Entering On-Call Time

1. While viewing the employee’s timesheet, click on “Elapsed Timesheet”.

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”.

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