

Entering On-Call Time

1. While viewing the employee's timesheet, click on "Elapsed Timesheet".

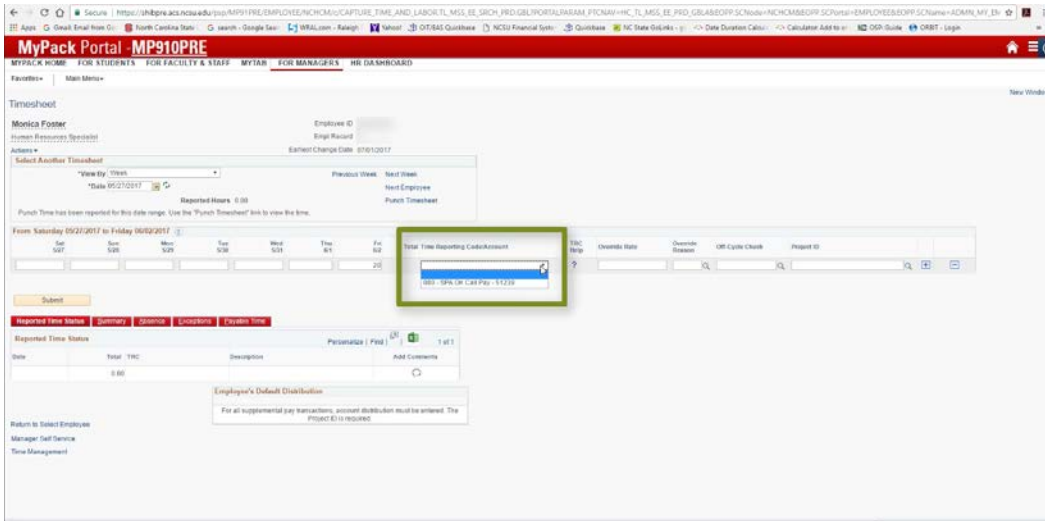
The screenshot shows the MyPack Portal interface for an employee's timesheet. At the top, there are navigation links for 'FOR STUDENTS', 'FOR FACULTY & STAFF', 'MYTAB', 'FOR MANAGERS', and 'HR DASHBOARD'. Below this, there are options to 'Select Another Timesheet' and 'View By: Week'. The current view is for the week of 05/27/2017, showing 'Reported Hours: 33.53'. A green arrow points to the 'Elapsed Timesheet' link. Below this, there is a table with columns for 'Select', 'Add Comments', 'Day', 'Date', 'Reported Status', 'In', 'Out', 'Punch Time Reporting Code', 'Quantity', 'Time Collection Device ID', 'OR Cycle Check', 'Project ID', and 'Date'. The table contains several rows of data for different days and times. At the bottom, there is a 'Reported Time Summary' table and an 'Employee's Default Distribution' table.

Supervisors have to enter the "On Call" hours for their direct line reports if supported

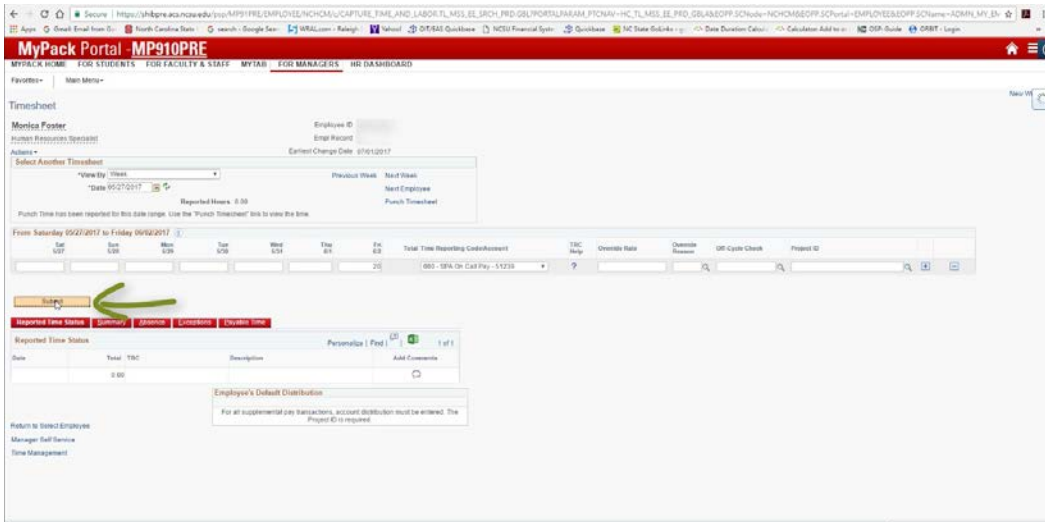
2. Enter in the hours the employee was on call. If you need to change the week to enter in previous on call hours click "Previous Week". If you need to change the week to enter in future on call hours click "Next Week".

The screenshot shows the MyPack Portal interface for an employee's timesheet, specifically the 'Elapsed Timesheet' view. The employee's name is 'Monica Foster' and her employee ID is visible. The current view is for the week of 07/01/2017, showing 'Reported Hours: 0.00'. There are buttons for 'Previous Week' and 'Next Week'. Below this, there is a table with columns for 'Sun', 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', 'Total Time Reporting Code/Amount', 'TBC', 'Override State', 'Override Reason', 'OR Cycle Check', and 'Project ID'. The table contains one row of data for the week of 07/01/2017. At the bottom, there is a 'Reported Time Summary' table and an 'Employee's Default Distribution' table.

3. In the "Time Reporting Code/Account" drop down menu, select the time code associated with the on call shift.



4. Once the time sheet has been updated, click the "Submit" button.



5. A confirmation screen will appear. Click "ok".

