Follow same basic process for ST / OT entry for other employees. Be careful that you have the correct worksheet and that you enter time on the right pay code!

To pay an employee for straight time or overtime you will have to enter the time on a worksheet.

First go to the worksheet in PAC Skyward. (Click on Human Resources, Payroll, Curr. Payroll, and Payroll Worksheet)



Next you will pick a worksheet

You will have a list of worksheets in the Worksheet Master on the left side of the screen.

The right side of the screen will display the contents of the worksheet.

Highlight the worksheet you need to work in.

Click the Entry button under Detail.

Workshee	t Master			Dei Dei	ail for Select	ted Workshe	et Master			Master
Description	Last Import Date	Last Import Time	-	* Employee Name	Emp Type	Pay Code	Amount	Factor/ Hours	*	<u>/S</u> ele
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Lookup: 0031	Sub Food Ser	vice		* = record has been	imported i	nto payroll			_	
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This will open up the worksheet.

This is the opened worksheet. If names were listed in the previous screen you would see them here. If the worksheet is empty you will have to ADD the employees you need to pay.

Click the +Add button.

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The add button opens another screen, where you will select employees.

You will type the name key of the employee you want in the box. A list of names will show in the box to the left.

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mployee Name	Pay Code	Factor/ Hours	Pay Rate	Total Pay Account Num	b	
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When you have the name you want, click the select button.

If there is more than one Paycode listed, pick the valid pay code. Here are examples. An hourly paycode worksheet will be on the website.

HSSFT	Food Service Sub ST
HCUST	Custodial Sub ST
HTAST	Paraprofessional Sub ST
HCLST	Clerical Sub ST

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HR\PA\CP\PW	\PW - 2070 - Payro	ll Worksheet						
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	00/160						-	sizari -

Now the record appears on the worksheet detail. For substitute employees the default pay code is straight time. All the pay codes end in **ST**. If you need to pay overtime to a substitute, please call payroll. We will have to set up the code on the employee and make the overtime code a valid code for use in the worksheet.

To enter the employee hours to be paid.

Your cursor will be in the Factor/Hours box.

Enter the hours. 1, 1.25, 1.5, 1.75, 2, etc.

Selection Parame	ters	t Used Paramete	rs							
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When you enter the hours in the detail section the value will appear in the listing.

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To enter another person push the + Add button again.

If you select an employee that is not eligible for the paycode, you will get a message as shown below.

You can move to the next valid employee using the blue and pink arrows.

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When you get to the next record, hit select and it will be placed in the worksheet as before.

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ount Number: 4100E7	600 7500 9009 00	000 00000 0000	10	⊘ Edit		Job Code 76030 👢		Çan
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Repeat as needed. The employees will be added to the worksheet.

HR\PA\CP\PW\PW - 2070 - Pa	yroll Worksheet	0031 Sub Food Se	rvice - Employee	Key Sequen	ce				×
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Employee's factor/hours.) SkyDo	•

When you are entering time, if you also need to change the account number, make sure you have the correct employee highlighted. Remember the very bottom of the screen is the updateable information for the highlighted record. Also shown for the highlighted record is the specifics about the highlighted employee.

To change the account, you would click the edit button next to the Account Number. A small screen will open and you can change the account number. That process is not detailed here.

EXTRA DUTY INFO for Hourly Employees

Since we pay hourly employees ST and OT, you can pay their extra duty on these worksheets.

What if you have someone who works 1 hour to be charged to account XXXXX and 5 hours to be charged to account YYYYY?

You will make the entry for account XXXXX, then you will add another record for that person, enter the time and change the account on the second record to YYYYYYY

HR\PA\CP\PW\PV	V - 2070 - Pa	yroll Wor	ksheet 003	1 Sub Food Serv	ice - Employee	Key Sequen	ce				X
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Detail information	for selected v	vorksheet.								🕜 SkyDoo	

When you have your employees for the worksheet all entered and complete, run the report for your records.

Click the report button

Use the setting shown here.

Worksheet Entries Employee Name Pay Hours Pay Endor/ Pay Rate Total Pay Account Number ADDISON, TERRACE AND HR\PA\CP\PW\PW - 2070 - Payroll Worksheet - Standard Worksheet Receiption Ce QUEVEDO, ANN LICH A BRIE, JANET CAROL RABRE, JANET CAROL Worksheet: 001 Sub Food Service / SORT SEQ: Employee Worksheet: 000 00000 Worksheet: 000 00000 Worksheet: 000 00000 Print Report Totals Only: Yes No Print Report Totals Only: Yes Print Report Totals Only: Yes No Print Signature/Date Line: Yes No Pay Record Print Signature/Date Line: Yes No Report Sequence: Employee No Page Break Rel Back Pay Record Selection Parameters Selection Parameters Selection Parameters Select Page Break for report. Pay Code: HFSST SkyDoc ISTRICT-WIDE P Pay Code: HFSST Select Page Break for report. SkyDoc Sk		Worksheet Entries		
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ccount Number: 4100E7600 7500 9009 00000 00000 00000 (//Edit Job Code 76030)	Pay Record Pay Code: HFSST	Select Page Break for report.	[<u>∕ O</u> k
	ount Number: 4100E7600	7500 9009 00000 00000 00000 2000 2000 Job Code 76030		Cancel
Pay Rate: 7.7900 Factor/Hours: 4.00 Total Pay: 31.16	Pay Rate: 7	.7900 Factor/Hours: 4.00 Retire Hours: 4.00 Total Pay: 31.16		

When you click the selection parameters button the next screen will open.

To show all record you only need to click the OK button.

IR\PA\CP\PW\PW - 207	HR\PA\CP\PW\PW - 2070 - Current Select	ion Parameters		
Selection Parameters La	Default Parameters			
Employee Name ADDISON, TERRACE AI DE QUEVEDO, ANN LIC LA BRIE, JANET CAROL RAMOS, YADIRA CARII	Code Type Employee Building Employee Check Loc Employee Type Frequency Pay () All () Select	Selected Codes Code Description *ALL All Codes	QK Qoptions Save A+ Load A→ Load QSeset QCose	0 00000 0 00000 0 00000 0 00000 0 00000 0 00000 ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
<pre>* = record has been i Total P</pre>	Employees Addt'l Params	C Edit	-	
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Prints a report of records	Select the code type.		SkyDoc	3 SkyDoc

The parameters will fill in as Default Parameters.

Next click OK

		Worksh	eet Entries		<i>∥</i> ∗ <u>B</u> uile
Employee Name	Pay Code	Factor/ Hours Pay Rate	Total Pay Account Nu	Imber	
ADDISON, TERRACE AND	HR\PA\CP\PW\P\	W - 2070 - Payroll Wo	rksheet - Standard Worksh	neet Rep	
LA BRIE, JANET CAROL RAMOS, YADIRA CARIDAI	Worksheet:	0031 Sub Food Service ,	/ SORT SEQ: Employee		Helt
	Worksheet Re Suppress Pay Print Repo	cords to Print: All Reco Amount/Total: 🦳 Yes	rds 🔹	A → Logd A → Logd A → Logd Close	
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Total Pay:	Rep	ort Sequence: Employe Page Break: 🔘 Break	e (E) by Employee	•	
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ccount Number: 4100E7600	7500 9009 00000 0	0000 00000	20Edit	Job Code 76030 👃	Cance
Pay Rate: 7	.7900 Factor/Ho	urs: 4.00	Retire Hours: 4.00	Total Pay: 31.16	

You can print to a printer or to your screen.

	Worksheet Entries		
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ate: 7.7900 Factor/Hours:	4.00 Retre Hours: 4.00 Total Pa	y: 31.16	J

You will need to print the report. It should be attached as a cover to your backup timesheets. It must be signed by the Principal and kept in your file.

4pawsh04.p		Lake County, FL		8:16 PM 09/29/13
05.13.06.00.00-10.2-010021	Stand	ard Worksheet Report		PAGE : 1
	WORKSH	EET: 0031 Sub Food Service		
NAME KEY EMPLOYEE NAME				
BLDG LOC TYPE PAY ACCOUNT NUMBER	PERCENT	AMOUNT FREQUENCY FACTOR/HOURS	TOTAL RETIRE HOURS	
ADDISTER000 ADDISON, TERRACE ANDREW				
9000 9000 HRLY HFSST 4100E7600 7500 9009 00000	00000 0000	7.7900 24 4.0000	31.16 4.00	
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LA BRJANODO LA BRIE, JANET CAROL				
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RAMOSYADODO RAMOS, YADIRA CARIDAD				
9000 9000 HRLY HFSST 4100E7600 7500 9009 00000	00000 0000	7.7900 24 1.0000	7.79 1.00	
Page Totals:		15.0000	116.85 15.00	
SIGNATURE:	DATE:			
Report Totals:		15.0000	116.85 15.00	
Number of Records Processed : 4		20.0000		
Number of Records with Pay: 4				
******************************** End of report ****************	******			
and of report				

You will be asked if you want to save the report in your saved reports. We will leave this up to you. All we require is a signed copy in your file with the timesheets.

If you need help with this step definitely call the help desk.

19 00000	00000	0000	7.7900 X4	6.000U	46.74	9.90
19 00000	00000	0000	7.7900 24	1.0000	2.79	1.00



HR\PA\CP\PW\P	W - 2070 - Save Report Information		
Entity:	000		Bave Save
Report Title:	Standard Worksheet Report		∭ _ancel
Comment:		*	
		-	
Batch:			View
Menu Path:	HR\PA\CP\PW\PW		
	Human Resources, Payroll, Current Payroll, Payroll Worksheet, Payroll Worksheet(Main Screen)	*	
	* Note - A copy of this report automatically saves to th	e My Saved	Reports folder
	Auto-Copy Rules Wizard		
Enter a title for	the report you are saving.		SkyDoc

When you return to the worksheet page, you will see that your worksheet now contains details.

You are almost done now!

When you are done and the worksheet is complete for the payroll period highlight the worksheet in the worksheet Master list click the Complete Worksheet check box at the bottom of the screen.

HR\PA\CP\PW\PW - 2070 - Payr	oll Workshe	et) 🛛 🗙
Worksheet Master					Detail f	for Select	ted Worksł	heet Master		-Master-
+ Description	Last Import Date	Last Import Time	-	* Emplo	oyee Name	Emp Type	Pay Code	Amount	Factor/ A	<u>√S</u> elect
0031 Custodial Reg EE ST OT				ADDI	SON, TERRACE AND	ORI HRLY	HESST	7.7900	4.00	== <u>C</u> lone
0031 Food Service Reg EE ST C			Ξ	DE Q	UEVEDO, ANN LICHT	TEIHRLY	HESST	7.7900	4.00	<u>+ A</u> dd
0031 Other Classified ST OT				LA BR	IE, JANET CAROL	HRLY	HESST	7.7900	6.00	2/ Edit
0031 ParaProfessional Reg EE S				RAMO	DS, YADIRA CARIDA	D HRLY	HESST	7.7900	1.00	
0031 Sub Clerical										
0031 Sub Custodian										
0031 Sub Food Service										History
0031 Sub Para Professional										Report
0041 Custodial Reg EE ST OT										
0041 Food Service Reg EE ST C										
0041 ParaProfessional Reg EE S										Detail
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Lookup: 00313 + = worksheet completed	Sub Fred Ser	vice e Worksheet		* = re	cord has been im	ported i	nto payro	II	?	Web Options
Choose to add/edit/delete empty	ee detail for	worksheet.							?	SkyDoc

A + will appear in the colum to the left of the worksheet Description.

You did great!

Once you have completed your worksheet you will not be able to reopen it until Payroll has reset it.

When Payroll has finished the payroll process, we will reset the worksheets.

The reset process will

release the worksheet zero the Factor/Hours field leave the employee's names and paycodes.