

Enter a Roll Call Adjustment (DPSCS Only)

Use this procedure to enter a roll call adjustment. Roll call is automatically calculated for DPSCS employees. 12 minutes (or .2 hours) of overtime is calculated on the Week Totals of the timesheet for every day that the employee reports to work.

There may be times when the employee is not entitled for roll call in which case an adjustment would need to be made.

Procedure:

1. Search for the employee.

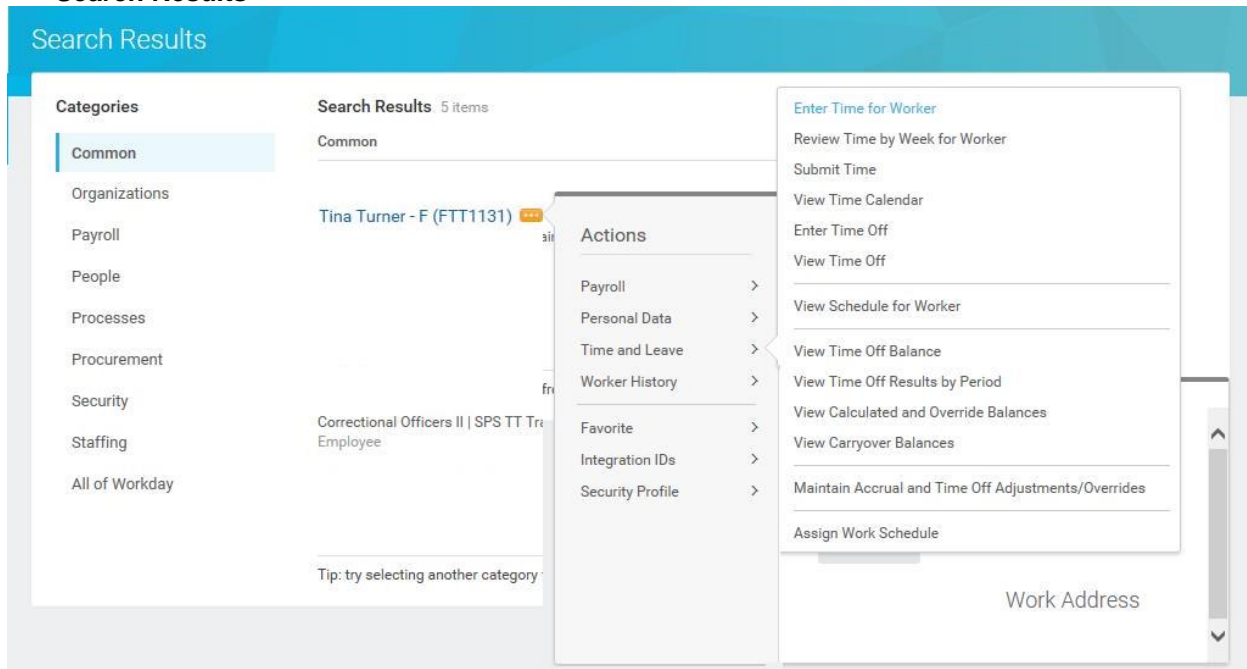


Tip: To find an employee...

- 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 shows the 'Search Results' page with a search for 'Tina Turner - F (FTT1131)'. The 'Actions' menu is open, showing options like 'Payroll', 'Personal Data', 'Time and Leave', 'Worker History', 'Favorite', 'Integration IDs', and 'Security Profile'. The 'Time and Leave' option is highlighted, and a sub-menu is visible with options such as 'Enter Time for Worker', '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', 'Maintain Accrual and Time Off Adjustments/Overrides', and 'Assign Work Schedule'.

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



Title: Enter a Roll Call Adjustment (DPSCS Only)
Role: Timekeepers
Functional Area: Time Tracking

Enter Time for Worker

Enter Time for Worker

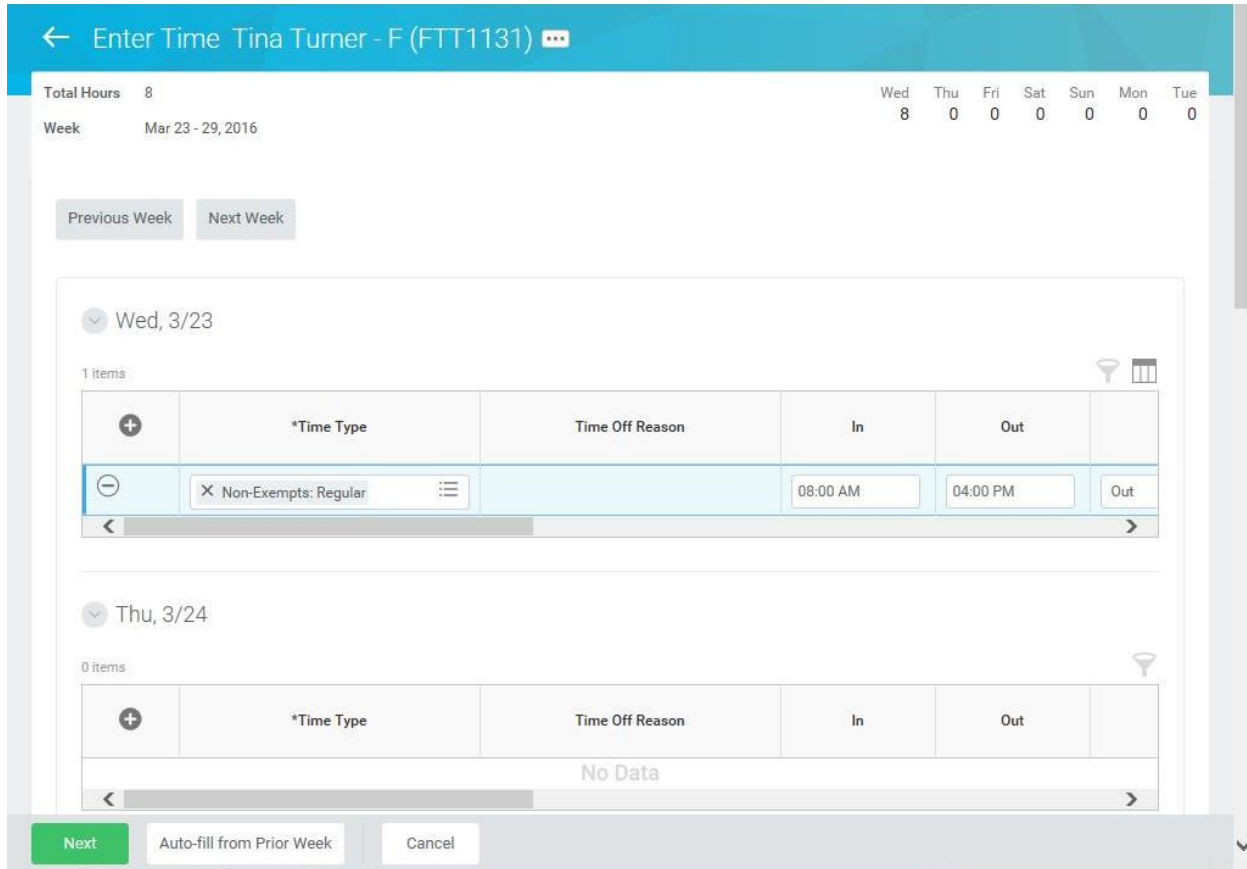
Worker *

Date *

4. In the Date field, enter or select a date. **Note:** This date should be in the week you want to enter time.

5. Click the **OK** button.

Enter Time for Worker



← Enter Time Tina Turner - F (FTT1131) ...

Total Hours 8

Week Mar 23 - 29, 2016

Wed 8 Thu 0 Fri 0 Sat 0 Sun 0 Mon 0 Tue 0

Previous Week Next Week

Wed, 3/23

1 items


+/-	*Time Type	Time Off Reason	In	Out	
-	X Non-Exempts: Regular		08:00 AM	04:00 PM	Out

Thu, 3/24

0 items

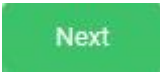
No Data

Next Auto-fill from Prior Week Cancel

6. Click the **Add Row**  icon to add a row on the day for which you want to do a roll call adjustment.

7. Complete the following fields on the row:

- **Time Type:** Use the prompt to select the **Roll Call Adjustment** time entry code.
- **Quantity:** Enter the number hours that should be adjusted. For example, the amount of roll call calculated per day is **12** minutes or **“.2”** hours. To adjust this amount, enter **“-.2”** for each day for which you want to do an adjustment.

8. When you are finished entering the roll call adjustment, click the Next  button.

Enter Time for Worker

← Enter Time - Confirmation Tina Turner - F (FTT1131) ...

Mar 23 - 29, 2016

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

Daily Totals	Week Totals
Wednesday 7.8	Regular 8
Thursday 0	Overtime 0
Friday 0	Comp Time Earned 0
Saturday 0	Shift Diff 0
Sunday 0	Holiday/Emergency 0
Monday 0	Time Off 0
Tuesday 0	Additional Job Reg Hours 0
Total Hours 7.8	Total Paid Hours 8

Save
Back
Cancel

9. Review the Daily and Week totals.



Information: The amount of the adjustment that you made should be reflected in the **Overtime** category in the **Week Totals** section. In the example above, the overtime calculated for Wednesday was removed for the employee.

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

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

11. The System Task is complete.