

ENTERING OMITTED HOURS IN TASS

IntelliTime™

Time Review Admin PEP Schedule Favorites Help Logout

Employee: #37758 VUE, POR SHOUA

22 minutes left

		Pay Period Hours				Hours Paid at Rate	
Department	Division	Worked	Leave	Total	Diff	OT 1.0	OT 1.5
41	07						
EmpGroup	Benefited	PayGrade	EmpStatus	Special Processing		EmpPosition	
99	NO	31H	TEMP	Default		920010 - PARKS AND REC WORKER	
FLSA Status	Schedule	HourlyRate	not used		Available Leave Balances		
[>40 hrs 1.5 Pay]	M-0900-1730:M-F	7.25					

#	Jobs	TASS	Department -OvrAccn4	CMMS ID	Pay Code	Hours	HOL							Description						
							Sat 6/28	Sun 6/29	Mon 6/30	Tue 7/1	Wed 7/2	Thu 7/3	Fri 7/4		Sat 7/5	Sun 7/6				
1						40.00			05.00	05.00	05.00	05.00			05.00	05.00	05.00	05.00		
2						0.00									05.00	05.00	omitted hours			
3																				
DAILY TOTALS																				

User Signature:
HENSPETER, TRENTON R - 07/08/2014 12:22:29 PM

Select "REGULAR" from the dropdown box

Enter the omitted hours on line 2

In the description box, type omitted hours

To enter omitted hours on a time card:

- Under pay code select "REGULAR"
- Enter the omitted hours on line 2
- Type 'omitted hours' in the description box on line 2