

Pay Rule and Multiple Assignments Explanations September 2007

PAY RULES

Hourly Wages

- Time Entry is the pay code used for hourly employees.
- Time Entry can be entered as a negative or a positive amount.
- All hours recorded will be paid.
- If the employee is eligible to receive comp time you will need to do a negative Time Entry and put a comment code on the last out punch of the week "Comp time Earned". Then add the hours to the Comp Time Balance and reset the vested amount.

Classified Salary and Accrual Wages

- Employees must work each week the number of hours scheduled
- If the employees do not work the number of hours you must edit the timecard by using sick, personal, vacation or comp time. If the employee does not have the hours available you will need to use the "dock time" pay code.
- When an Accrual Wage employee is off track enter "Off Track" pay code and enter zeros or you can enter the hours normally scheduled for that day to help you reconcile the week. ***This is only and information code and will not be paid.***
- Classified or Accrual Employee that exceeds regular Schedule
 - **Over 40 hours for the week**
Approve additional hours as Approved Overtime to be paid
Or
Approve additional hours as comp time earned at 1 ½ times
 - **Over regular Schedule but Under 40 hours**
Approve additional hours as Approved Straight time
Or
Approve additional hours as comp time
- Tracking the number of days worked for Accrual wage employees only. Under the accruals tab on the timecard, double click "Number of days worked". This brings up a box that you can re-set the vested amount. Simply count the number of days the employee worked in the month, add that amount to the balance and reset the vest amount. This needs to be done at the end of each month. Tracking days helps to ensure the employees are working the correct number of days that they are being paid and is useful when staff members ask how many days they have worked. Administrators can also monitor that employees are not working more than what was budgeted for that position.

COMP TIME

Comp time should be added at the end of each week. Put the comment code on the last swipe of the week. Use the comment code “Comp time” or “Comp time earned at 1 ½”. Click your cursor on the last day of the week. Double click the comp time accrual box in the Accrual tab. Make sure that you calculate the comp time earned to the nearest 15 minute increment and if the time is over the 40 hours you will need to calculate that at 1 ½ times, and add to the current balance in the box. **(REMEMBER THIS IS NOT AN AUTOMATIC CALCULATION, YOU MUST DO THE CALCULATING AND RESET THE BALANCE)**

MULTIPLE ASSIGNMENTS WITH DIFFERENT PAYRULES

Determine the position that is downloaded into the ATM system by putting your cursor over the employee name on the timecard. The pop up box will show you the assignment number at the end of the costing string. A printout will be provided to you so you can see what assignment numbers are in the Oracle payroll system.

If the employee has one Hourly position and one Accrual Wage position

- If the accrual wage position is the position in the ATM system at the end of the week you will add a new line using the green drop down arrow and enter pay code “Hours Adjustment” tab>enter the hours as a negative amount. Second add another line and enter pay code “Approved Straight Time” tab>enter hours tab> transfer code. This is where you will enter the assignment number that you want to charge the hours to. If this is your first time to do this step, when you click on the transfer column you will need to click on the drop down arrow>select search> a pop up window will appear>select the assignment radio button>select the appropriate assignment number> click O.K then save. The next time you need to charge the assignment number it will automatically appear when you click in the transfer field. You must select that number and save. This should be done at the end of each week.

If the employee has two hourly positions

- A Negative time entry will need to be made at the end of each week for the hours that you need to transfer to the other hourly assignment. First step you will add a new line using the green drop down arrow and enter pay code “Time Entry” tab>enter the hours as a negative amount. Second add another line and enter pay code “Time Entry” tab>enter hours tab> transfer code. This is where you will enter the assignment number that you want to charge the hours to. If this is your first time to do this step, when you click on the transfer column you will need to click on the drop down arrow>select search> a pop up window will appear>select the assignment radio button>select the appropriate assignment number> click O.K then save. The next time you need to charge the assignment number it will automatically appear when you click in the transfer field. You must select that number and save. This should be done at the end of each week.

Quick Reference Guide is at the back of your training document.