

Create Hours - HRS3300

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Payroll > Maintenance > Hours/Pay Transmittals > Create Hours

This tab is used to mass create the regular and overtime hours that pay type 3 hourly employees are scheduled and authorized to work by pay date. Hours can only be created for pay dates that have not been processed. You can enter a default number of hours, and then apply the default to all employee records displayed (e.g., 8.00) without a number of hours. The default can be overwritten by a value entered for an individual employee.

Retrieve eligible employees:

❑ Under **Retrieval Options**, enter any of the following criteria:

Field	Description
Pay Date	Click ⌄ to select an unprocessed pay date. The field must be populated to retrieve any eligible employees.
Department	Type the correct department code, or leave blank to select all.
Campus	Click ⌄ to select a campus code.
Job Code	Click ⌄ to select a job code.

❑ Under **Hours**, accept the default (**Regular**) or select **Overtime**.

- Only those employees with pay type 3 jobs are retrieved when Regular is selected.
- Only those employees who are overtime-eligible on the Maintenance > Staff Job/Pay Data > Job Info tab are retrieved when **Overtime** is selected.

❑ Click **Retrieve**. The selected employee information is displayed.

Create regular hours:

Hours	Type the number of hours that the majority of employees are authorized to work (e.g., 8.00).

❑ Click **Default**. All employees without a value in the **Reg Hours** column are assigned the default hours (e.g., 8.00).

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

Job Code	Displays the code for the employee's pay type 3 job assignments. The information is from the Staff Job/Pay Data page.
Reg Hours	Type the new regular hour value for the employee.

Campus	Displays the number of the primary campus where the employee is assigned for the job. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Dept	Displays the department code where the employee is assigned. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Type	Displays the type of pay for the selected employee. The code is assigned on the Staff Job/Pay Data page, Job Info tab.

❑ Click **Save**. The data is transferred to the Regular Hours tab allowing you to create the actual transmittals.

Create overtime hours:

Ovtm Hours	Type the number of hours that the majority of employees are authorized to work (e.g., 4.00).

❑ Click **Default**. All employees without a value in the **Ovtm Hrs** column are assigned the default hours (e.g., 4.00).

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

Job Code	Displays the code and description for the employee's job assignments that are overtime-eligible. The information is from the Staff Job/Pay Data page.
Ovtm Hrs	Type a new value for overtime hours the selected employee has worked.
Ovtm Rate	Displays the overtime rate for the employee that was assigned on the Staff Job/Pay Data > Hourly/Substitute tab.
Ovtm Amt	Displays an amount that is equal to Ovtm Hrs x Ovtm Rate.
Campus	Displays the number of the primary campus where the employee is assigned for the job. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Dept	Displays the department code where the employee is assigned. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Type	Displays the type of pay for the selected employee. The code is assigned on the Staff Job/Pay Data > Job Info tab.
Distribution	Displays the account code against which the employee's overtime pay is charged.

❑ Click **Save**.