

TRANSFER PAY RECORDS OR EVENT/POSITION USING WORKSHEETS

If an employee has more than one Pay Record or an Event in LOW and has access to Worksheets, the employee or manager can easily reallocate hours.

WORKSHEET PAGE

In the Worksheet, employees or managers enter hours and allocate to different Pay Record or an Event. Optionally, employees can also manage their own absences, expenses and view daily summaries.

EMPLOYEE WORKSHEET SCREEN

Calendar			Worksheet	Leave Req.	Messages	Personal	Benefits	Archives	Activity
Sheet			Detail						
Pay Period:			Previous Pay Period	Refresh	Approve Time Card	Print			
Category			Sat May-14	Sun May-15	Mon May-16	Tue May-17	Wed May-18	Thu May-19	Fri May-20
Hours Worked									
1179 Park & Recreation	01	Fitness Center Employee			5:00	6:00	3:00	5:00	
1179 Park & Recreation	02	Fitness Center Staff							
1179 Park & Recreation	02	Fitness Center Staff					2:00		
Summary					5:00	6:00	5:00	5:00	
Absences									
Time Off Requests									
Pay Summaries					Reg 5:00	Reg 6:00	Reg 5:00	Reg 5:00	

MANAGER/SUPERVISOR WORKSHEET SCREEN

Time Card			Previous Period	Worksheet	Add New...	Approve	Print			
Last Name	First Name	ID	Badge	Location	Time Location	Pay Record	Event/Position			
Booth	Tara	00466	466	Parks and Rec	1179 Park & Recreation	01	Fitness Center Employ			
			Sat May-14	Sun May-15	Mon May-16	Tue May-17	Wed May-18	Thu May-19	Fri May-20	
Hours Worked										
1179 Park & Recreation	01	Fitness Center Employee			5:00	6:00	3:00	5:00		
1179 Park & Recreation	02	Fitness Center Staff								
1179 Park & Recreation	02	Fitness Center Staff					2:00			
Summary					5:00	6:00	5:00	5:00		
Absences										
Time Off Requests										
Pay Summaries					Reg 5:00	Reg 6:00	Reg 5:00	Reg 5:00		

Below will show a brief description of each area on the Allocation sheet.


Section / Item	Description
Pay Period (1)	Select period to display
Hours Worked (2)	Where you can enter hours worked to the correct Pay Record or Event
Absences (3)	Enter time off hours. May not be available based on your access
Time Off Request (4)	Displays time off request and their status. May not be available based on your access
Pay Summaries (5)	Displays all hours, worked and absence. May not be available based on your access

ENTER HOURS

Entering hours in the correct Pay Record or Event using worksheet. This can be done by the employee in ESS or the supervisor in the time card page.

1. Locate the correct Pay Record / Event to allocate worked hours. For our example, 8 hours in “1179 Park & Recreation – Pay Record 2 – Fitness Center Staff”.
2. Click the cell that represents the correct date and type in the hours worked.
3. Press ENTER, the worked hours are allocated to the specific area. Hours are updated in the employee Hours Worked Summary area and the Pay Summaries area.

Category			Sat May-28
Hours Worked			
1179 Park & Recreation	01	Fitness Center Employee	
1179 Park & Recreation	02	Fitness Center Staff	
1179 Park & Recreation	02	Fitness Center Staff	
Summary			
Absences			
Time Off Requests			
Pay Summaries			



Category			Sat May-28
Hours Worked			
1179 Park & Recreation	01	Fitness Center Employee	
1179 Park & Recreation	02	Fitness Center Staff	
1179 Park & Recreation	02	Fitness Center Staff	8:00
Summary			8:00
Absences			
Time Off Requests			
Pay Summaries			Reg 8:00

RESULTS

All hours will apply to the Pay Record / Event you've assigned applying the correct rate.

Time Card	Period Summary	Daily Summary			
Pay Desig.	Time Location, Pay Record, Event/Position	Hours	Rate	Dollars	
Regular	1179 Park & Recreation, 02, Fitness Center Staff	8:00	12.9600	103.6800	
Totals		8:00		103.6800	