



# How to Enter Standby Pay

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## How to Enter Standby Pay – Elapsed Time Reporters

1. Begin entering your time as usual by accessing the appropriate week on your **Timesheet**.
2. Select the day of the week you wish to report standby pay time for by clicking in the box below the day.

Reported time on or after 04/30/2016 is for a future period.

From Sunday 04/24/2016 to Saturday 04/30/2016 ?

Sun 4/24	Mon 4/25	Tue 4/26	Wed 4/27	Thu 4/28	Fri 4/29	Sat 4/30	Total	Time Reporting Code
	8	8	8	8	8			01 REGLR - Regular Hours Worked

Submit

3. Enter the total number of hours you were in standby pay status on each day.

From Sunday 04/24/2016 to Saturday 04/30/2016 ?

Sun 4/24	Mon 4/25	Tue 4/26	Wed 4/27	Thu 4/28	Fri 4/29	Sat 4/30	Total	Time Reporting Code
	8	8	8	8	8			01 REGLR - Regular Hours Worked
		16						

Submit

4. Select the **STAND** Time Reporting Code.

From Sunday 04/24/2016 to Saturday 04/30/2016 ?

Sun 4/24	Mon 4/25	Tue 4/26	Wed 4/27	Thu 4/28	Fri 4/29	Sat 4/30	Total	Time Reporting Code
	8	8	8	8	8			01 REGLR - Regular Hours Worked
		16						01 STAND - Standby Pay Supplemental

5. Once your timesheet is complete, click **Submit**.
6. You will now see the message that the rules have been successfully applied. Click **OK**.

**Message**

Rules have successfully been applied. (13504,1626)

Press OK to refresh your timesheet with updated payable time.

OK

7. Standby pay entered is now viewable in the **Payable Time** tab.

Reported Time Status | Summary | Absence | Exceptions | Payable Time

Payable Time Viewing Option

By TRC and Status  
 By TRC, Status and Day  
 Show In Detail

View Full Detail

Date	TRC	Description	TRC Type	Payable Status	Quantity
04/25/2016	REGLR	Regular Hours Worked	Hours	Needs Approval	8.00
04/26/2016	REGLR	Regular Hours Worked	Hours	Needs Approval	8.00
04/26/2016	STAND	Standby Pay Supplemental \$2.25	Units	Needs Approval	16.00
04/27/2016	REGLR	Regular Hours Worked	Hours	Needs Approval	8.00
04/27/2016	STAND	Standby Pay Supplemental \$2.25	Units	Needs Approval	16.00



## How to Enter Standby Pay – Punch Time Reporters

1. Begin entering your time as usual by accessing the appropriate week on your **Timesheet**.

From 05/15/2016 to 05/21/2016

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Business Unit
	Sun	5/15	New									39500
	Mon	5/16	New	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM					39500
	Tue	5/17	New	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM					39500
	Wed	5/18	New	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM					39500
	Thu	5/19	New	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM					39500
	Fri	5/20	New	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM					39500
	Sat	5/21	New									39500

Submit Clear

2. Click the “+” to add a line to the day you want to add standby pay to.

From 05/15/2016 to 05/21/2016

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Business Unit	Combination Code	ChartFields	Date
	Sun	5/15	New									39500		ChartFields	5/15
	Mon	5/16	New	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM					39500		ChartFields	5/16
	Tue	5/17	New	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM					39500		ChartFields	5/17
	Wed	5/18	New	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM					39500		ChartFields	5/18
	Thu	5/19	New	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM					39500		ChartFields	5/19
	Fri	5/20	New	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM					39500		ChartFields	5/20
	Sat	5/21	New									39500		ChartFields	5/21

Submit Clear

3. The new line will populate. Select the **STAND Time Reporting Code** from the drop down box and then enter the total number of hours you were in standby pay status in the **Quantity** box. In this example, the employee was on standby for 4 hours on Friday.

From 05/15/2016 to 05/21/2016

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Business Unit	Combination Code	ChartFields	Date
	Sun	5/15	New									39500		ChartFields	5/15
	Mon	5/16	New	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM					39500		ChartFields	5/16
	Tue	5/17	New	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM					39500		ChartFields	5/17
	Wed	5/18	New	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM					39500		ChartFields	5/18
	Thu	5/19	New	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM					39500		ChartFields	5/19
	Fri	5/20	New	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM					39500		ChartFields	5/20
			New						79 STAND - Standby Pay Supplemental	4		39500		ChartFields	5/20
	Sat	5/21	New									39500		ChartFields	5/21

Submit Clear

4. Once your timesheet is complete, click **Submit**.

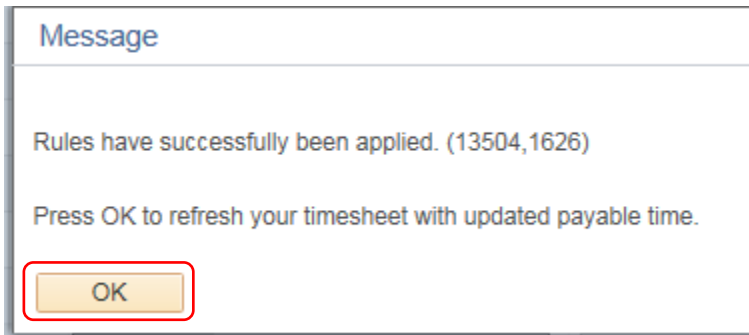
From 08/21/2016 to 08/27/2016

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Business Unit	Combination Code	ChartFields
	Sun	8/21	New									39500		ChartFields
	Mon	8/22	Submitted	7:30:00AM	11:45:00AM	12:15:00PM	4:00:00PM	8.00	01 REGLR - Regular Hours Worked			39500	000081446	ChartFields
	Tue	8/23	Submitted	9:30:00AM	11:45:00AM	12:15:00PM	6:00:00PM	8.00	01 REGLR - Regular Hours Worked			39500	000081446	ChartFields
	Wed	8/24	Submitted	7:30:00AM	11:45:00AM	12:15:00PM	4:00:00PM	8.00	01 REGLR - Regular Hours Worked			39500	000081446	ChartFields
	Thu	8/25	Submitted	7:30:00AM	11:45:00AM	12:15:00PM	4:00:00PM	8.00	01 REGLR - Regular Hours Worked			39500	000081446	ChartFields
	Fri	8/26	Submitted	7:30:00AM	11:45:00AM	12:15:00PM	4:00:00PM	8.00	01 REGLR - Regular Hours Worked			39500	000081446	ChartFields
	Sat	8/27	New						79 STAND - Standby Pay Supplemental	4.00		39500		ChartFields

Submit Clear



5. You will now see the message that the rules have been successfully applied. Click **OK**.



6. Standby pay entered is now viewable in the **Payable Time** tab.

Summary | Absence | Exceptions | **Payable Time**

Payable Time Viewing Option

By TRC and Status  
 By TRC, Status and Day  
 Show In Detail

Total Pending Approval \$1,029.40 USD

View Full Detail

Payable Time ? Personalize | Find | 1-6 of 6

Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code
05/16/2016	REGLR	Regular Hours Worked	Hours	Needs Approval	8.00	\$204.08 USD	
05/17/2016	REGLR	Regular Hours Worked	Hours	Needs Approval	8.00	\$204.08 USD	
05/18/2016	REGLR	Regular Hours Worked	Hours	Needs Approval	8.00	\$204.08 USD	
05/19/2016	REGLR	Regular Hours Worked	Hours	Needs Approval	8.00	\$204.08 USD	
05/20/2016	REGLR	Regular Hours Worked	Hours	Needs Approval	8.00	\$204.08 USD	
05/20/2016	STAND	Standby Pay Supplemental \$2.25	Units	Needs Approval	4.00	\$9.00 USD	