

actualhoursworked

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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
Start Actual Date	Type the start actual date in the MMDDYYYY format. This field is required.
End Actual Date	Type the end actual date in the MMDDYYYY format. This field is required.
Employee	

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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