

## Transcripts

<b>Title: MacViP Online Training</b>	Scene/Screen # <b>C</b>
<b>Objective: Time Capture – Weekly</b>	Playing Time: 4 mins 15 secs

### Exception

To enter “exception” time for employees who have schedules we access the “Weekly Entry” screen via Payroll, Time Entry, Data Entry, Weekly Entry

We click on the **Search** tab to access the search mode

Once we’re on the search screen we choose the **Position Group 0001** from the drop down

Next we enter the applicable dates from Sept 9 to Sept 15 using the calendar drop-down. We use the same dates that we ran the Generate Schedule for.

We select “**Go**” to populate information. The screen will display the first employee in the Position Group.

**Note** that you can scroll back and forth between an employees weeks of time using the previous week and next week buttons. The default sort order for the records displayed in this view is numerical.

We’re going to make some changes to 2 of our employee’s regular schedule. Those employees are employee Jack Black and Will Farrell

### Example 1

Our first employee Jack Black worked 3 hours overtime on Sept 10. Let’s look at how we record these overtime hours

We click on the Weekly Entry blue bar. Our Employees regular hours are displayed under Code 1000.

Under the Weekly Entry, we click on “**new record**” icon. A new row is created for us to enter our hours into. We can either enter our transaction code or we can choose from the Trans drop down list. For this scenario we’ll use the drop-down box and choose code 1030 – Request for Hours Worked. Pick 1030.

Now we input the number of hours (in this case 3 hours) of overtime that was worked on Sept 10 under that day column.

Now we save the record and then click on ‘go’ to refresh our totals.

**Note** that the system populates the worked position field for us. We can view the total hours on the bottom of the screen. Total hours will include premium hours (e.g. our 3 hours of overtime), and will appear inflated.

## **Example 2**

Our second employee Will Farrell is a permanent employee who took 3 vacation days during the previous week. Those days are Sept 12, 13, 14. We need to record those hours and also ensure that Will does not get paid his regular hours in addition to the vacation days.

We click on Duplicate record and a copy of the regular line appears.

We change our transaction code to 1400 – request for vacation- we leave the 3 days that were taken as vacation days. But we must delete the hours for the days that we are not have vacation days.

It's important to note that if you use the delete icon from the application tool bar, it will delete the entire record. Because we want to delete a single entry in 3 different fields we must use the delete key on our keyboard.

We must also delete the regular hours for those days that were vacation days. Again using our delete key, we remove the regular hours for the days that were vacation days.

Now we save the Record.

If our employee had taken a week's worth of vacation, we could have simply changed the transaction code from regular to vacation on the first row.

You'll notice there are other fields that we did not enter anything into. For example there is a "**Rate**" field where you can indicate a different rate if the time is being recorded for a "Worked" position and that rate is different than the rate that the employee is paid for their Owned position.

You can refer to your Training manual for additional information regarding entering time for employees. Appendix B provides you with a list of Business Rules that explain payments such as Statutory Holidays, Vacation Pay, Overtime etc.

If you are only responsible for regular and scheduled employees, once you have completed all of your adjustments to scheduled time you would run the Time Capture processes.