

Call-in Pay in is **paid for a minimum of 4 hours**. You will enter the actual in and out times worked and the system will automatically add extra hours for a total of 4 hours. Call-in Pay rate is 1.5x your regular rate.

- On the Home Screen, click **My Timesheet** from the Time Entry box.
 - Note - this timesheet already has all the Regular Time in/out times entered for the pay period
- Click the **+** on the **Regular Time** row to add a new row.

Date	Entry Code
Tue 03/17	Regular Time

- On the new row, use the dropdown arrow to select the Entry Code **Call in – Clocked**

Date	Entry Code
Tue 03/17	Regular Time
Tue 03/17	Regular Time
Wed 03/18	Call in - Clocked
Thu 03/19	Comp Time Earned Requested
Thu 03/19	Comp Time Elect (Paid)

- Enter your actual in and out times
 Example: The Call-in was on Tues. 3/17. Employee worked **9:15pm to 12:30am** (the next day) – 3.25 hours
 - Enter IN time as **915p**
 - Enter the OUT time as **+1215a** (the + indicates the time is the next day)
- Add **Comments** (optional) for a time slice if needed
- Click **Save** button

In this example, the work schedule is Mon. to Fri.
7:00am - 3:30pm

Date		Entry Code	Hours	Overrid...	Adjust Rea...	Comments	soe	Total
Mon 03/16		Regular Time	07:00 am 03:30 pm	0.00				8.00
Tue 03/17		Regular Time	07:00 am 03:30 pm	0.00				8.00
Tue 03/17		Call in - Clocked	09:15 pm 12:30 am	0.00		GSB repair		3.25
Wed 03/18		Regular Time	07:00 am 03:30 pm	0.00				8.00
Thu 03/19		Regular Time	07:00 am 03:30 pm	0.00				8.00
Fri 03/20		Regular Time	07:00 am 03:30 pm	0.00				8.00
								43.25

7. Click the **Results** tab to see the two extra entries for 3/17: **Call in – Clocked** with 3.25 hours and **Call in Minimum** with .75 hour for a total of 4.0 hours at 1.5x your regular rate.

Exceptions Schedule Time Off Results						
Work Da...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate
03/16/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00
03/17/2020	Order of th...	Call in - Clocked	3.25	0.00	268.13	82.50
03/17/2020	Order of th...	Call In Minimum	0.75	0.00	61.88	82.50
03/17/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00
03/17/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00

The Rate for the Call-in Pay is 1.5x your regular rate.