# DHMH Time Entry
# Enter Approved On Call Hours

Use this procedure to enter on call time and rate on the timesheet. On call details are entered on the timesheet for the first day of the pay period. Your pay is calculated accordingly.
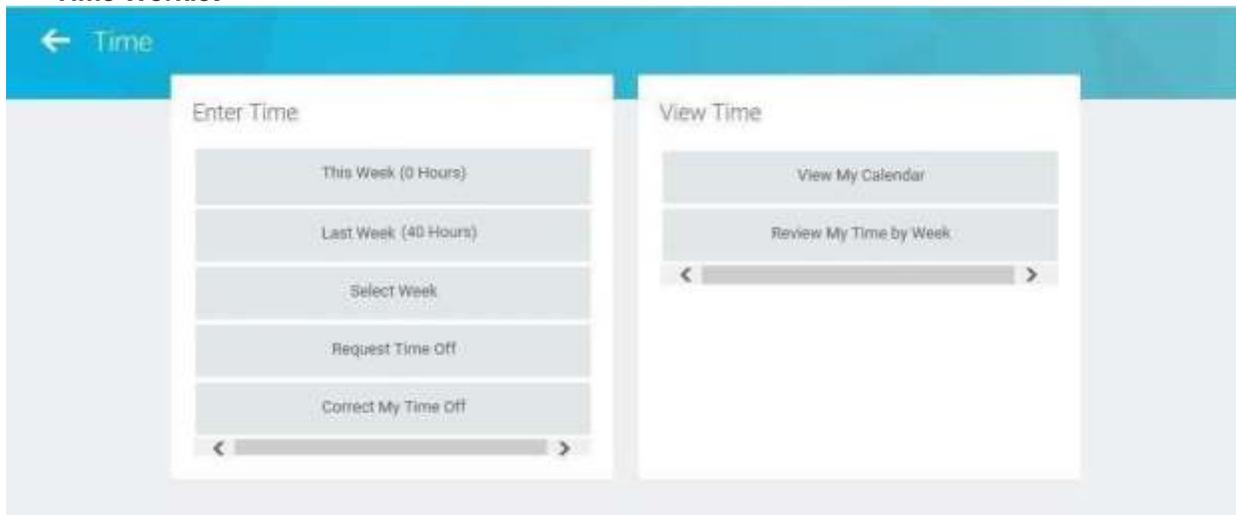
On call entries must be made on the timesheet **prior to the submission of the timesheet**.

<span style="background-color:red; color:white">**Procedure:**</span>
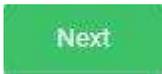


1. From the Home page, click the Time **Time** worklet.

**Time Worklet**



2. Choose whether to enter time for the current week or a prior week. Use one of the following options:

| To… | Do This… |
|---|---|
| To enter time for the current week… | Click the **This Week** button. |
| To enter time for the previous week… | Click the **Last Week** button. |
| To select a week in a previous pay period… | Click the **Select Week** button. |

**Enter Time**
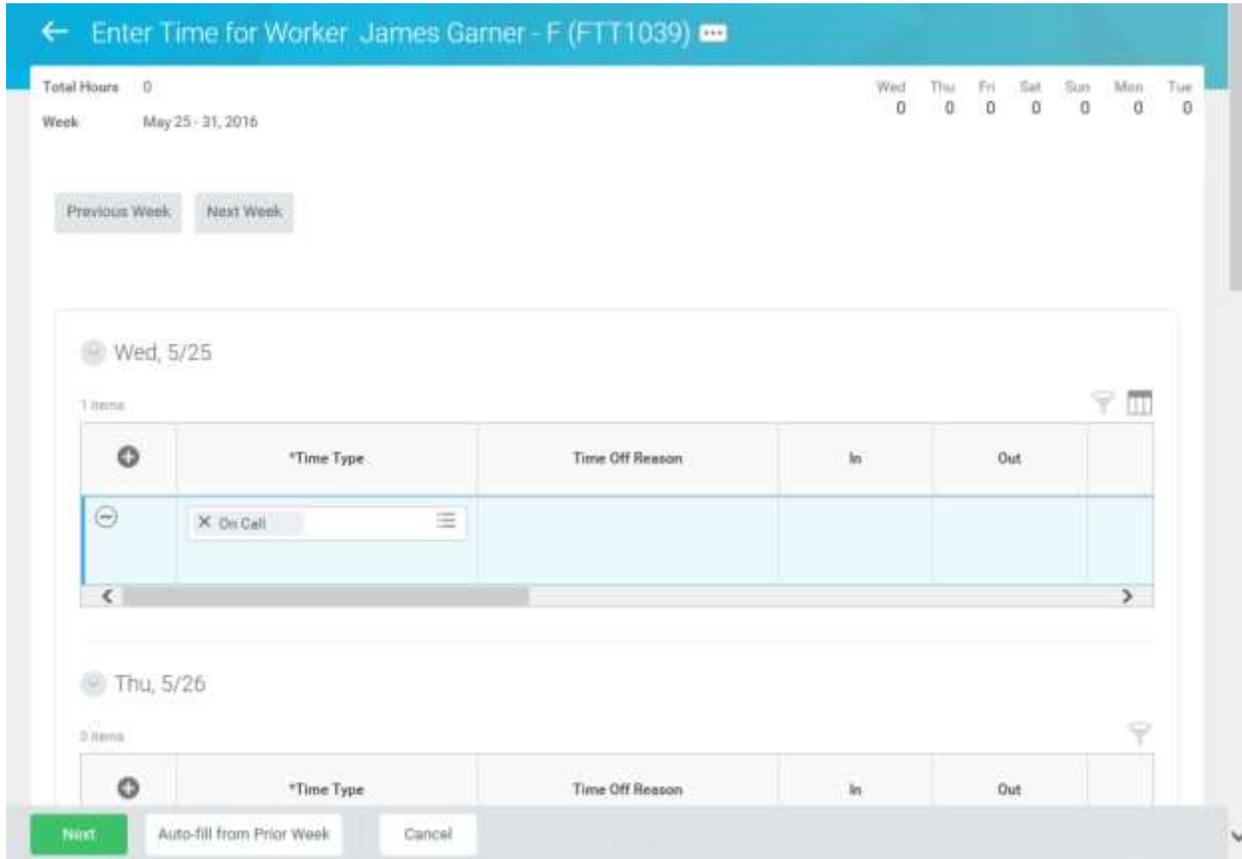


3. On the timesheet, click the Add Row  icon on the first day of the pay period (Wednesday).

4. 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.

5. When you are finished entering the on call pay, click the **Next** button.

**Enter Time for Worker Confirmation Page**



6.  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.

7.  Click the **Save** [Save] button.

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

8.  The System Task is complete.