



# setupepwjoptionsforjobcodes



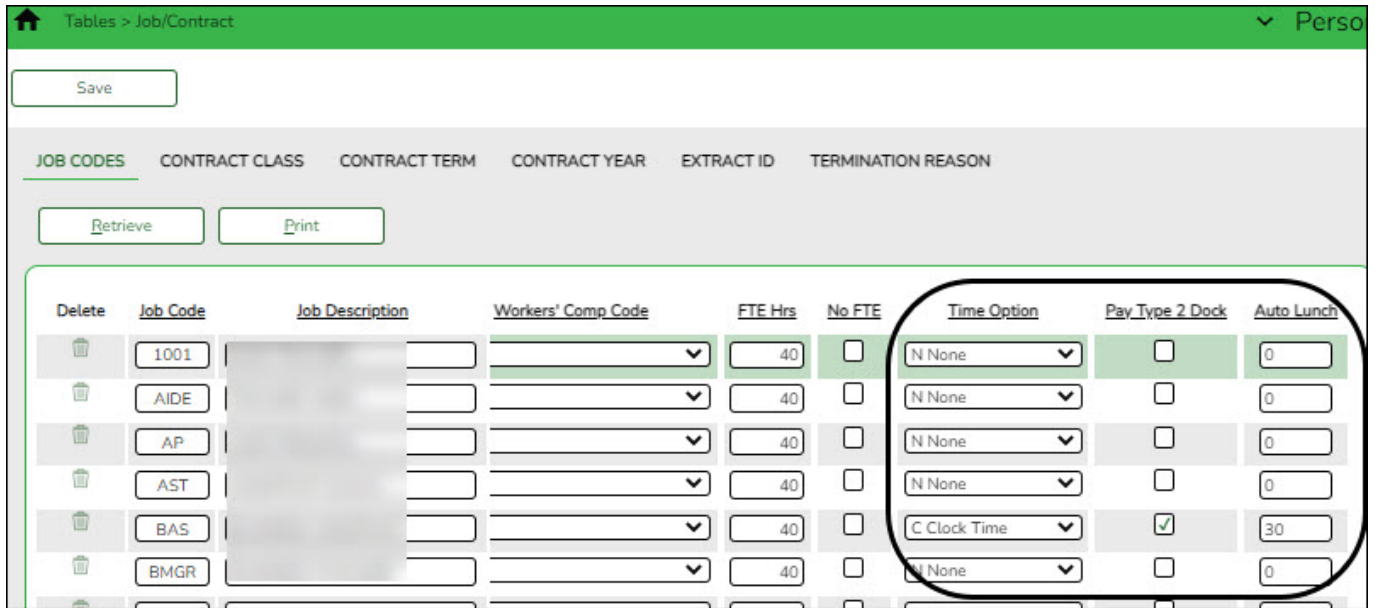
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Personnel > Tables > Job/Contract > Job Codes

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.



<p><b>Time Option</b></p>	<p>Click  to select the time option to be used for WorkJournal in EmployeePortal.</p> <ul style="list-style-type: none"> <li>• <i>A Attendance Only</i> - Select to allow the job code to be used in WorkJournal for attendance purposes only. Pay information <b>will not</b> be transferred to Payroll when the Import WorkJournal Requests utility is processed.</li> <li>• <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.</li> <li>• <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.</li> </ul> <p>This field must be set to A or C to allow the job code to accept WorkJournal entries EmployeePortal.</p>
<p><b>Pay Type 2 Dock</b></p>	<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 <b>Wkly Hrs Sched</b> field on the Payroll &gt; Maintenance &gt; Staff Job/Pay data &gt; 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>
<p><b>Auto Lunch</b></p>	<p>Indicate the amount of time (<b>in minutes</b>) 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**.