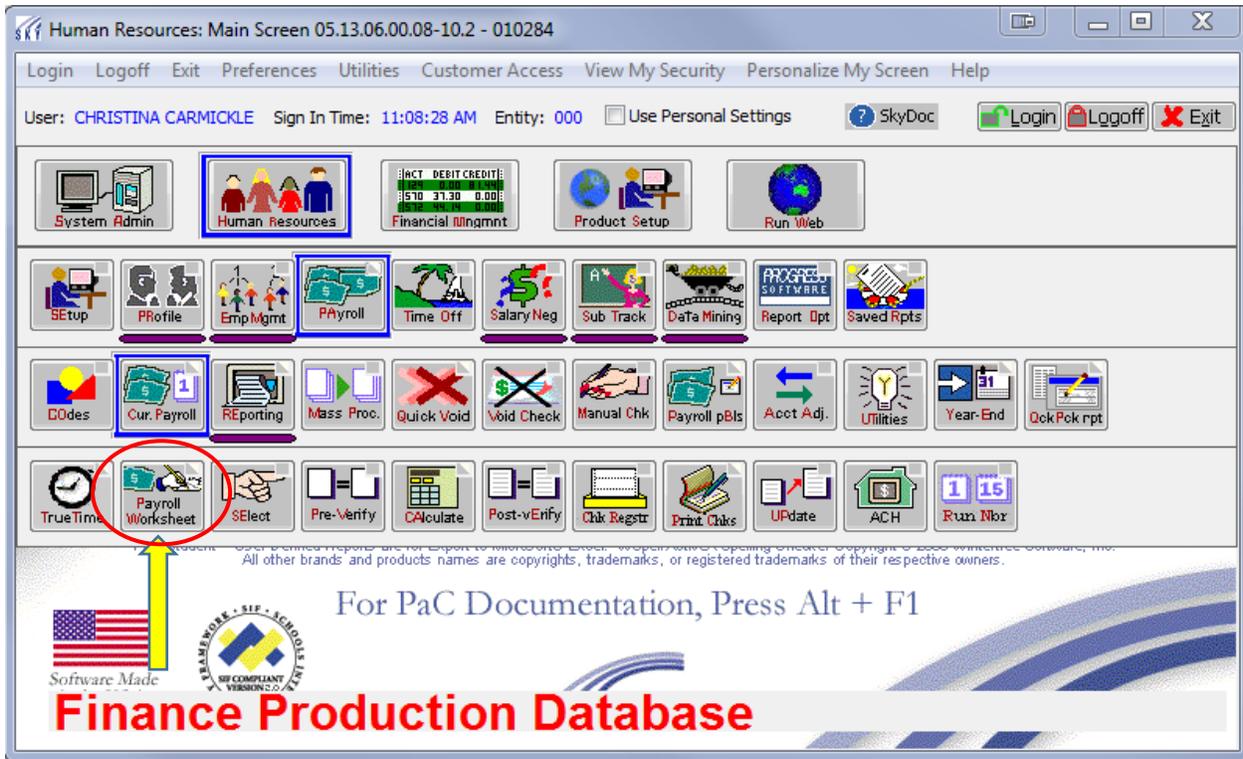


# Straight time / Overtime Entry & Hourly Subs Entry

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

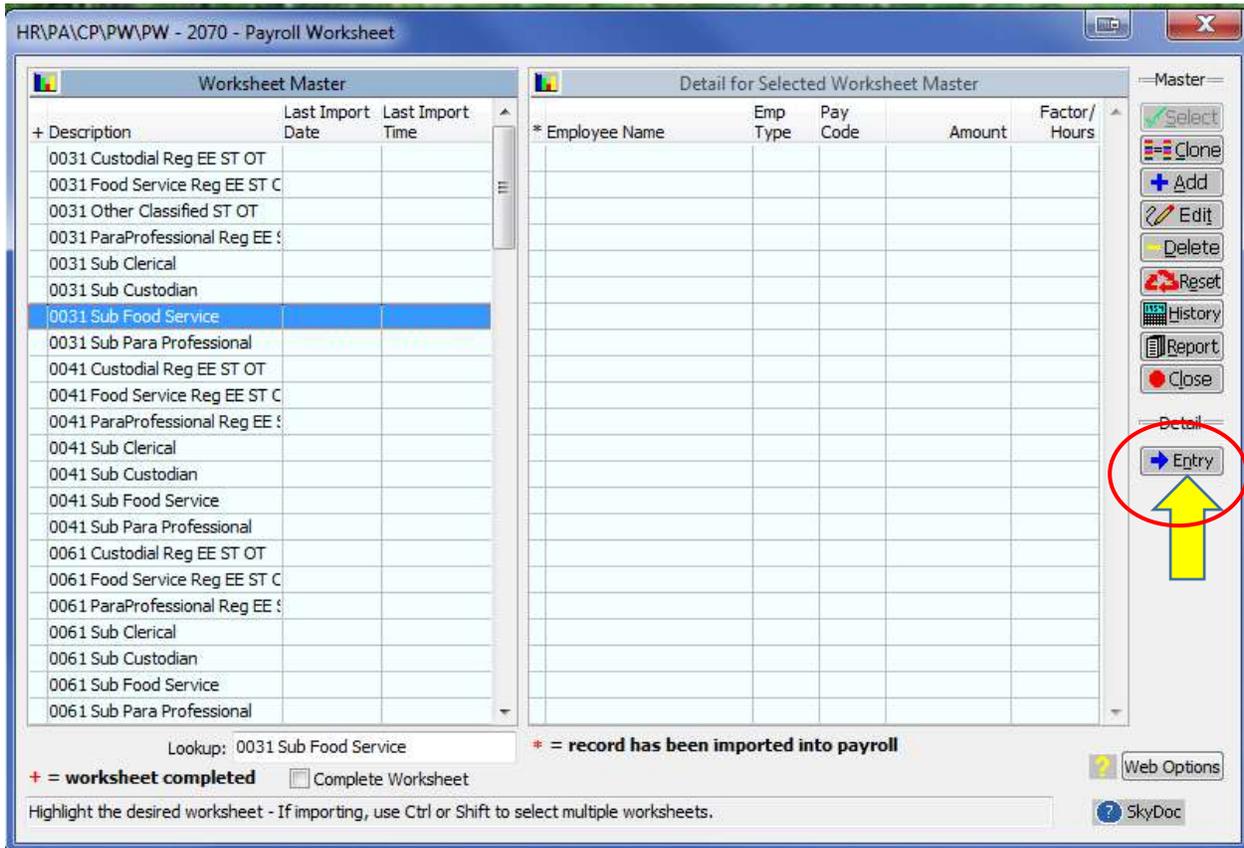
# Straight time / Overtime Entry & Hourly Subs Entry

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.

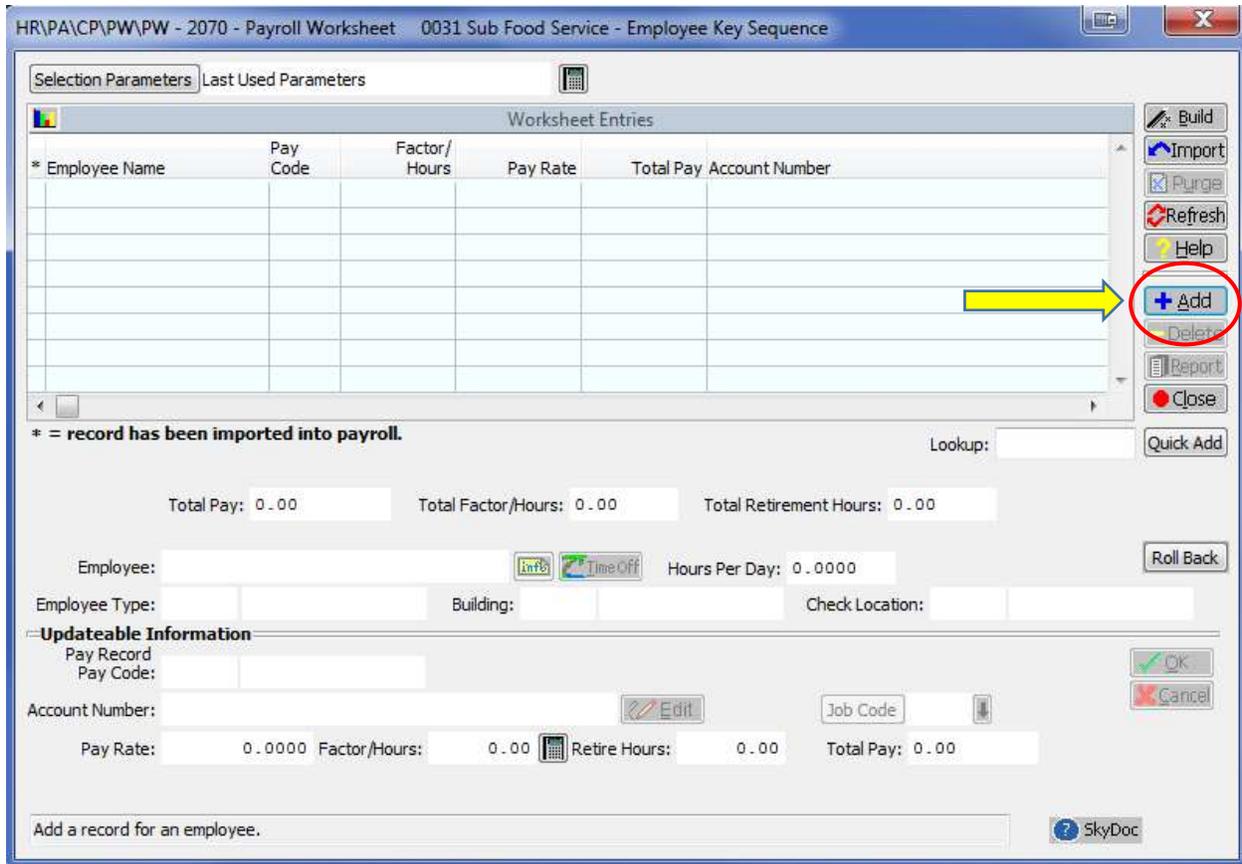


This will open up the worksheet.

# Straight time / Overtime Entry & Hourly Subs Entry

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.

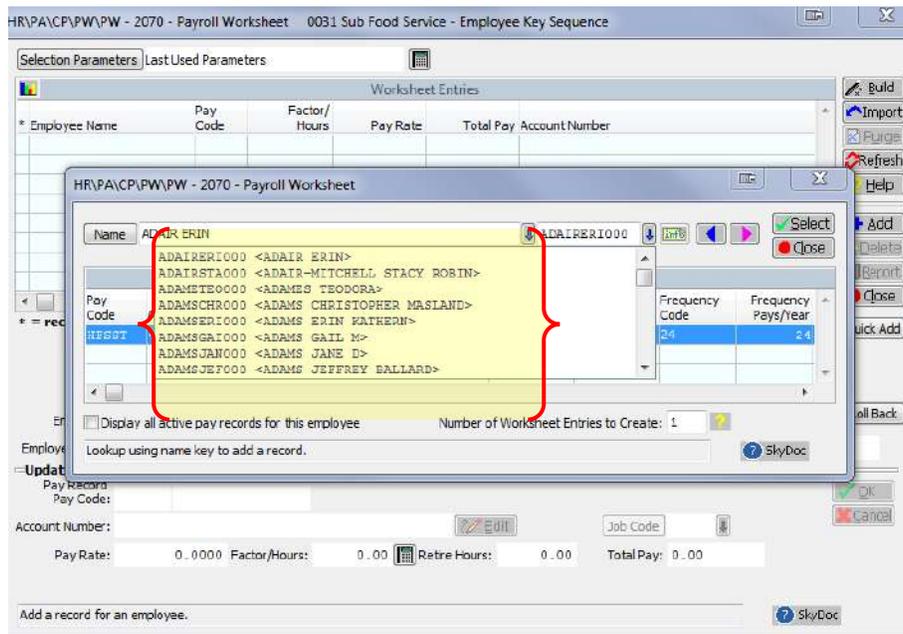
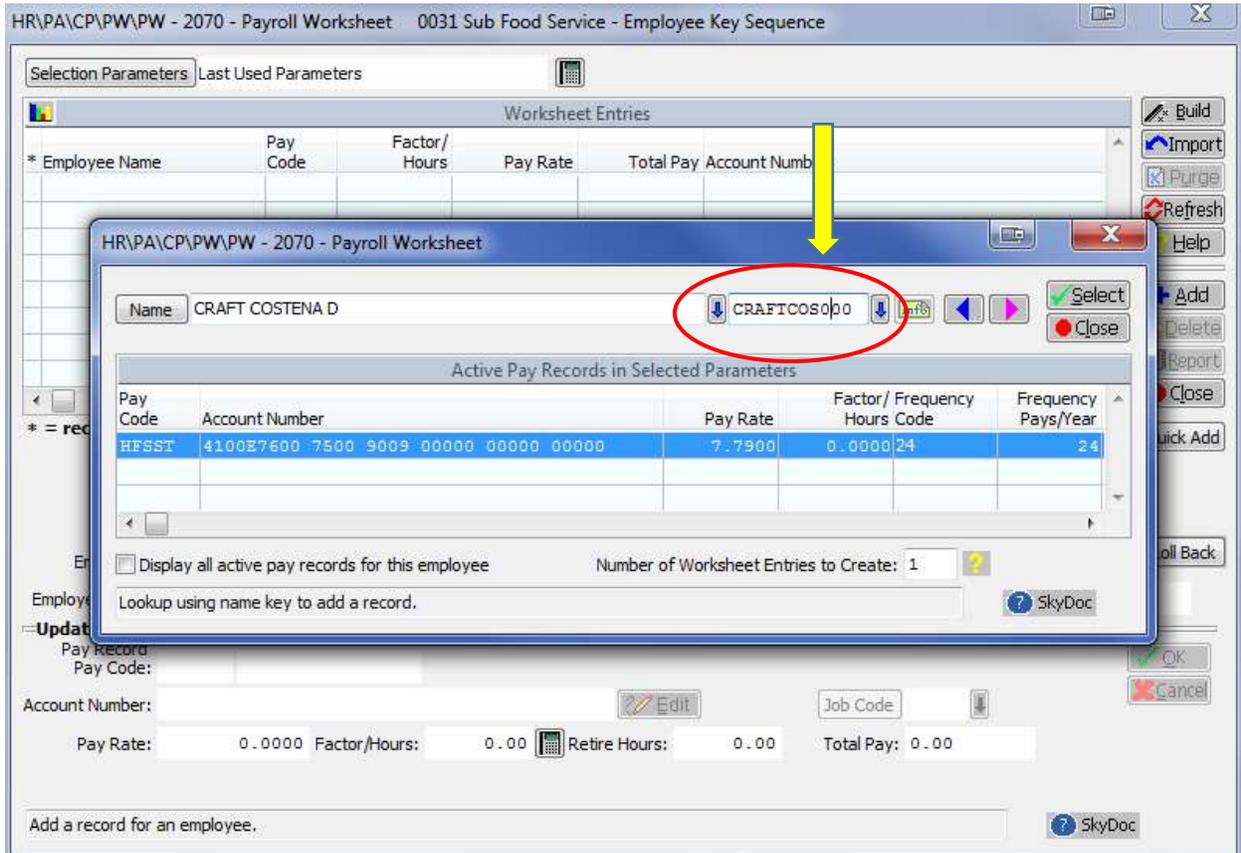
Click the +Add button.



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

# Straight time / Overtime Entry & Hourly Subs Entry

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.

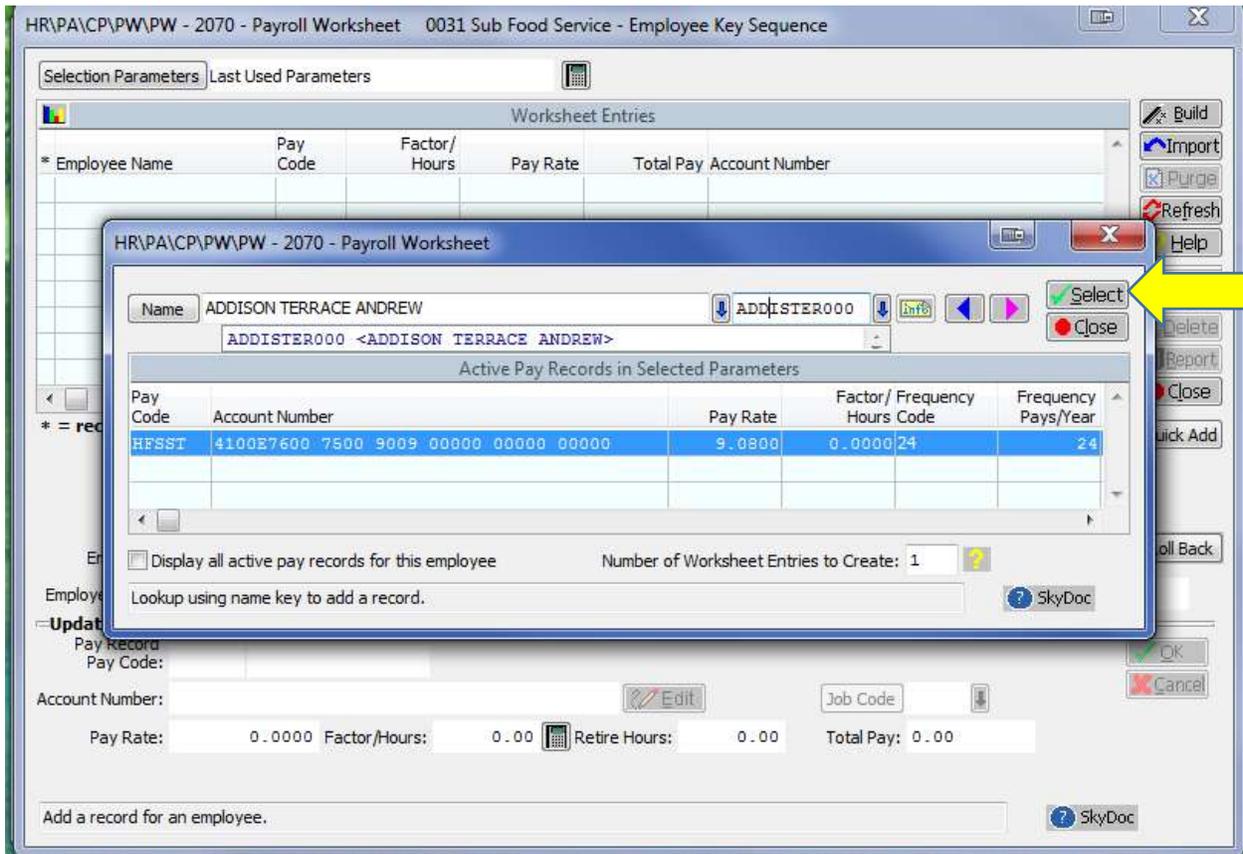


# Straight time / Overtime Entry & Hourly Subs Entry

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



# Straight time / Overtime Entry & Hourly Subs Entry

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.

The screenshot shows a payroll software window titled "HR\PA\CP\PW\PW - 2070 - Payroll Worksheet 0031 Sub Food Service - Employee Key Sequence". The main area is a "Worksheet Entries" table with the following data:

* Employee Name	Pay Code	Factor/Hours	Pay Rate	Total Pay	Account Number
ADDISON, TERRACE ANDREW	HFSST	0.00	7.7900	0.00	4100E7600 7500 9009 00000 00000 00000

Below the table, there are summary fields: Total Pay: 0.00, Total Factor/Hours: 0.00, Total Retirement Hours: 0.00. The employee details section shows: Employee: ADDISON, TERRACE ANDREW, Employee Type: HRLY HOURLY SUB EMP, Building: 9000, DISTRICT-WIDE P, Check Location: 9000, DISTRICT-WIDE P. The "Updateable Information" section includes: Pay Record: HFSST Hrly Sub FS, Account Number: 4100E7600 7500 9009 00000 00000 00000, Job Code: 76030, Pay Rate: 7.7900, Factor/Hours: 0.00, Retire Hours: 0.00, Total Pay: 0.00. A red circle highlights the Factor/Hours field, and a yellow arrow points to it from the left. Another yellow arrow points to the first row of the table.

# Straight time / Overtime Entry & Hourly Subs Entry

When you enter the hours in the detail section the value will appear in the listing.

The screenshot shows a software window titled "HR\PA\CP\PW\PW - 2070 - Payroll Worksheet 0031 Sub Food Service - Employee Key Sequence". The window contains a "Worksheet Entries" table with the following data:

* Employee Name	Pay Code	Factor/Hours	Pay Rate	Total Pay	Account Number
ADDISON, TERRACE ANDREW	HFSST	66.00	7.7900	514.14	4100E7600 7500 9009 00000 00000 00000

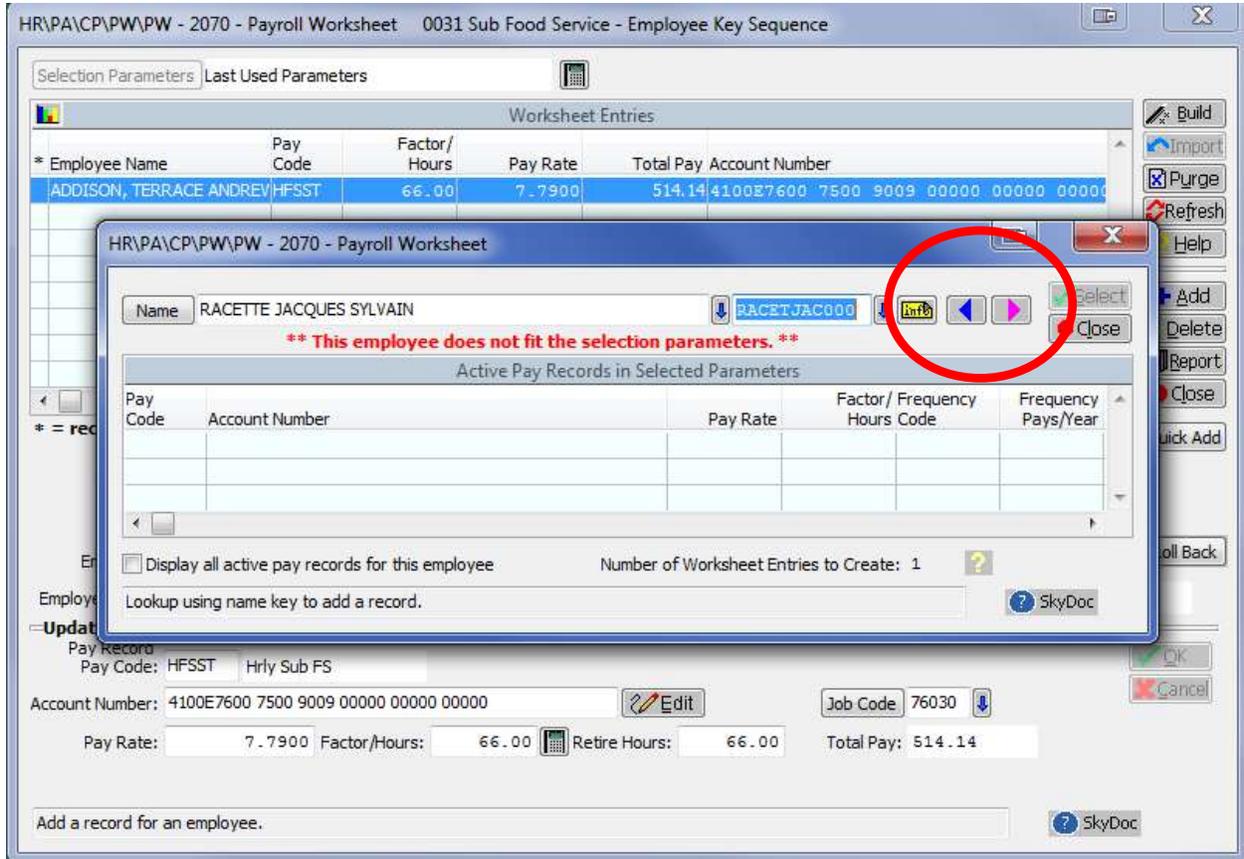
Below the table, there is a status message: "\* = record has been imported into payroll." and a "Lookup: ADDISTER000" field. Summary statistics are displayed: Total Pay: 514.14, Total Factor/Hours: 66.00, Total Retirement Hours: 66.00. The "Employee" field is populated with "ADDISON, TERRACE ANDREW". Other fields include "Employee Type: HRLY HOURLY SUB EMP", "Building: 9000", "DISTRICT-WIDE P", "Check Location: 9000", and "DISTRICT-WIDE P". A section titled "Updateable Information" contains fields for "Pay Record", "Pay Code: HFSST Hrly Sub FS", "Account Number: 4100E7600 7500 9009 00000 00000 00000", "Job Code: 76030", "Pay Rate: 7.7900", "Factor/Hours: 66.00", "Retire Hours: 66.00", and "Total Pay: 514.14". A "SkyDoc" icon is visible in the bottom right corner.

To enter another person push the + Add button again.

# Straight time / Overtime Entry & Hourly Subs Entry

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.



# Straight time / Overtime Entry & Hourly Subs Entry

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

The screenshot displays a payroll software interface. The main window title is "HR\PA\CP\PW\PW - 2070 - Payroll Worksheet 0031 Sub Food Service - Employee Key Sequence". It features a "Worksheet Entries" table and a modal window titled "HR\PA\CP\PW\PW - 2070 - Payroll Worksheet".

**Worksheet Entries Table:**

* Employee Name	Pay Code	Factor/ Hours	Pay Rate	Total Pay	Account Number
ADDISON, TERRACE ANDREW	HFSST	66.00	7.7900	514.14	4100E7600 7500 9009 00000 00000 00000

**Active Pay Records in Selected Parameters Modal:**

Name: RAMOS YADIRA CARIDAD | RAMOSYAD000

Pay Code	Account Number	Pay Rate	Factor/ Frequency Hours Code	Frequency Pays/Year
HFSST	4100E7600 7500 9009 00000 00000 00000	7.7900	0.000024	24

Number of Worksheet Entries to Create: 1

Pay Code: HFSST | Hrly Sub FS

Account Number: 4100E7600 7500 9009 00000 00000 00000

Pay Rate: 7.7900 | Factor/Hours: 66.00 | Retire Hours: 66.00 | Job Code: 76030 | Total Pay: 514.14

# Straight time / Overtime Entry & Hourly Subs Entry

Repeat as needed. The employees will be added to the worksheet.

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet 0031 Sub Food Service - Employee Key Sequence

Selection Parameters Last Used Parameters

Worksheet Entries						
* Employee Name	Pay Code	Factor/Hours	Pay Rate	Total Pay	Account Number	
ADDISON, TERRACE ANDREW	HFSST	66.00	7.7900	514.14	4100E7600 7500 9009 00000 00000 00000	
DE QUEVEDO, ANN LICHTER	HFSST	0.00	7.7900	0.00	4100E7600 7500 9009 00000 00000 00000	
LA BRIE, JANET CAROL	HFSST	0.00	7.7900	0.00	4100E7600 7500 9009 00000 00000 00000	
RAMOS, YADIRA CARIDAD	HFSST	8.00	7.7900	62.32	4100E7600 7500 9009 00000 00000 00000	

\* = record has been imported into payroll. Lookup: LA BRJAN000

Total Pay: 576.46    Total Factor/Hours: 74.00    Total Retirement Hours: 74.00

Employee: LA BRIE, JANET CAROL          Hours Per Day: 0.0000   

Employee Type: HRLY    HOURLY SUB EMP    Building: 9000    DISTRICT-WIDE P    Check Location: 0271    ASTATULA ELEMEN

**Updateable Information**

Pay Record  
Pay Code: HFSST    Hrly Sub FS   

Account Number: 4100E7600 7500 9009 00000 00000 00000       Job Code: 76030   

Pay Rate: 7.7900    Factor/Hours: 0.00       Retire Hours: 0.00    Total Pay: 0.00

Employee's factor/hours.

# Straight time / Overtime Entry & Hourly Subs Entry

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 YYYYYY ?

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 YYYYYY

The screenshot shows a payroll worksheet application window titled "HR\PA\CP\PW\PW - 2070 - Payroll Worksheet 0031 Sub Food Service - Employee Key Sequence". The main area contains a table of "Worksheet Entries" with columns for Employee Name, Pay Code, Factor/Hours, Pay Rate, Total Pay, and Account Number. The entry for "DE QUEVEDO, ANN LICHTER" is highlighted in blue. Below the table, there are summary statistics: Total Pay: 116.85, Total Factor/Hours: 15.00, and Total Retirement Hours: 15.00. The "Updateable Information" section shows details for the selected employee, including Employee Type (HRLY), Building (9000), and Job Code (76030). The "Account Number" field is circled in red, and an "Edit" button is visible next to it. The "Pay Code" is HFSST and "Hrly SUB FS".

* Employee Name	Pay Code	Factor/Hours	Pay Rate	Total Pay	Account Number
ADDISON, TERRACE ANDREW	HFSST	4.00	7.7900	31.16	4100E7600 7500 9009 00000 00000 00000
DE QUEVEDO, ANN LICHTER	HFSST	4.00	7.7900	31.16	4100E7600 7500 9009 00000 00000 00000
LA BRIE, JANET CAROL	HFSST	6.00	7.7900	46.74	4100E7600 7500 9009 00000 00000 00000
RAMOS, YADIRA CARIDAD	HFSST	1.00	7.7900	7.79	4100E7600 7500 9009 00000 00000 00000

\* = record has been imported into payroll.      Lookup: DE QUANN000      Quick Add

Total Pay: 116.85      Total Factor/Hours: 15.00      Total Retirement Hours: 15.00

Employee: DE QUEVEDO, ANN LICHTER      Time Off      Hours Per Day: 0.0000      Roll Back

Employee Type: HRLY      HOURLY SUB EMP      Building: 9000      DISTRICT-WIDE P      Check Location: 9000      DISTRICT-WIDE P

**Updateable Information**

Pay Record  
Pay Code: HFSST      Hrly SUB FS      OK      Cancel

Account Number: 4100E7600 7500 9009 00000 00000 00000      Edit      Job Code: 76030

Pay Rate: 7.7900      Factor/Hours: 4.00      Retire Hours: 4.00      Total Pay: 31.16

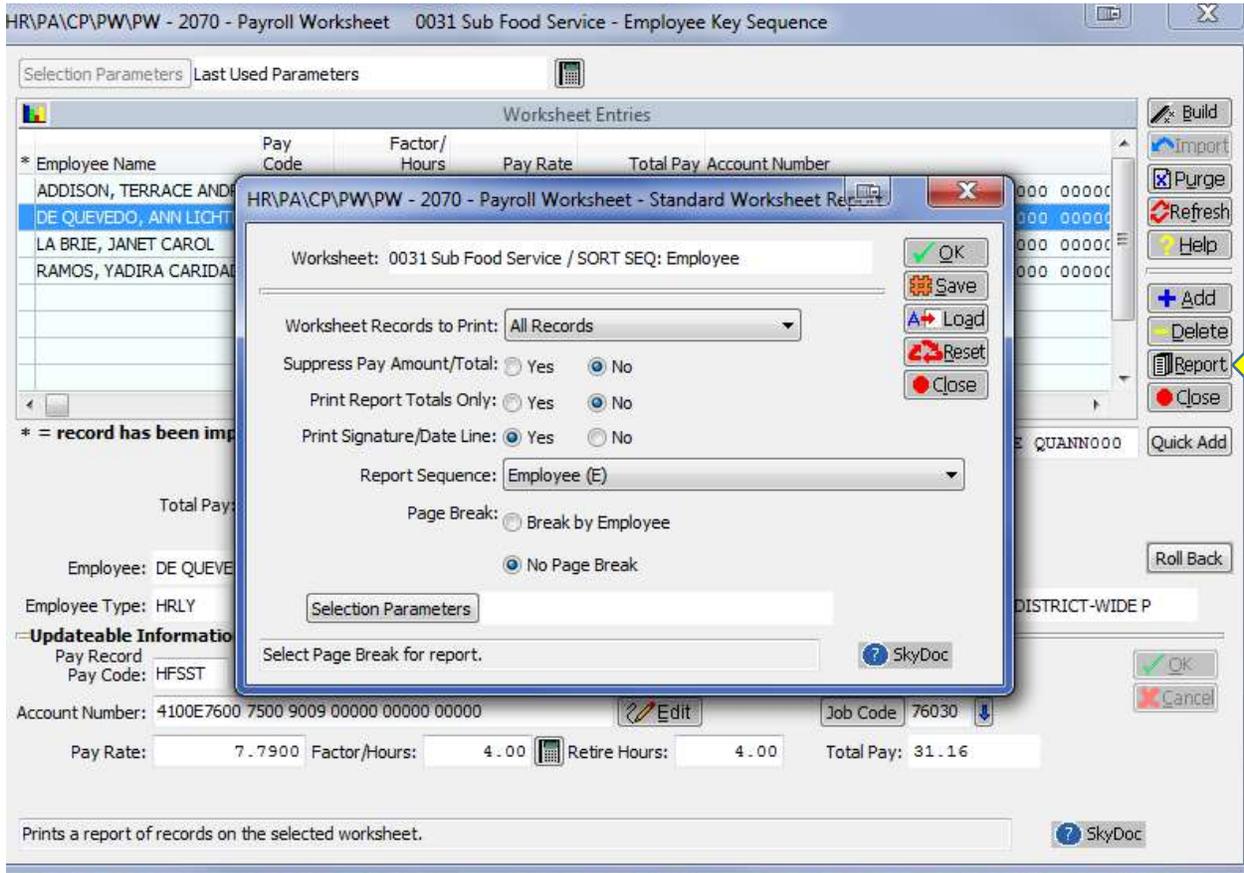
Detail information for selected worksheet.      SkyDoc

# Straight time / Overtime Entry & Hourly Subs Entry

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

Click the report button

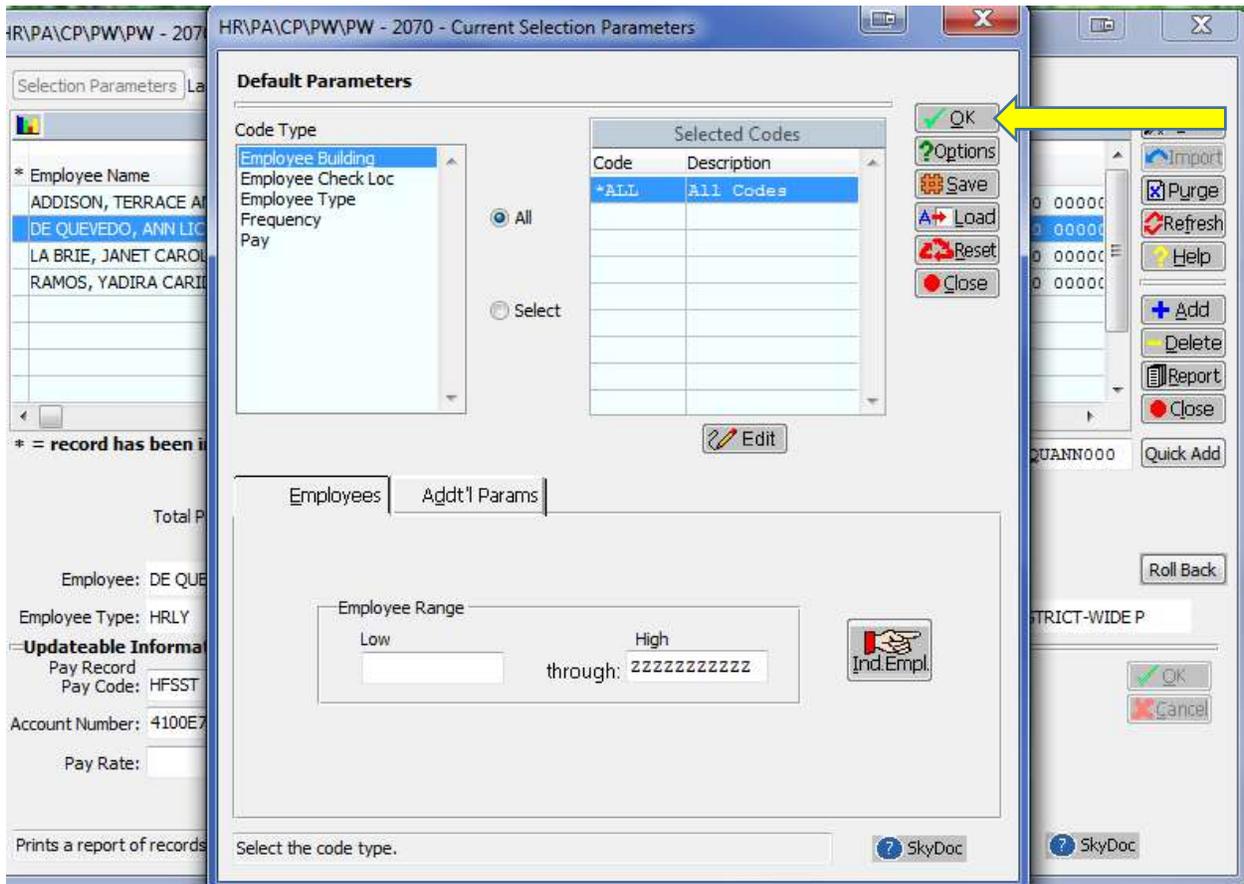
Use the setting shown here.



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

# Straight time / Overtime Entry & Hourly Subs Entry

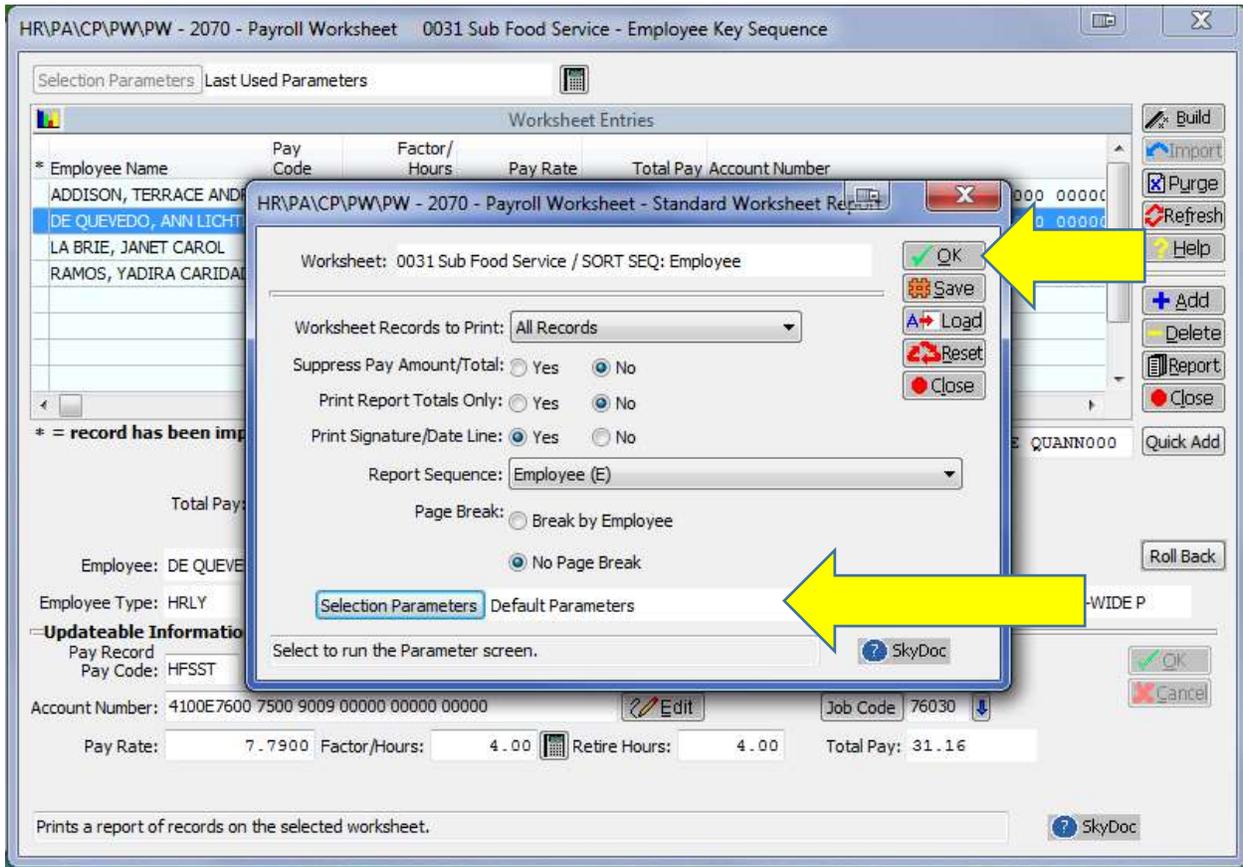
To show all record you only need to click the OK button.



# Straight time / Overtime Entry & Hourly Subs Entry

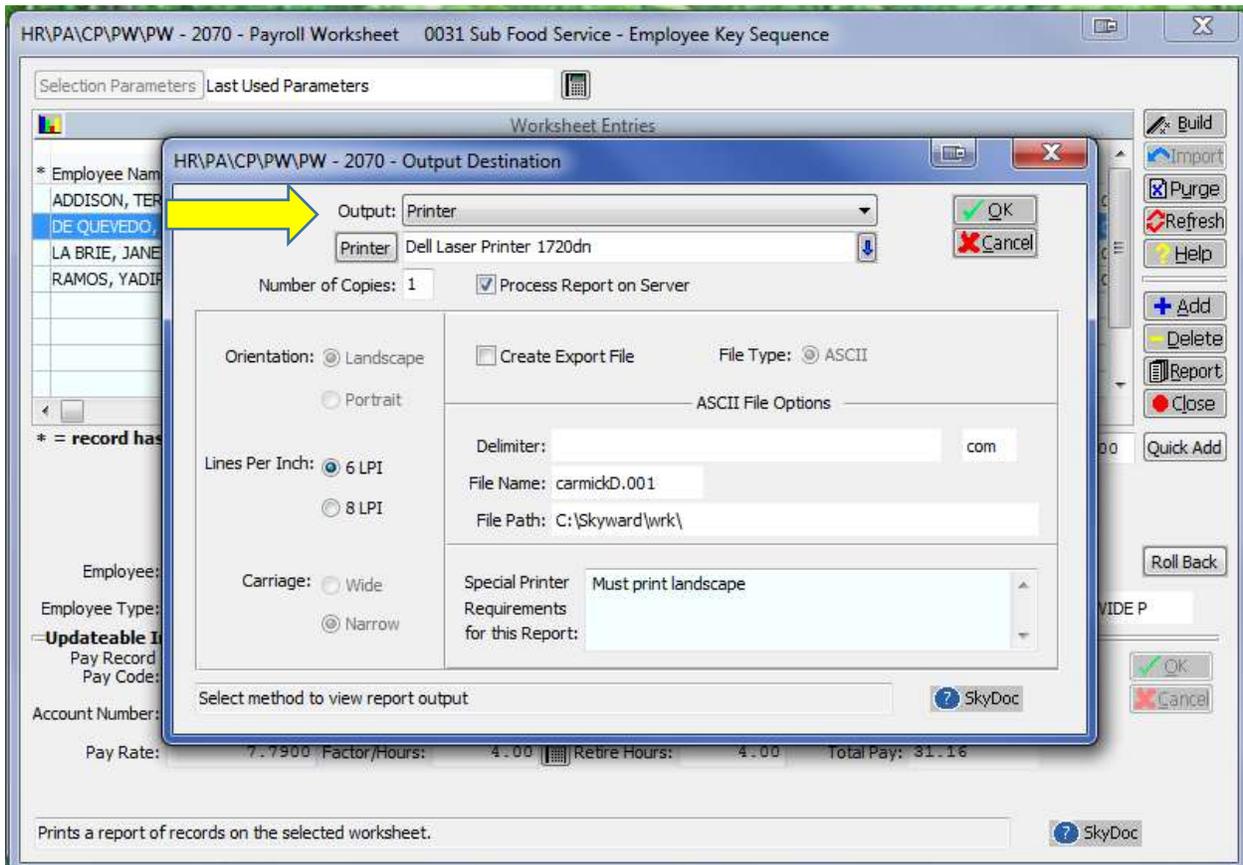
The parameters will fill in as Default Parameters.

Next click OK



# Straight time / Overtime Entry & Hourly Subs Entry

You can print to a printer or to your screen.



# Straight time / Overtime Entry & Hourly Subs Entry

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.

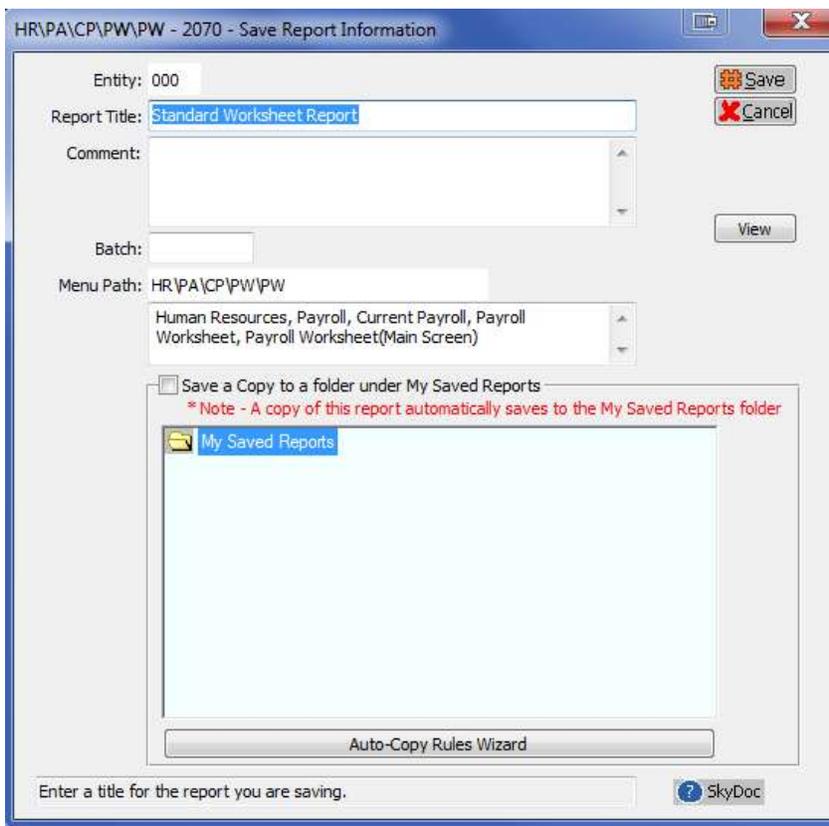
4pawsh04.p		Lake County, FL		8:16 PM 09/29/13						
05.13.06.00.00-10.2-010021		Standard Worksheet Report		PAGE: 1						
		WORKSHEET: 0031 Sub Food Service								
NAME KEY	EMPLOYEE NAME									
BLDG	LOC	TYPE	PAY	ACCOUNT NUMBER	PERCENT	AMOUNT	FREQUENCY	FACTOR/HOURS	TOTAL	RETIRE HOURS
ADDISTER000	ADDISON, TERRACE ANDREW									
9000	9000	HRLY	HFSST	4100E7600 7500 9009 00000 00000 0000		7.7900	24	4.0000	31.16	4.00
DE QUANN000	DE QUEVEDO, ANN LICHTER									
9000	9000	HRLY	HFSST	4100E7600 7500 9009 00000 00000 0000		7.7900	24	4.0000	31.16	4.00
LA BRJAN000	LA BRIE, JANET CAROL									
9000	0271	HRLY	HFSST	4100E7600 7500 9009 00000 00000 0000		7.7900	24	6.0000	46.74	6.00
RAMOSVAD000	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		
Number of Records with Pay:								4		
***** End of report *****										

# Straight time / Overtime Entry & Hourly Subs Entry

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.

18 00000 00000 0000	7.7900 24	8.0000	46.74	8.00
19 00000 00000 0000	7.7900 24	1.0000	9.79	1.00



# Straight time / Overtime Entry & Hourly Subs Entry

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 - Payroll Worksheet

Worksheet Master			Detail for Selected Worksheet Master				
+ Description	Last Import Date	Last Import Time	* Employee Name	Emp Type	Pay Code	Amount	Factor/Hours
0031 Custodial Reg EE ST OT			ADDISON, TERRACE ANDRI	HRLY	HFSST	7.7900	4.00
0031 Food Service Reg EE ST C			DE QUEVEDO, ANN LICHTEN	HRLY	HFSST	7.7900	4.00
0031 Other Classified ST OT			LA BRIE, JANET CAROL	HRLY	HFSST	7.7900	6.00
0031 ParaProfessional Reg EE S			RAMOS, YADIRA CARIDAD	HRLY	HFSST	7.7900	1.00
0031 Sub Clerical							
0031 Sub Custodian							
0031 Sub Food Service							
0031 Sub Para Professional							
0041 Custodial Reg EE ST OT							
0041 Food Service Reg EE ST C							
0041 ParaProfessional Reg EE S							
0041 Sub Clerical							
0041 Sub Custodian							
0041 Sub Food Service							
0041 Sub Para Professional							
0061 Custodial Reg EE ST OT							
0061 Food Service Reg EE ST C							
0061 ParaProfessional Reg EE S							
0061 Sub Clerical							
0061 Sub Custodian							
0061 Sub Food Service							
0061 Sub Para Professional							

Lookup: 0031 Sub Food Service

+ = **worksheet completed**  Complete Worksheet

\* = record has been imported into payroll

Choose to add/edit/delete employee detail for worksheet.

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

# Straight time / Overtime Entry & Hourly Subs Entry

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.