setupepwjoptionsforjobcodes

Table of Contents

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.

Time Option	Click ⌄ to select the time option to be used for WorkJournal in EmployeePortal.
	• *A Attendance Only* - 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.
	• *C Clock Time* - 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.
	• *N None* - Select to exclude the job code from WorkJournal. If selected, employees will not be able to submit entries to the job code in EmployeePortal.
	This field must set to *A* or *C* to allow the job code to accept WorkJournal entries EmployeePortal.
Pay Type 2 Dock	Select to allow docks to be created for pay type 2 employees.
Auto Lunch	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.

❑ Click **Save**.