

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**.

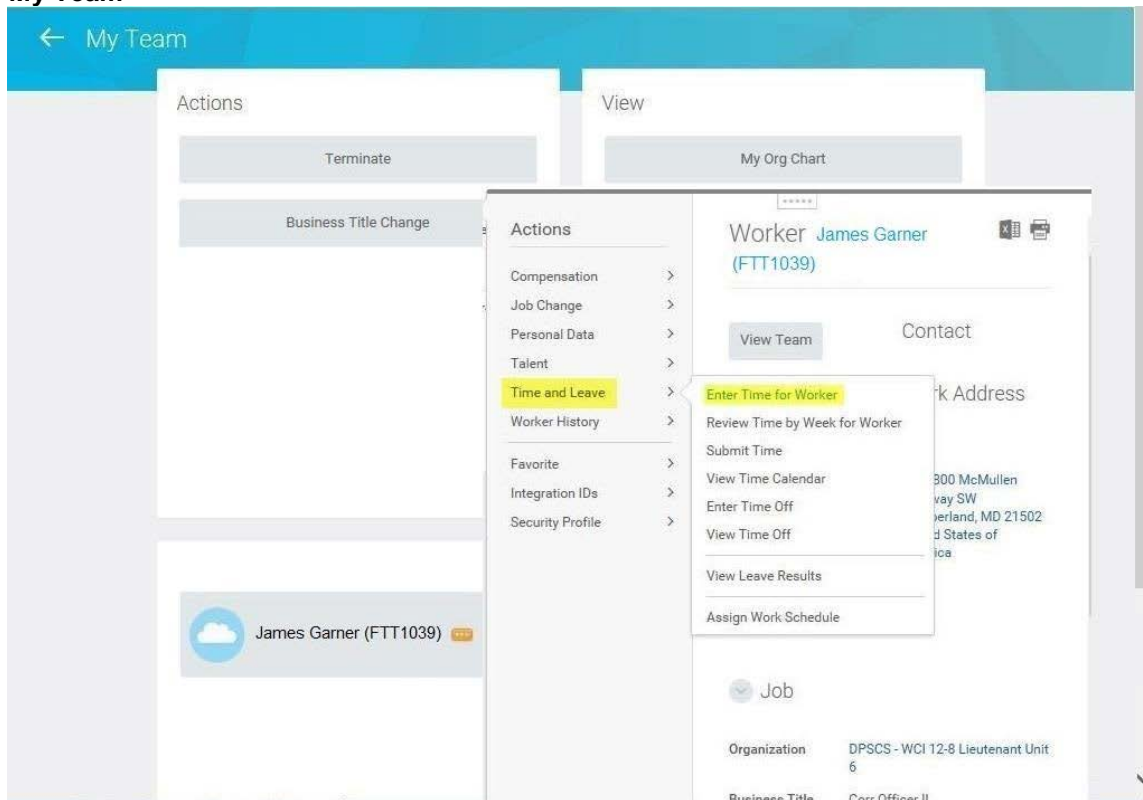
IMPORTANT: To be paid the \$12.50 for each week in the pay period, the Bilingual Pay entry has to be made on both timesheets for the pay period.

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.

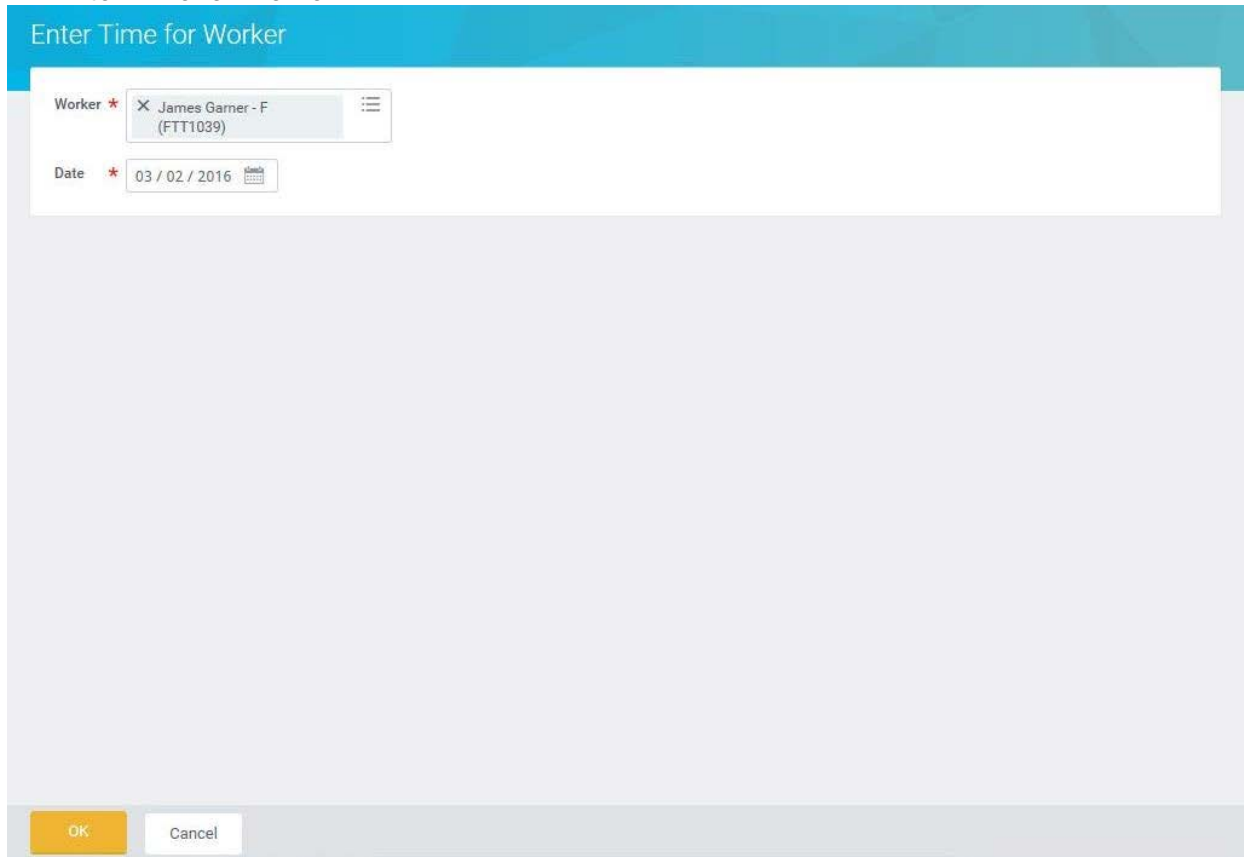
My Team




The screenshot shows the 'My Team' interface. At the top, there is a blue header with a back arrow and the text 'My Team'. Below the header, there are two main sections: 'Actions' and 'View'. The 'Actions' section contains buttons for 'Terminate' and 'Business Title Change'. The 'View' section contains a button for 'My Org Chart'. In the center, there is a card for 'James Garner (FTT1039)' with a preview icon. A dropdown menu is open over the card, showing a list of actions. The 'Time and Leave' option is highlighted in yellow, and its sub-menu is also open, showing the 'Enter Time for Worker' option highlighted in yellow. Other options in the sub-menu include 'Review Time by Week for Worker', 'Submit Time', 'View Time Calendar', 'Enter Time Off', 'View Time Off', 'View Leave Results', and 'Assign Work Schedule'. At the bottom of the card, there is a 'Job' section with details for 'Organization' (DPSCS - WCI 12-8 Lieutenant Unit 6) and 'Business Title' (Corr Officer II).

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

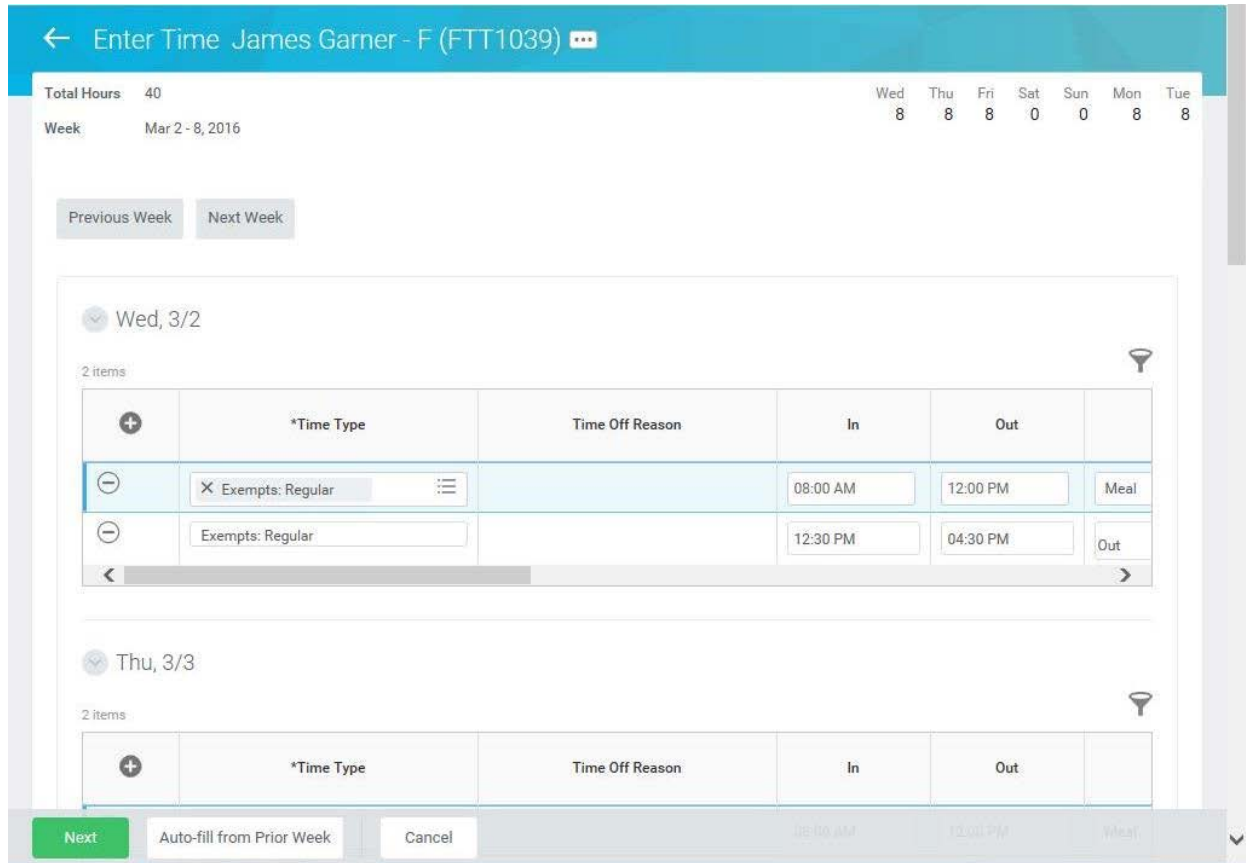
Enter Time for Worker





The screenshot shows a web form titled "Enter Time for Worker". The form has a light blue header bar with the title. Below the header, there are two input fields: "Worker" and "Date". The "Worker" field is a dropdown menu with "James Garner - F (FTT1039)" selected. The "Date" field is a date picker with "03 / 02 / 2016" selected. At the bottom of the form, there are two buttons: "OK" (orange) and "Cancel" (white).

5. In the Date field, enter or select a date for which you want to enter bilingual pay for the employee.
6. Click the **OK**  button.

Enter Time for Worker



7. On the employee's timesheet, click the Add Row  icon on Wednesday (the first day on the timesheet).
8. Then, complete the following fields:
 - a. **Time Type:** Select category **Time Entry Codes** and then select **Bilingual Pay**.
 - b. **Quantity:** Type "1" in the Quantity field.
 - c. **Worktags:** Select the **Manager Approved** category and then select **Manager Approved: Manager Approved**.
9. When you are finished entering the bilingual 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
Total Hours 40	Total Paid Hours 40

Save
Back
Cancel

10. 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.

11. Click the **Save**  button.

IMPORTANT: To be paid the \$12.50 for each week in the pay period, the Bilingual Pay entry has to be made on both timesheets for the pay period.

12. The System Task is complete.