# docktype

# Table of Contents

Click ⌄ to select a dock type code. When an employee has multiple jobs, any dock amounts calculated or applied are distributed among the jobs based on the job percent assigned. This calculation is done first by accumulating the total percent assigned for all jobs being paid. Then, the amount of dock to be applied to the job is calculated using the following formula: Current Job Dock Amount = Total Dock Amount x (Pct assigned current job/pct assigned all paid jobs). The Current Job Dock Amount is then distributed across the master distribution account codes for the job based on the account percents. Options for dock type are as follows:

| | |
|---|---|
| F - Full daily rate (uses the daily rate from the Job Info tab) | Pay types 1 and 2 use the daily rate for jobs where the contract balance is greater than zero.<br><br>Pay types 3 and 4 use the daily rate from the Job Info tab for jobs where the employee has hourly transmittals or has hours worked on the Job Info tab. |
| H - Half daily rate (uses the daily rate from the Job Info tab under Daily Rate divided by 2) | Pay types 1 and 2 use the daily rate for jobs where the contract balance is greater than zero.<br><br>Pay types 3 and 4 use the daily rate from the Job Info tab for jobs where the employee has hourly transmittals or has hours worked on the Job Info tab. |
| D - Table defined rate uses the amount entered on the Leave Rate tab, in the **Dock Amount** field. | Allows data entry in the **Dock Amount** field. |
| A - Alternate rate uses the dock rate from the Pay Info tab, in the **Dock Rate** field. | |
| N - Don't dock, but accrue leave. | |
| S - Substitute rate uses the amount the substitute was paid on the Employee/Substitute Transmittal tab. | |

# Back Cover