

## DHMH Time Entry

### Enter Approved On Call Hours for an Employee

Use this procedure to enter approved on call time and rate on the timesheet for an employee that you supervise. On call details are entered on the timesheet for the first day of the pay period. The employee's pay is calculated accordingly.

On Call entries must be made on the timesheet **prior to the submission of the timesheet.**

#### Procedure:

1. Search for the employee.

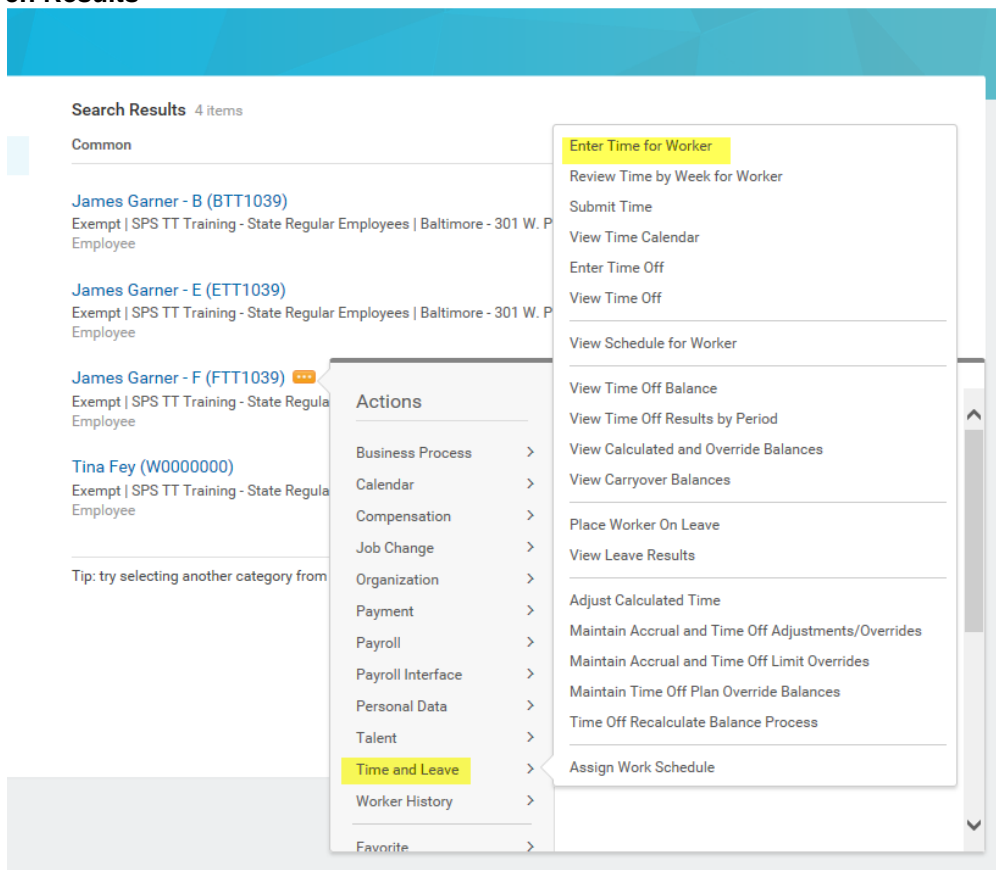


**Tip:** To find an employee...


- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

2. Click the Related Actions and Preview  icon next to the employee's name.

#### Search Results



The screenshot displays a search results page with the following elements:

- Search Results 4 items**
- Common** category header
- Employee list:
  - James Garner - B (BTT1039) - Exempt | SPS TT Training - State Regular Employees | Baltimore - 301 W. P. Employee
  - James Garner - E (ETT1039) - Exempt | SPS TT Training - State Regular Employees | Baltimore - 301 W. P. Employee
  - James Garner - F (FTT1039)  - Exempt | SPS TT Training - State Regular Employees
  - Tina Fey (W0000000) - Exempt | SPS TT Training - State Regular Employees
- Tip:** try selecting another category from
- Actions** menu for James Garner - F (FTT1039):
  - Business Process >
  - Calendar >
  - Compensation >
  - Job Change >
  - Organization >
  - Payment >
  - Payroll >
  - Payroll Interface >
  - Personal Data >
  - Talent >
  - Time and Leave >** (highlighted)
  - Worker History >
  - Favorite >
- Sub-menu for Time and Leave:**
  - Enter Time for Worker** (highlighted)
  - Review Time by Week for Worker
  - Submit Time
  - View Time Calendar
  - Enter Time Off
  - View Time Off
  - View Schedule for Worker
  - View Time Off Balance
  - View Time Off Results by Period
  - View Calculated and Override Balances
  - View Carryover Balances
  - Place Worker On Leave
  - View Leave Results
  - Adjust Calculated Time
  - Maintain Accrual and Time Off Adjustments/Overrides
  - Maintain Accrual and Time Off Limit Overrides
  - Maintain Time Off Plan Override Balances
  - Time Off Recalculate Balance Process
  - Assign Work Schedule

3. In the menu, hover over Time and Leave and then click the Enter Time hyperlink.

### Enter Time for Worker

Enter Time for Worker

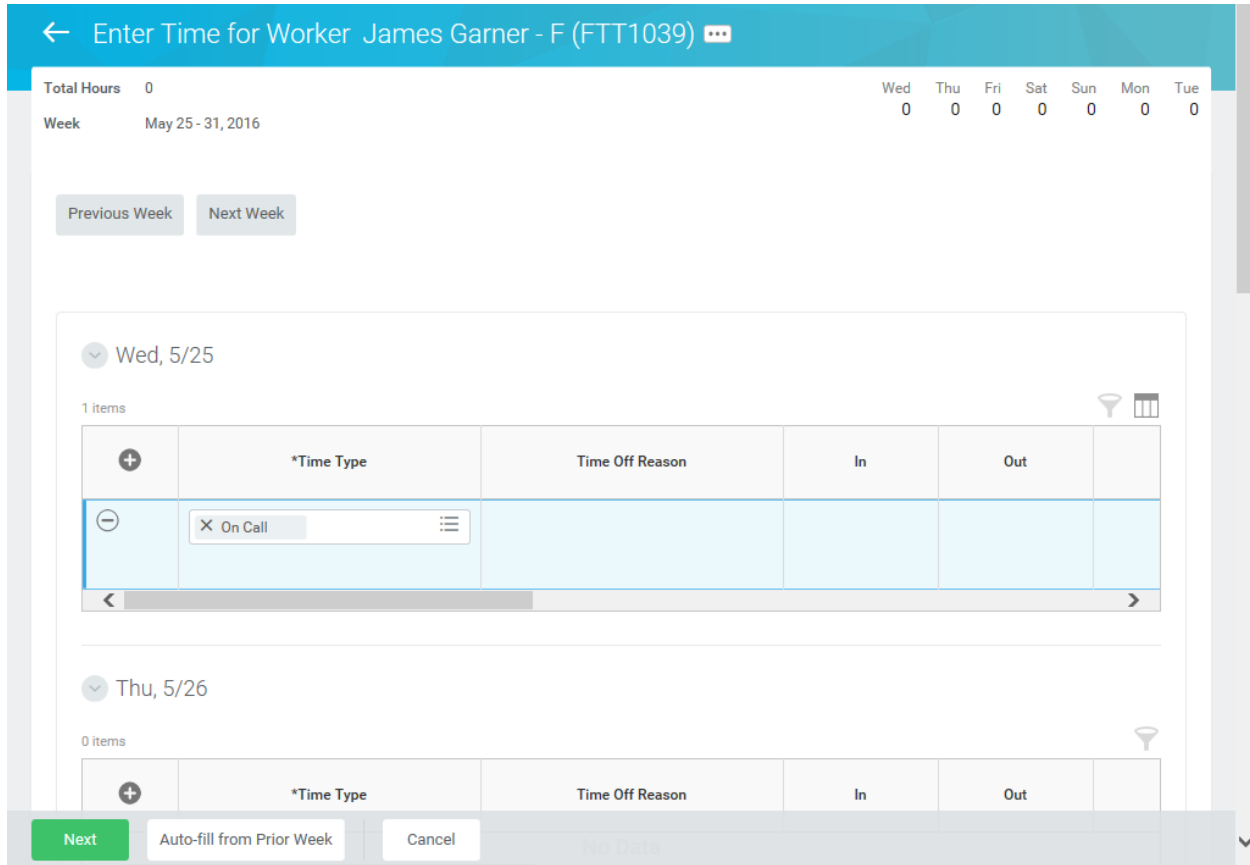
Worker \*

Date \*

4. In the Date field, enter or select a date for which you want to report on call duty for the employee.

5. Click the **OK**  button.

### Enter Time for Worker



← Enter Time for Worker James Garner - F (FTT1039) ...

Total Hours 0

Week May 25 - 31, 2016

Wed 0 Thu 0 Fri 0 Sat 0 Sun 0 Mon 0 Tue 0

Previous Week Next Week

Wed, 5/25


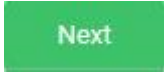
1 items

+/-	*Time Type	Time Off Reason	In	Out
-	X On Call			

Thu, 5/26

0 items

Next Auto-fill from Prior Week Cancel

6. On the timesheet, click the Add Row  icon on the first day of the pay period (Wednesday).
7. Then, complete the following fields:
  - a) **Time Type:** Select category **Time Entry Codes** and then select **On Call**.
  - b) **Quantity:** Type "1" in the **Quantity** field.
  - c) **Worktags:** the prompt to select **DHMH: On Call Rate** and then select the appropriate rate of pay.
8. When you are finished entering the on call pay, click the  button.

### Enter Time for Worker Confirmation Page

Enter Time - Confirmation James Garner - F (FTT1039) ⋮

Mar 2 - 8, 2016

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

Daily Totals	Week Totals
Wednesday 8	Regular Hours 40
Thursday 8	Comp Earned 0
Friday 8	Additional Job Hours 0
Saturday 0	Holiday/Emergency 0
Sunday 0	Time Off 0
Monday 8	Shift Diff 0
Tuesday 8	Overtime 0
<b>Total Hours 40</b>	<b>Total Paid Hours 40</b>

Save
Back
Cancel

9. Review the Daily and Week Totals.



**Information:** The entries that you made on the timesheet are not reflected in the Daily or Week totals sections. However, the appropriate payment will be calculated based for payroll for the employee.

10. Click the **Save**  button.

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

11. The System Task is complete.