

Recall

Click on plus [+] button under "on call", it will open a new in and out time row

Time Record										Accrual Type: NU04 - Institutional Services - 40 HR OBL Scheduled Hours: 80.0														
Date	Record hours				+	On Call	Stand By	Tardy Min	Summary			Time Charged (Hours)												
	In	Out	In	Out					Wrk	Chg	Tot	Reg	CT	OT	Vac	SL	FSL	SL Schd	PL	CT	Holi	VRW	Lost	NoChg
Thu 10/20	08:00a	12:00p	01:00p	05:00p	[+]	[+]	<input type="checkbox"/>	0	8	0	8	8	0	4										
	06:00p	07:00p																						
Fri 10/21					[+]	[+]	<input type="checkbox"/>	0	0	0	0	0	0											
					[+]	[+]	<input type="checkbox"/>	0	0	0	0	0	0											
					[+]	[+]	<input type="checkbox"/>	0	0	0	0	0	0											
					[+]	[+]	<input type="checkbox"/>	0	0	0	0	0	0											
					[+]	[+]	<input type="checkbox"/>	0	0	0	0	0	0											
					[+]	[+]	<input type="checkbox"/>	0	0	0	0	0	0											
					[+]	[+]	<input type="checkbox"/>	0	0	0	0	0	0											
Week 1 Totals								0	0	8	0	8	8	0	4	0	0	0	0	0	0	0	0	
Thu 10/27					[+]	[+]	<input type="checkbox"/>	0	0	0	0	0	0	0										
Fri 10/28					[+]	[+]	<input type="checkbox"/>	0	0	0	0	0	0	0										
Sat 10/29					[+]	[+]	<input type="checkbox"/>	0	0	0	0	0	0	0										
Sun 10/30					[+]	[+]	<input type="checkbox"/>	0	0	0	0	0	0	0										
Mon 10/31					[+]	[+]	<input type="checkbox"/>	0	0	0	0	0	0	0										
Tue 11/1					[+]	[+]	<input type="checkbox"/>	0	0	0	0	0	0	0										
Wed 11/2					[+]	[+]	<input type="checkbox"/>	0	0	0	0	0	0	0										
Week 2 Totals								0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Payroll Period Totals								0	0	8	0	8	8	0	4	0	0	0	0	0	0	0	0	0

Enter in and out times worked.
It will appear bold.

Recalled hours worked =1
overtime hours paid =4
(In this example)

Time Record Comments

[No Comments.]

Additional Comments:

Paid Hours

Pay Type	Hours
Holiday	0
Overtime	4
Extra Time	0
LostTime	0
Standby	0

Accrual Balances All Values are Hours.

Name	Vac	Sick	Family	PL	Comp	40+(1)	40+ (2)	Holiday Float	Reg.
Beginning	238.12	105.33	0.00	40.00	0.00	0.00	0.00	0.00	0.00
Charged	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Sub-Total	238.12	105.33	0.00	40.00	0.00	0.00	0.00	0.00	0
Earned	6.00	4.00	0.00	0.00	0	0.00	0.00	0.00	0

RECALL:

An employee eligible to earn overtime compensation who is recalled to work overtime, after having completed his or her scheduled work period and left the scheduled work station, is considered to have worked a minimum of one-half day for the purpose of computing overtime compensation. An employee working a 40-hour week is credited with 4 hours: an employee working a 37 ½ hour week, with 3 ¾ hours.