

Call-in Pay is **paid for a minimum of 3 hours**. The employee will clock in and out for the time they worked and the system will automatically add extra hours if necessary to meet the minimum of 3 hours. Call-in Pay rate is 1.5x their regular rate.

1. On the Home Screen, click **Edit Employee Time** from the Time Entry box.
 - Note - this timesheet already has all the Regular Time in/out times entered for the pay period
2. On the row where the Call-in occurred, use the dropdown arrow to select the Entry Code **Call in – Clocked**

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

Example: the Call-in was on Sunday 7/12. Employee worked **6:00am to 7:15am** – 1.25 hours.

3. Add **Comments** (optional)
4. Click **Save** button

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

Date	Entry Code	Hours	Override Rate	Adjust Reason	Comments
Sun 07/12	Call in - Clocked	06:00 am 07:15 am	0.00		
Mon 07/13	Regular Time	07:00 am 03:30 pm	0.00		
Tue 07/14	Regular Time	07:00 am 03:30 pm	0.00		
Wed 07/15	Regular Time	07:00 am 03:30 pm	0.00		
Thu 07/16	Regular Time	07:00 am 03:30 pm	0.00		
Fri 07/17	Regular Time	07:00 am 03:30 pm	0.00		
Sat 07/18	Regular Time				

- Click the **Results** tab to see the two extra entries for 7/12: **Call in – Clocked** with 1.25 hours and **Call in Minimum** with 1.75 hours for a total of 3.0 hours at 1.5x your regular rate.

Exceptions Schedule Punch Log Time Off Results Admin Banks						
Work D...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate
07/12/2020	Custodial/S...	Call in - Clocked	1.25	0.00	33.13	26.51
07/12/2020	Custodial/S...	Call In Minimum	1.75	0.00	46.38	26.51
07/13/2020	Custodial/S...	Lunch Deducted	0.00	0.50	0.00	0.00
07/13/2020	Custodial/S...	Regular Time	8.00	0.00	141.36	17.67
07/13/2020	Custodial/S...	Second Shift Differ...	3.00	0.00	0.90	0.30
07/14/2020	Custodial/S...	Overtime Premium	0.50	0.00	13.25	26.51
Total			64.00	2.00	805.72	

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