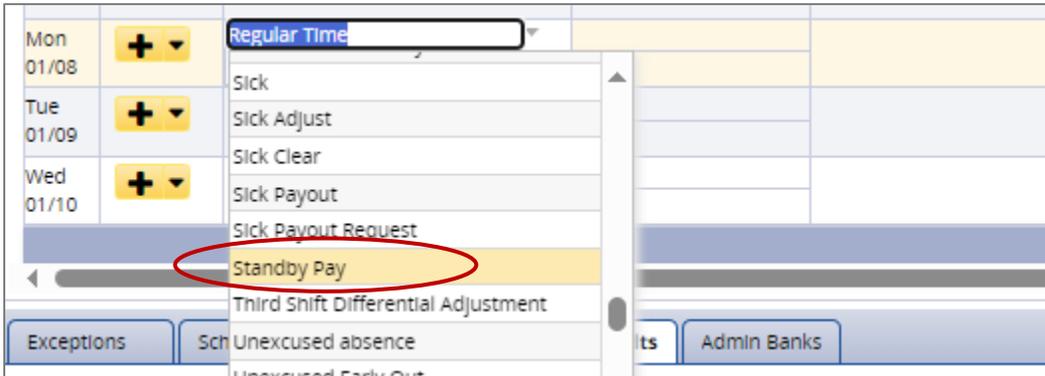


A manager must add a new time slice for an employee to receive Standby Pay.

1. In the employee's timesheet, add a new time slice on the appropriate date
2. Select the pay code **Standby Pay**



The screenshot shows a timesheet interface with a dropdown menu open. The menu items include: Regular Time, Sick, Sick Adjust, Sick Clear, Sick Payout, Sick Payout Request, **Standby Pay** (highlighted with a red circle), Third Shift Differential Adjustment, Unexcused absence, and Unexcused Early Out. The 'Standby Pay' option is circled in red.

3. Enter 200.00 in **Hours**
 - \$200 will display in the **Amount** column
 - The employee will get \$200 (gross amount)
 - This amount can be seen in the **Results** tab

Date	Entry Code	Hours	Override Rate	Adjust Reason
Sun 01/07	Regular Time			
Mon 01/08	Standby Pay	200.00		
Tue 01/09	Regular Time			
Wed 01/10	Regular Time			

Work D...	Assignment Description	Pay Code	Paid Ho...	Unpaid Ho...	Est Gross P...
01/08/2024	Electronics Repairer*-Facilities-Elec...	Standby Pay	0.00	0.00	200.00

NOTE: If the standard 'Standby Pay' work arrangement is split, Manager may split up the Standby Pay (total \$200) among employees who are covering Standby duty that week.