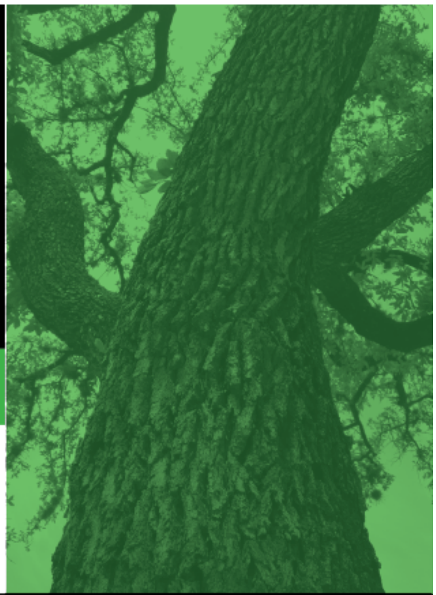
ASCENDER GUIDES



Regular Hours - HRS3300

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Human Resources > Maintenance > Hours/Pay Transmittals > Reg Hours

This tab is used to change the number of regular hours worked by employees with pay type 3 (hourly) at a single campus/department or for all employees at a group of campuses/departments. If a default was established for regular hours on the Create Hours tab, that default is displayed on this tab, but can be overwritten. Note that transmittal records cannot be changed after a payroll has been run. This tab consists of a grid at the top and a free-form area at the bottom.

Note: If an employee has an hourly job (i.e., pay type 3), the **Reg Hrs Worked** field is populated on the Maintenance > Staff Job/Pay Data > Job Info tab, and a regular hours transmittal is created on the Maintenance > Hours/Pay Transmittals > Reg Hours tab, then the regular hours transmittal hours will take precedent over the value that is in the **Reg Hrs Worked** field.

Change regular hours:

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

Field	Description
Pay Date	Click ⌄ to select an unprocessed pay date. This 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.

Click **Retrieve**. The selected employee information is displayed in the grid area and the free form area at the bottom of the tab.

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

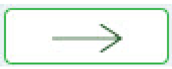
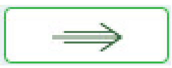
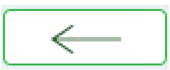
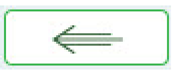
Job Code	Displays the code for the employee's job assignment. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Rate	Displays the employee's hourly pay rate from the Maintenance > Staff Job/Pay Data > Job Info tab.
Reg Hours	Type the new regular hours value for the employee.

Actual Hrs	Type the number of actual hours worked for the variable hour employee. The actual hours worked value can be a negative or positive number. **Notes**: The requirements for determining the actual hours worked by an employee should be defined by an LEA policy. The **Reg Hours** field and the **Actual Hrs** field values must reflect the same sign (+/-). Positive actual hours are added to the total hours and negative actual hours are subtracted from the total hours.
Actual Date	Type the actual date that represents the pay period for a variable hour employee in the MMDDYYYY format. The requirements for determining the actual date for an employee should be defined by a district policy.
Total Pay	Displays the employee's total pay, which is the **Pay Rate** field multiplied by the **Reg Hours** field.
Campus	Displays the number of the primary campus where the employee is assigned. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Dept	Displays the department code where the employee is assigned. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Type	Displays the type of pay for the selected employee. This code is assigned on the Maintenance > Staff Job/Pay Data > Job Info tab.
User ID	Displays the name of the employee who last changed and saved the employee record.

To retrieve another employee, click **+Add**. A new row is provided, with the cursor in the **Emp Nbr** field.

Emp Nbr	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 **Duplicate Selected** to duplicate regular hours transactions for all employees highlighted for future pay dates. The link displays after you click Add or after existing transactions are retrieved. A list of available pay dates from the pay date table is displayed on the left side of the page. Use the following buttons to select which pay dates to move to the right side of the page:

 - Click to move selected entries from the left side to the right side of the page.
 - Click to move all entries from the left side to the right side of the page.
 - Click to move selected entries from the right side to the left side of the page.
 - Click to move all entries from the right side to the left side of the page.

Click **OK** to duplicate the regular hours transactions for those pay dates.

Click **Save**.

Click **Duplicate All** to duplicate regular hours transactions for all employees listed for future pay dates. This link displays after clicking on **+Add** in the grid or after retrieving existing transactions. A list of available pay dates from the pay date table is displayed on the left side of the page. Use the following buttons to select which pay dates to move to the right side of the page:

- Click to move selected entries from the left side to the right side of the page.
- Click to move all entries from the left side to the right side of the page.
- Click to move selected entries from the right side to the left side of the page.
- Click to move all entries from the right side to the left side of the page.

Click **OK** to duplicate the regular hours transactions for those pay dates.

Click **Save**.

Click **Unselect All** to unselect all highlighted employees. The link displays after you click **+Add** or after existing transactions are retrieved.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Print	Print the Regular Hours Transmittal List. **Review the report using the following buttons**: Click to go to the first page of the report. Click to go back one page. Click to go forward one page. Click to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.