

# HOW TO ENTER IN ON CALL HOURS

This training document is intended to provide instruction on how to enter in on call hours.

- Go to the employee's timesheet. Select the drop-down arrow under **Time Off** blank entry.

Time Entry    Extra Pay & Counter Adjustment    Piecework    Exceptions    Calc Detail    More Tabs (3) ▾

64.00 hrs    16.00 hrs  
Regular Hours    Time Off Hours

Time Off	SUN Nov 16	MON Nov 17	TUE Nov 18	WED Nov 19	THU Nov 20	FRI Nov 21	SAT Nov 22	SUN Nov 23	MON Nov 24	TUE Nov 25	WED Nov 26	THU Nov 27	FRI Nov 28	Raw Total
	🗨	🗨	🗨	🗨	🗨	🗨	🗨	🗨	🗨	🗨	🗨	🗨	🗨	
Holiday ▾												8.00	8.00	16.00
▾		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00			64.00
▾														0.00
	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	80.00

- Select Browse and search for **ON CALL HRS 01**. Enter hours under the corresponding date.

Time Off	SUN Nov 30	MON Dec 1	TUE Dec 2	WED Dec 3	THU Dec 4	FRI Dec 5	SAT Dec 6	SUN Dec 7	MON Dec 8	TUE Dec 9	WED Dec 10	THU Dec 11	FRI Dec 12	Raw Total
	🗨	🗨	🗨	🗨	🗨	🗨	🗨	🗨	🗨	🗨	🗨	🗨	🗨	
ON CALL HRS 01 ▾		8.00												8.00
	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00

- Save changes to timesheet .