



## Create Hours - HRS3300



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## **Payroll > Maintenance > Hours/Pay Transmittals > Create Hours**

This tab is used to create the regular and overtime hours that pay type 3 hourly employees are scheduled and authorized to work by pay date. Hours can only be created for pay dates that have not been processed. You can enter a default number of hours, and then apply the default to all employee records displayed (e.g., 8.00) without a number of hours. The default can be overwritten by a value entered for an individual employee.

The tab consists of a grid at the top and a free-form area at the bottom.

### **Retrieve eligible employees:**

☐ Under **Retrieval Options**, enter any of the following criteria:

Field	Description
<b>Pay Date</b>	Click ▼ to select an unprocessed pay date. The field must be populated to retrieve any eligible employees.
<b>Department</b>	Type the correct department code, or leave blank to select all.
<b>Campus</b>	Click ▼ to select a campus code.
<b>Job Code</b>	Click ▼ to select a job code.

☐ Under **Hours**, accept the default (**Regular**) or select **Overtime**.

- Only those employees with pay type 3 jobs are retrieved when Regular is selected.
- Only those employees who are overtime-eligible on the Maintenance > Staff Job/Pay Data > Job Info tab are retrieved when **Overtime** is selected.

☐ Click **Retrieve**. The selected employee information is displayed.

### **Create regular hours:**

<b>Hours</b>	Type the number of hours that the majority of employees are authorized to work (e.g., 8.00).
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☐ Click **Default**. All employees without a value in the **Reg Hours** column are assigned the default hours (e.g., 8.00).

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

<b>Job Code</b>	Displays the code for the employee's pay type 3 job assignments. The information is from the Staff Job/Pay Data page.
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<b>Reg Hours</b>	Type the new regular hour value for the employee.
<b>Campus</b>	Displays the number of the primary campus where the employee is assigned for the job. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
<b>Dept</b>	Displays the department code where the employee is assigned. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
<b>Pay Type</b>	Displays the type of pay for the selected employee. The code is assigned on the Staff Job/Pay Data page, Job Info tab.

☐ Click **Save** to save changes.

### Create overtime hours:

<b>Ovtm Hours</b>	Type the number of hours that the majority of employees are authorized to work (e.g., 4.00).
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☐ Click **Default**. All employees without a value in the **Ovtm Hrs** column are assigned the default hours (e.g., 4.00).

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

<b>Job Code</b>	Displays the code and description for the employee's job assignments that are overtime-eligible. The information is from the Staff Job/Pay Data page.
<b>Ovtm Hrs</b>	Type a new value for overtime hours the selected employee has worked.
<b>Ovtm Rate</b>	Displays the overtime rate for the employee that was assigned on the Staff Job/Pay Data > Hourly/Substitute tab.
<b>Ovtm Amt</b>	Displays an amount that is equal to Ovtm Hrs x Ovtm Rate.
<b>Campus</b>	Displays the number of the primary campus where the employee is assigned for the job. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
<b>Dept</b>	Displays the department code where the employee is assigned. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
<b>Pay Type</b>	Displays the type of pay for the selected employee. The code is assigned on the Staff Job/Pay Data > Job Info tab.

In the free-form area at the bottom of the page, the **Account Cd** field displays the account code against which the employee's overtime pay is charged.

☐ Click **Save** to save the changes.



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