



Create Hours - HRS3300

Table of Contents

Create Hours - HRS3300 i

Create Hours - HRS3300 1

Create Hours - HRS3300

Payroll > Maintenance > Hours/Pay Transmittals > Create Hours

This tab is used to 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** to save changes.

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. |

In the free-form area at the bottom of the page, the **Account Cd** field displays the account code against which the employee's overtime pay is charged.

☐ Click **Save** to save the changes.