



**actualhoursworked**



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# Actual Hours Worked - HRS3850

## **Human Resources > Maintenance > Actual Hours Worked**

This page is used to record the number of actual hours worked for variable hour employees. This data is used to track and determine an employee's monthly status (full-time or part-time). This data is used in the Affordable Care Act (ACA) and TEAM processes.

You must be logged onto a current year pay frequency to access this page.

### **Retrieve and add actual hours worked data::**

Field	Description
<b>Start Actual Date</b>	Type the start actual date in the MMDDYYYY format. This field is required.
<b>End Actual Date</b>	Type the end actual date in the MMDDYYYY format. This field is required.
<b>Employee</b>	

### **Other functions and features:**

 [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.



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