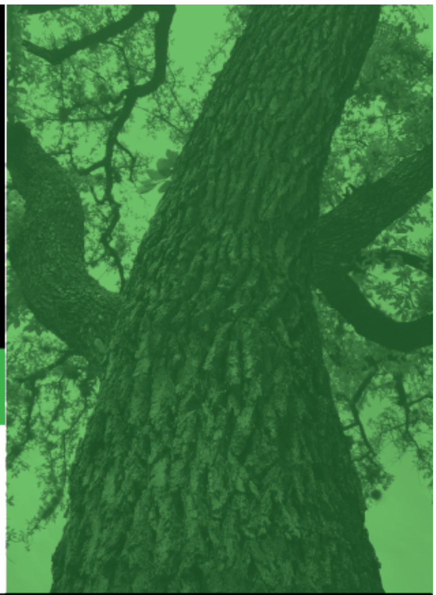
ASCENDER GUIDES



Actual Hours Worked - HRS3850

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Payroll > Maintenance > Actual Hours Worked

This page is used to record the number of actual hours worked for variable hour employees. This data is used to track and determine an employee's monthly status (full-time or part-time). This data is used in the Affordable Care Act (ACA) and TRS processing.

You must be logged on to a current year pay frequency to access this page.

Retrieve and add actual hours worked data:

Field	Description
Start Actual Date	Type the start actual date in the MMDDYYYY format. This field is required.
End Actual Date	Type the end actual date in the MMDDYYYY format. This field is required.
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory.

❑ Click **+Add** to add a row.

Start Actual Date	Type the start actual date in the MMDDYYYY format. This field is required.
End Actual Date	Type the end actual date in the MMDDYYYY format. This field is required.
Pay Date	Type the applicable pay date in the MMDDYYYY format, or click to select a pay date from the Pay Dates list.
TRS Month	Automatically populated with the TRS month that corresponds to the selected **Pay Date** only if the pay date has already been processed. If the selected **Pay Date** has not been processed, the **TRS Month** field is not populated. This field is display only.
Job Code	Type the job code associated with the entered actual hours worked. Or, press the SPACEBAR to select from a drop-down list of available job codes for the selected employee.

❑ Click **Save** to save the changes.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Click to print the report. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.