

MSS: Crediting Hours, Dollars and Work Time to a Time Card

Job Aid

Hours, dollars and worked time can be credited to an employee's time card using the Pencil icon in the time card page of Manager Self Service (MSS). These options are accessed in the Credit menu within the Pencil Icon menu in the time card.

The screenshot shows the MSS time card interface for Karen Baker (ID 246). The interface includes a header with navigation buttons (Time Card, Current Period, Editing Sheet, Adjustments, Approve, Print) and a table with columns for Last Name, First Name, ID, Badge, Pay Class, and Hourly Status. Below this is a table with columns for Date, Schedules (Start, End), Punches (IN, OUT), and Hours. The date is set to AUG 9. A pencil icon menu is open over the date, showing options: Scheduling, Transactions, Credit, Pay to Start/End, Notes/Comments, Workgroup, Daily, Incidents, Lunch Waiver/s, and Administration. The Credit menu is further expanded to show Credit Hours, Credit Dollars, and Credit Worked Time. Blue arrows point from the text 'Pencil icon menu' to the pencil icon and 'Credit menu' to the Credit menu options.

Last Name	First Name	ID	Badge	Pay Class	Hourly Status
Baker	Karen	246	246	Full Time Ho...	Full Time Ho...

Date	Schedules		Punches		Hours
	Start	End	IN	OUT	
AUG 9	8:00a	4:30p	7:59a	4:32p	Rg1 8:33
			8:03a	4:32p	Rg1 8:29
			7:53a	5:34p	Rg1 9:41
	8:00a	4:30p	7:53a	4:33p	Rg1 8:40
	8:00a	4:30p			

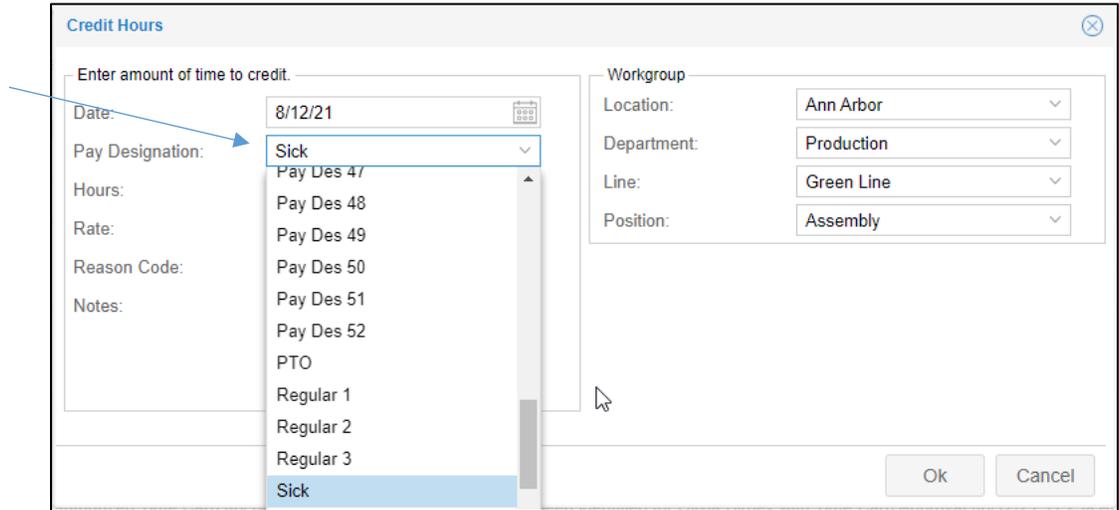
Crediting Hours

To credit hours to an employee's time card. Select the Credit Hours menu item in the Credit menu accessed from the Pencil icon for the date hours are to be added.

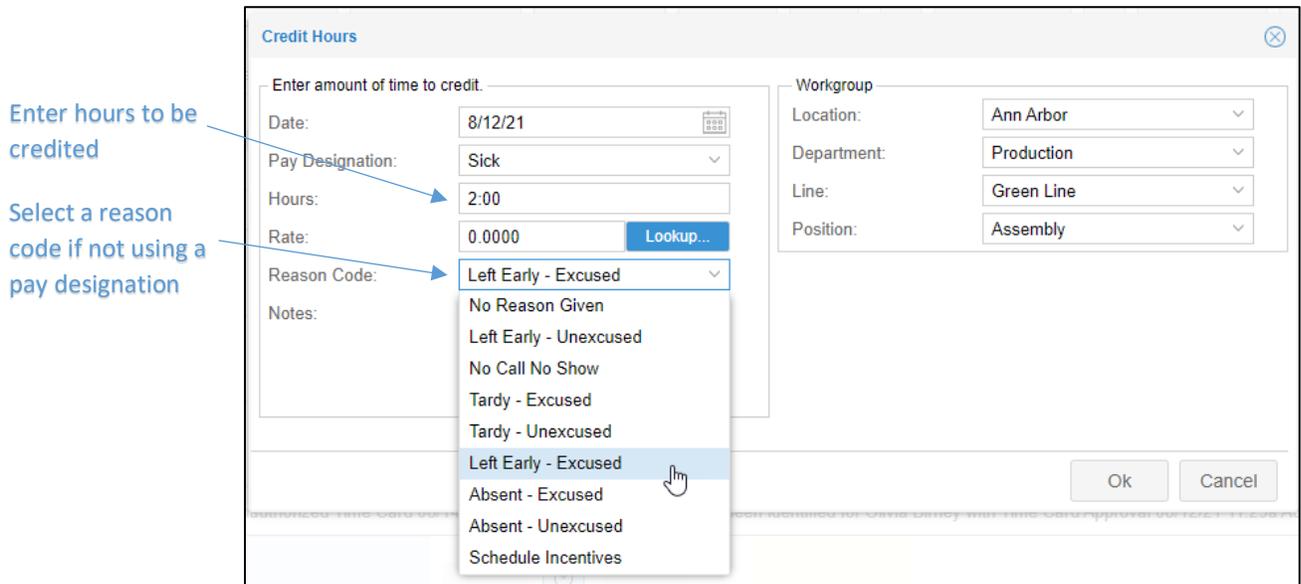
The screenshot shows the MSS time card interface for August 12. A pencil icon menu is open over the date, showing options: Scheduling, Transactions, Credit, Pay to Start/End, Notes/Comments, and Workgroup. The Credit menu is further expanded to show Credit Hours, Credit Dollars, and Credit Worked Time. A hand cursor is pointing at the Credit Hours option. A blue arrow points from the text 'To credit hours to an employee's time card...' to the Credit Hours menu item.

Date	Schedules		Punches		Hours
	Start	End	IN	OUT	
AUG 12	9:30a	5:00p	8:23a	3:12p	Rg1 6:49

In the *Credit Hours* window, select a pay designation, such as Regular, Sick or PTO, from the Pay Designation drop-down list.



Enter the number of hours to be credited in the Hours field. Select a reason code for to explain why hours are being credited if a pay designation is not used.



Add a note to explain why hours are being credited, if needed, in the Notes field.

The number of hours credited and the pay designation will appear in the Hours column of the employee's time card. Notes added in the Credit Hours window will appear in the row beneath the date row.

Date	Schedules		Punches		Hours
	Start	End	IN	OUT	
AUG 12 Thu	9:30a	5:00p	8:23a	3:12p	Rg1 6:49 Sic 2:00
"Employee left early due to illness."					

Annotations: "Hours credited" points to the 2:00 Sic entry; "Notes" points to the text row below.

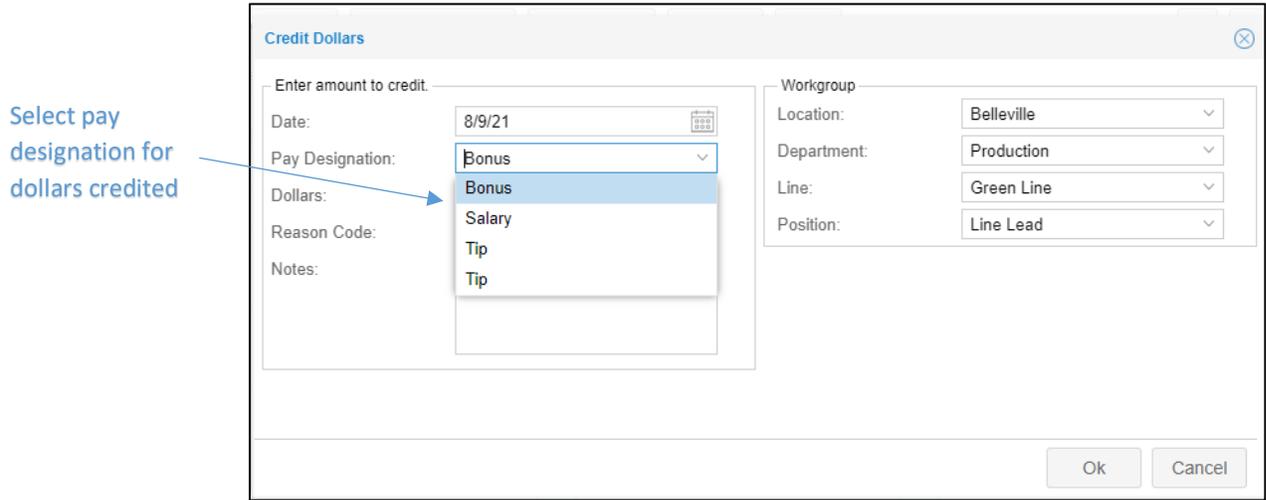
Crediting Dollars

Dollars can be credited to an employee by selecting the Credit Hours menu item in the Credit menu accessed from the Pencil icon in the employee time card.

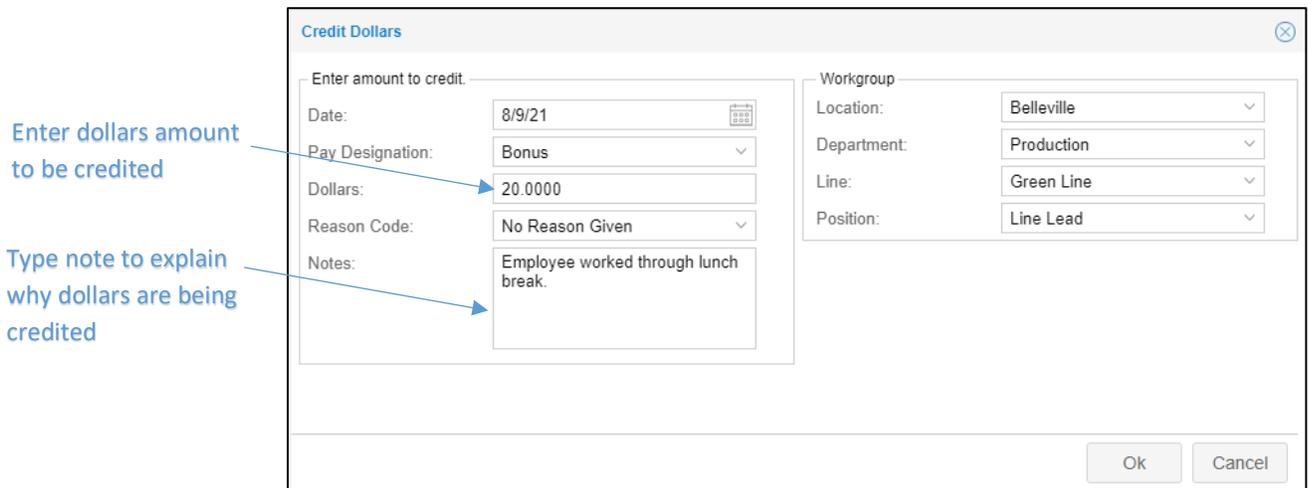
Date	Schedules		Punches	
	Start	End	IN	OUT
AUG 12 Thu	8:30a	5:00p	8:25a	4:57p
AUG 12 Thu	8:30a	5:00p	8:33a	5:03p
AUG 12 Thu	8:30a	5:00p	8:26a	5:12p

A context menu is open over the first row, with 'Credit Dollars' selected. A blue arrow points to this menu item.

Select a pay designation for the dollars to be credited, such as salary, bonus or tip, from the Pay Designation field in the *Credit Dollars* window.



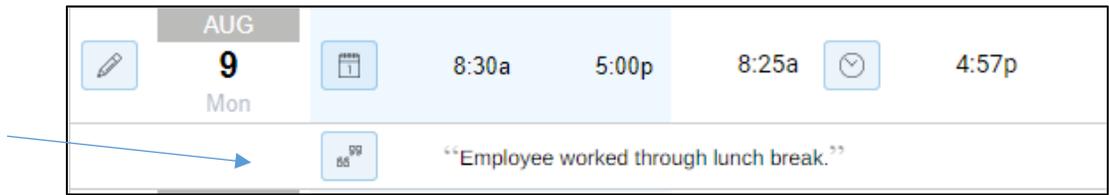
Enter the dollar amount in the Dollars field. Add a note to explain why the dollars are being credited, if needed, in the Notes field.



The dollars credited can be viewed in the Details panel of the Editing Sheet page. Expand the Details panel at the bottom of the Editing Sheet page and click the Period Summary tab.

Details							
Period Summary	Daily Summary	Monthly Projections	Time Off Balances	Notifications	Points	Lunch Waiver/s	Alerts
Pay Desig.	Location, Department, Line, Position				Hours	Rate	Dollars
Regular 1	Belleville, Production, Green Line, Line Lead				34:29	0.0000	0.0000
Bonus	Belleville, Production, Green Line, Line Lead						20.0000
Totals					34:29		20.0000

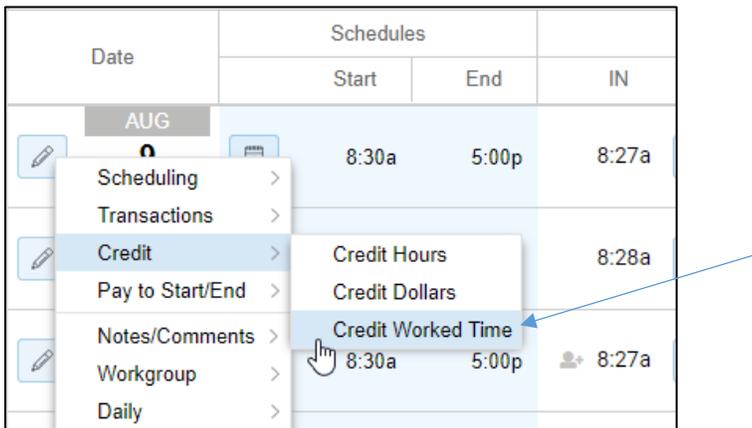
Notes added in the Credit Dollars window are displayed beneath the date row in the employee's time card.



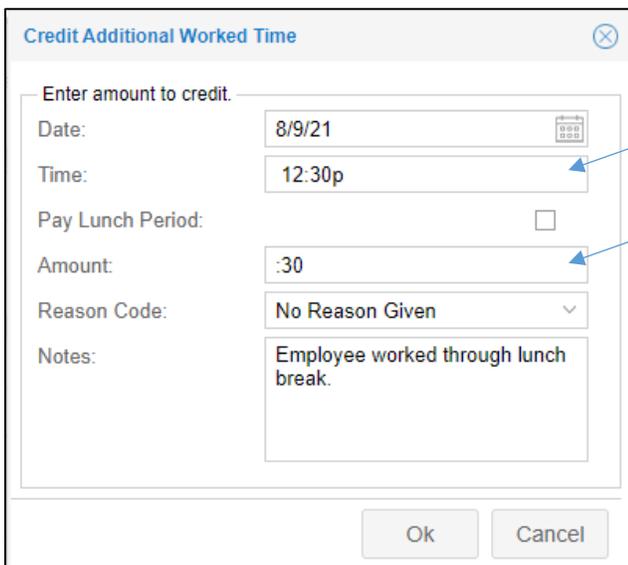
Crediting Worked Time

Crediting Worked Time is used to return automatically deducted time to an employee's time card. It is commonly used to credit auto-deducted lunches or breaks when an employee works during this unpaid time. This edit option can only be performed when the employee has punch transactions.

To credit worked time to an employee, select the Credit Worked Time menu item in the Credit menu accessed from the Pencil icon in the employee time card.

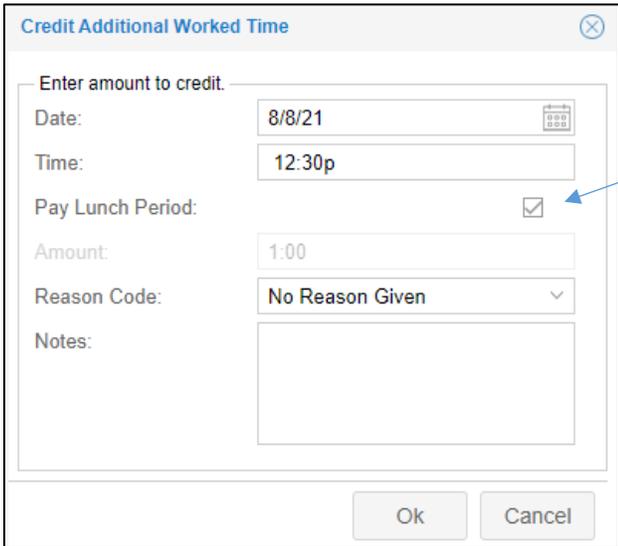


You can select the time of day that the credit should begin and the amount of time to credit.



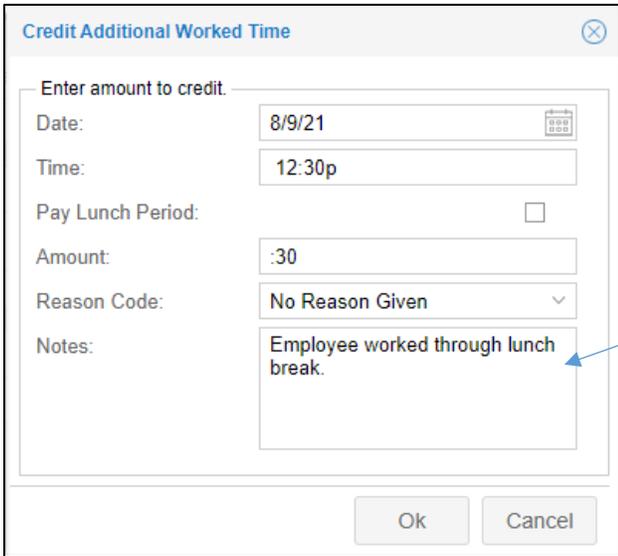
Optionally, you can select a Pay Lunch Period option which automatically credits the time of lunch and length based on the business rules that exist in your system. The time field is ignored when this option is selected.

Enabling the Pay Lunch Period option is a best practice when only one lunch was auto-deducted.



The screenshot shows a dialog box titled "Credit Additional Worked Time". It contains the following fields: "Date" (8/8/21), "Time" (12:30p), "Pay Lunch Period" (checked), "Amount" (1:00), "Reason Code" (No Reason Given), and "Notes" (empty). A blue arrow points to the "Pay Lunch Period" checkbox.

Add a note to explain why worked time is being credited, if needed, in the Notes field.



The screenshot shows the same dialog box as above, but with the "Date" field set to 8/9/21, "Time" set to 12:30p, "Pay Lunch Period" unchecked, and "Amount" set to :30. The "Notes" field now contains the text "Employee worked through lunch break." A blue arrow points to the "Notes" field.

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