



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 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.• <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**.