



## **setupepwjoptionsforjobcodes**



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Use the following options to identify how employees with certain job codes enter their time and how their time is calculated for WorkJournal entries in EmployeePortal.

<b>Time Option</b>	<p>Click  to select the time option to be used for WorkJournal in EmployeePortal.</p> <ul style="list-style-type: none"> <li>• <i>A Attendance Only</i> - Select to allow the job code to be used in WorkJournal for attendance purposes only. Pay information <b>will not</b> be transferred to Payroll when the Import WorkJournal Requests utility is processed.</li> <li>• <i>C Clock Time</i> - Select to allow the job code to be used in WorkJournal for timesheet entries. Pay information will be transferred to Payroll when the Import WorkJournal Requests utility is processed.</li> <li>• <i>N None</i> - Select to exclude the job code from WorkJournal. If selected, employees will not be able to submit entries to the job code in EmployeePortal.</li> </ul> <p>This field must set to <i>A</i> or <i>C</i> to allow the job code to accept WorkJournal entries EmployeePortal.</p>
<b>Pay Type 2 Dock</b>	Select to allow docks to be created for pay type 2 employees.
<b>Auto Lunch</b>	Type the amount of time (in minutes) for the employee's lunch period. If an employee creates a timesheet entry in WorkJournal for more than five hours, this amount will be automatically deducted from the entry. Valid values are 1-60.

Click **Save**.



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