On-Call Compensatory Time Entry Job Aid

Timekeepers and Managers will be responsible for entering On-Call hours for employees who work on-call. On-Call pay will be calculated as Straight Compensatory time in TCP and will be banked for future use or for Straight Compensatory Time payout (handled outside TCP on the Payment Voucher form).

Note: If the on-call comp time is to be paid-out, it must first be entered in the timesheet to generate the Straight Compensatory time that will be paid-out.

1. Navigate to the Individual Hours screen (Hours > Individual Hours) and select the employee.
2. Adjust the Start and Stop dates if necessary.
3. Click on the Add button.
4. Click the checkbox for Timesheet entry. This will allow you to enter a quantity of hours rather than an in and out time.
5. Enter the on-call date and time in the fields for Time in.
6. Enter the quantity of Hours to be recorded.
7. Specify the position worked for this shift by clicking the Position drop-down and selecting Position 13 – On-Call.
8. Click Save.
9. The on-call hours will now show on the Hours screen.

10. These hours will need to then be approved by the employee and the manager.

   **Note:** If an employee is “called-in” they should still punch in and punch out, or, if an exempt employee, add the worked hours to their timesheet. There should be separate timesheet entries for the on-call pay and the physical on-call hours worked (if any).