LSU Health Sciences Center

Enter No Pay - Scenario 1

Step	Action
1.	**Scenario 1** On Monday, 8/09/10, Tinker Bell was scheduled to work from 7:00 pm until 7:30 am the following morning. Tinker Bell clocked in at her scheduled time of 7:00 pm. At 11:30 pm, she clocked out due to a personal emergency for a total work time of 4.50 hours.
2.	At 2:30 AM Tinker Bell clocked back into work and worked the remainder of her shift for a total of 5. 00 hours. **Situation** Since more than 2 hours have elapsed, the system views row 1 and row 2 as two different shifts rather than as a continuation of her scheduled shift. You will need to link row 1 and row 2 so that the system calculates them as one shift.
3.	**Row 1** Click the **Add a new row at row 1 : Plus (+) Sign** button. **Note:** The **new row** will be used to **designate "No Pay" time.** [+]
4.	**Note: New row** is highlighted in **yellow.** Click the **Xfer** option on the new row to **link** the **new row to rows 1 & 2.** [ ]
5.	**Move** the **Out punch** in Row 1 to the **In** field on the **new row by Highlighting** the Monday **Out** punch and Right-click, and choose the **Cut** list item. **Note:** The **Out** field will be **blank** once you cut the punch information. Cut
6.	Right-click in the **In** field on the **new row.**

Job Aid

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7.	Click the **Paste** list item. **Note:** The **Out** field on the **new row** will be **blank**. Paste
8.	In the **CallBack/NoPay** column of the **New Row**, and click the **Drop-down arrow** for the corresponding date. ˅
9.	Click the **NOPAY** list item. NOPAY
10.	Click the **Save** button. Save
11.	The system **displays phantom punches** for the **two blank Out** fields.
12.	The **Hours** column **displays 3.00** on the **new row** for the **time** the employee was **away** from **work** but the **hours** were **not added** to the **Cumulative** day total. **Note:** You may also **view daily totals** in the **Payable Details** section at the **bottom** of the page **after** the **Time Administration** process has **run**.
13.	You **must** now **add** a **corresponding row** designating whether the No Pay **time** will be **paid or unpaid.**
14.	On **Row 1**, Click the **Add a New Row button.** +
15.	Enter the desired information into the **Mon** field. Enter a valid value e.g. "**LAN**".
16.	Enter the desired information into the **Mon** field. Enter a valid value e.g. "**3**".
17.	Click the **Save** button. Save
18.	**Row 1** now **designates** that **3 hours** of **Annual Leave** was taken by the employee. **Cumulative** hours = **12**, which is the total number of hours the employee was scheduled to work on **Monday** 08/09/10.
19.	This completes *Enter No Pays - Scenario 1.* **End of Procedure.**