

Help Sheet / Procedure for COLTS II Employees — #101

CURRENT PAY PERIOD: ENTERING HOURS WORKED USING STANDARD SCHEDULE

(Note: if you are using the Standard Schedule time-entry method, your supervisor or payroll representative has already "taught" COLTS II how many hours you normally work each day of the pay period. The only time you need to enter your hours worked is on days that you work more or less than your regular schedule. You will still need to approve your entries each pay period.)

1. Launch Bear Access.
2. Launch COLTS II, signing in with your NetID and password.
3. If you see the word "Function" in the menu bar near the top of the COLTS II window, click on it and select "My Time Cards" (see figure 1). If you do not use COLTS II as a supervisor or payroll rep, you will not see the word "Function" in the menu bar. In the blue Selector Bar, you will see only one blue tab, marked "Job". Under that tab you will see a number of pay periods listed with the current pay period at the top.
4. If you have only one job for which you report hours through COLTS II, click on the current pay period (see figure 2).

If you have more than one job for which you report hours through COLTS II, you will see a list of your jobs under the dates of the current pay period. (If you do not see a list of your jobs, click on the plus sign next to the current pay period and the list will be displayed.) Click on the job for which you are entering time now (see figure 3).



Figure 1



Figure 2

(Note: In the main section of the screen you will now see a series of tabs across the top. If the first tab reads **In/Out**, then you are using the "In/out time required" method of time entry, and these instructions do not apply to you. Please ask your supervisor or payroll representative for the proper set of instructions.)

5. In the main panel, click on the **Work** tab. The **Work** panel will be displayed (see figure 4). The column labeled *Reg* (for "regular" pay) will show your default schedule, as entered by your supervisor or payroll rep, each time a new pay period begins.

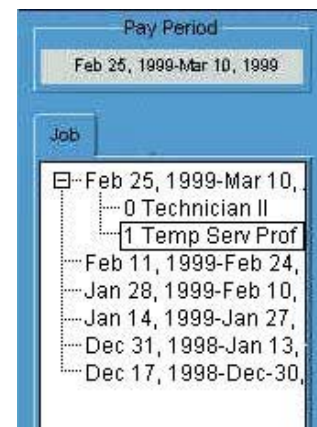


Figure 3

Approval				Work				Leave				Balance											
Summary																Reg				Select			
		Work		Leave		Total																	
Thu	10/8	7.8	0	7.8						7.8													
Fri	10/9	7.8	0	7.8						7.8													
Sat	10/10	0	0	0						0.0													
Sun	10/11	0	0	0						0.0													
Mon	10/12	7.8	0	7.8						7.8													
Tue	10/13	7.8	0	7.8						7.8													
Wed	10/14	7.8	0	7.8						7.8													
		39.0	0	39.0						39.0													
Thu	10/15	7.8	0	7.8						7.8													
Fri	10/16	7.8	0	7.8						7.8													
Sat	10/17	0	0	0						0.0													
Sun	10/18	0	0	0						0.0													
Mon	10/19	7.8	0	7.8						7.8													
Tue	10/20	7.8	0	7.8						7.8													
Wed	10/21	7.8	0	7.8						7.8													
		39.0	0	39.0						39.0													
		78.0	0	78.0						78.0													

Figure 4

(Note: If the *Reg* column is empty, you are using the "Non-standard Schedule" method of time entry, and these instructions do not apply to you; please ask your supervisor or payroll representative for the proper set of instructions. If the default schedule is not correct, please bring it to your supervisor's attention.)

- For any day that you worked hours which were different from your standard schedule, highlight the entry in the *Reg* column on that day, delete it, and replace it with the actual number of normal hours worked to the nearest tenth of an hour (for example, 7.5). To show zero hours, leave the field blank or enter a zero. When you click in an entry field you will notice that a blue arrow appears, pointing at the field you have clicked in. Clicking on this arrow will bring up the In/Out calculator which, if you wish, can help you to calculate the number of hours. (See the procedure "Using the In/Out Calculator on the Work, Shift, Corrections, or Leave Panels.")

(Note: in some units the supervisor or payroll representative is responsible for using the additional earnings codes covered in steps 7-10. Check with your supervisor before continuing with steps 7-10.)

- If you worked any hours for which you should receive compensation different from your regular rate of pay (such as working on a holiday, emergency callback, or hours that earn comp time), you will need to enter your hours in other columns which you will now select. If

you do not need to report these additional kinds of hours, you are done entering your work hours.

8. Click on the "Select" button on the right side of the panel. The Selection window will appear (see figure 5).

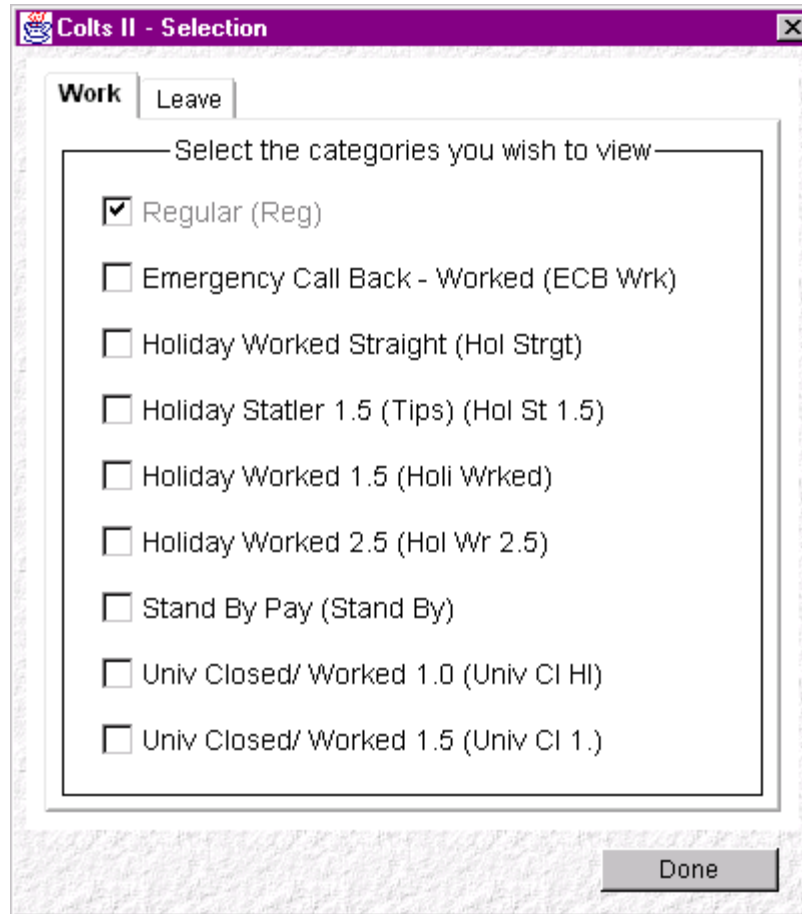


Figure 5

9. From the list of Work categories, click in the box to the left of the category or categories you need. To remove a check mark, click on it. (You will not be able to un-select the *Reg* category or any category that already has hours entered into it on any day in the current pay period.) When you have marked the categories you need, click on the "Done" button. The categories you selected will now appear on the **Work** panel. (If you have selected more than three categories there will be a scroll bar near the bottom of the panel.)
10. Enter the number of hours for each of these categories in the appropriate day(s).
11. The totals for all the work hours you enter will appear in the Work column in the Summary section near the left edge of the **Work** panel.