



Essential Staff Time Entry Guidance **Example for 1st Shift** **Sample Schedule: Monday-Friday, 6:00 a.m.-2:30 p.m.**

	SAT	SUN	MON	TUES	WED	THURS	FRI
			8	8	8	8	8
Week 1			6:00am-10:00am	6:00am-10:00am	6:00am-10:00am	6:00am-10:00am	6:00am-10:00am
			10:30am-2:30pm	10:30am-2:30pm	10:30am-2:30pm	10:30am-2:30pm	10:30am-2:30pm
	SAT	SUN	MON	TUES	WED	THURS	FRI
			8	8	8	8	8
Week 2			6:00am-10:00am	6:00am-10:00am	6:00am-10:00am	6:00am-10:00am	6:00am-10:00am
			10:30am-2:30pm	10:30am-2:30pm	10:30am-2:30pm	10:30am-2:30pm	10:30am-2:30pm
	SAT	SUN	MON	TUES	WED	THURS	FRI
Next Pay Period							

 **All time entries should be entered on the same day.**
Total hours will populate at the top of the timesheet on each day. 



Essential Staff Time Entry Guidance

Example for 1st Shift

Sample Schedule: Monday-Friday, 6:00 a.m.-2:30 p.m.

Reminders:

- You must to click on the day the hours are being worked to enter the time correctly. Hours that are worked after midnight will be automatically added to the previous day's shift.
- For **MONDAY** through **FRIDAY**, there must be **TWO (2) time entries**. The 1st entry is start of the shift (In) to the start of break (Out). The 2nd and final entry is the end of break (In) to the end of the shift (Out).

Additional Info about Fridays:

- If you are ever required to work overnight on a **FRIDAY**, there must **three (3) time entries** to ensure all hours are captured correctly. The official work week ends on Friday, so the 1st entry should be the start of the shift (In) to 12:00am (Out). The 2nd entry is 12:00am (In) to the start of break (Out). The 3rd and final entry is the end of break (In) to the end of shift (Out).

Special Pay Reminders:

- Use Call Back Pay for authorized and events and emergencies that you are requested to work outside of your regular work schedule when the College is open (Codes Green and Yellow).
- Use essential pay codes **ONLY** when the College is closed (Codes Red and Orange, and College Holidays). Use EPO in addition to your Operational Status Change Time Off or Holiday hours when you are scheduled to work. Use EPP only when not scheduled to work.