



# Actual Hours Worked - HRS3850



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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 TRS processing.

You must be logged on to 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 MM-DD-YYYY format. This field is required.
<b>End Actual Date</b>	Type the end actual date in the MM-DD-YYYY format. This field is required.
<b>Employee</b>	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> .

Click **+Add** to add a row.

<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>Pay Date</b>	Type the applicable pay date in the MMDDYYYY format, or click  to select a pay date from the Pay Dates list.
<b>TRS Month</b>	Automatically populated with the TRS month that corresponds to the selected <b>Pay Date</b> only if the pay date has already been processed. If the selected <b>Pay Date</b> has not been processed, the <b>TRS Month</b> field is not populated. This field is display only.
<b>Job Code</b>	Type the job code associated with the entered actual hours worked. Or, press the SPACEBAR to select from a drop-down list of available job codes for the selected employee.

Click **Save** to save the changes.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	Click to print the report. <a href="#">Review the report</a> .
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .



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