




setupepwjoptionsforjobcodes

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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.

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. • <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. • <i>N None</i> - Select to exclude the job code from WorkJournal. <p>This field must set to A or C to allow the job code to accept WorkJournal entries EmployeePortal.</p>
Pay Type 2 Dock	Select to allow docks to be created for pay type 2 employees.
Auto Lunch	Type 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, this amount will be automatically deducted from the entry. Valid values are 1-60.

Click **Save**.