How to Enter Standby Pay

Contents

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.

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

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

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

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

How to Enter Standby Pay – Punch Time Reporters

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

2. Click the **"+"** to add a line to the day you want to add standby pay to.

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.

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

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.