Enter Time for Worker



*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit	Worktags	Comment
Bilingual Pay					1	Week	Manager Approved: Manager Approved	
Exempts: Regular		08:30 AM	12:30 PM	Meal	4	Hours		
Exempts: Regular		01:00 PM	05:00 PM	Out	4	Hours		


6. On the employee's timesheet, click the Add Row  icon on Wednesday (the first day on the timesheet).

7. Then, complete the following fields:

- Time Type:** Select category **Time Entry Codes** and then select **Bilingual Pay**.
- Quantity:** Type "1" in the Quantity field.
- Worktags:** Select the **Manager Approved** category and then select **Manager Approved: Manager Approved**.

IMPORTANT NOTE

- All Employees, regardless of exemption status should enter the Bilingual Pay entry on their timesheet once each week, per pay period, when applicable.
- If the Bilingual Pay entry is only on one week of the pay period, the employee may only receive 1/2 of the allowed amount in their pay.

8. When you are finished entering the bilingual pay and confirm that it has been entered on each week in the pay period, click the  button.

Title: Enter Bilingual Pay for an Employee

Role(s): Managers

Functional Area: Time Tracking

Enter Time for Worker Confirmation Page

Enter Time - Confirmation

T Actions

May 20 - 26, 2020

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

Daily Totals	Week Totals
Wednesday 8	Regular Hours 32
Thursday 8	Comp Earned 0
Friday 8	Overtime 0
Saturday 0	Holiday/Emergency 8
Sunday 0	Time Off Taken 0
Monday 0	Shift Differential 0
Tuesday 8	Total Paid Hours 40
Total Hours 32	

Save Back Cancel

9. Review the Daily and Week Totals.

Information: The entries that were made on the timesheet will not be reflected in the Daily or Week Totals (hours) sections, however, the appropriate dollar amount will be calculated for payroll based on the allowed amount for the employee.

10. Click the **Save** Save button.

11. The System Task is complete.