



## **Regular Hours - HRS3300**



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# Regular Hours - HRS3300




## Payroll > 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   |
|-------------------|---|
| <b>Pay Date</b>   | Click  to select an unprocessed pay date. This field must be populated to retrieve any eligible employees. |
| <b>Department</b> | Type the correct department code, or leave blank to select all.   |
| <b>Campus</b>     | Click  to select a campus code.  |
| <b>Job Code</b>   | 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.

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

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

To retrieve another employee, click **+Add**. A new row is added.

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| <b>Emp Nbr</b> | Type the employee number. Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> . |
|----------------|---|

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. The Pay Dates pop-up window is displayed with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the regular hours transactions for those pay dates.
- Otherwise, click **Cancel**.


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. The Pay Dates pop-up window is displayed with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the regular hours transactions for those pay dates.
- Otherwise, click **Cancel**.

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:

|                 |  |
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| <b>Retrieve</b> | The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost. |
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|   |   |
|---|---|
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click <b>Save</b> . |
| <b>Print</b>  | Click to print the report. <a href="#">Review the report.</a>   |