



setupepwjoptionsforjobcodes

Table of Contents

setupepwjoptionsforjobcodes i

Personnel > Tables > Job/Contract > Job Codes

Use the following options to identify how employees with certain job codes enter their time and how their time is calculated for WorkJournal entries in EmployeePortal.

Delete	Job Code	Job Description	Workers' Comp Code	FTE Hrs	No FTE	Time Option	Pay Type 2 Dock	Auto Lunch
	1001			40	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	AIDE			40	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	AP			40	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	AST			40	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	BAS			40	<input type="checkbox"/>	C Clock Time	<input checked="" type="checkbox"/>	30
	BMGR			40	<input type="checkbox"/>	N None	<input type="checkbox"/>	0

Time Option	<p>Click ▼ to select the time option to be used for WorkJournal in EmployeePortal.</p> <ul style="list-style-type: none"> • <i>A Attendance Only</i> - Select to allow the job code to be used in WorkJournal for attendance purposes only. Pay information will not be transferred to Payroll when the Import WorkJournal Requests utility is processed. • <i>C Clock Time</i> - Select to allow the job code to be used in WorkJournal for timesheet entries. Pay information will be transferred to Payroll when the Import WorkJournal Requests utility is processed. • <i>N None</i> - Select to exclude the job code from WorkJournal. If selected, employees will not be able to submit entries to the job code in EmployeePortal. <p>This field must be set to A or C to allow the job code to accept WorkJournal entries EmployeePortal.</p>
Pay Type 2 Dock	<p>Select to allow docks to be created for pay type 2 employees.</p> <p>For example, if this field is selected and a pay type 2 employee has 37 in the Wkly Hrs Sched field on the Payroll > Maintenance > Staff Job/Pay data > Job Info tab and only submits 35 hours in WorkJournal, the employee will be docked two hours. The system will account for any submitted leave requests.</p>
Auto Lunch	<p>Indicate the amount of time (in minutes) for the employee's lunch period. If an employee creates a timesheet entry in WorkJournal for more than five hours for a job code with an auto lunch, that amount of time is automatically deducted from their total time for the selected job code on that work day. Valid values are 1-60.</p>

☐ Click **Save**.