

Actual Hours Worked and Actual Date Notes

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During the payroll process:

- Select **Update Actual Hours From Payroll Processing** on the Human Resources > Tables > District HR Options page to use actual hour data from the pay transmittals (during payroll processing) to update/insert records to the Actual Hours table for TRS processing. This field is selected by default. |
- If a transmittal exists on the Maintenance > Hours/Pay Transmittals > Abs Ded tab with actual hours worked data, the value is multiplied by -1 prior to being added to the bhr_act_hrs_wrked table.
- If an employee has multiple transmittals with actual hours worked for the same actual date, and the sum of all actual hours worked equals zero, a record of zero hours is added to the bhr_act_hrs_wrked table.
- If a transmittal contains an actual date worked, but the actual hours worked value is zero, the record will not be added to the bhr_act_hrs_wrked table.
- If a duplicate actual date worked exists for the same pay date, the actual hours worked will be summed by the date, and the TRS month will be replaced with the current TRS month for the pay date being processed.
- If an employee was paid in the payroll run and has transmittals that will update a previously created actual date entry, the TRS month will be updated. If the employee was not paid during the payroll run, the TRS month will not be updated for a previously created actual date entry.
- If a duplicate actual date worked exists for different pay dates, a message will be displayed on the error report.
- If the actual date worked is blank, the pay period ending date from the employee's pay date record is used.
- If the employee was paid during the payroll run and does not have any transmittals, the TRS month and actual date (if blank) will be updated.
- A failure message is generated if the actual hours worked summed value is less than -999.99 or exceeds 999.99.

  Pre-existing unprocessed transmittals (i.e., transmittals created prior to the Spring 2015 Release being loaded) should be reviewed thoroughly to ensure that the applicable values have matching signs (+/-).

Prepost Reports:

- The HRS2700 – Actual Hours Worked Report is included in the Pre-post and After-post report listing.
  - The Pre-post report retrieves data from the bhr_hrly_data_xmital and bhr_suppl_xmital tables based on the pay date and selected employees.
  - The After-post report retrieves data from the bhr_act_hrs_wrked table based on the pay date and selected employees.

Notes:

- The Pre-post and After-post reports may contain different values if a record exists with the same pay date and actual date in the bhr_act_hrs_wrked table.
- Unordered List ItemEmployees who are not paid during the payroll run are excluded from the Pre-post and After-post reports


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