

Help Sheet / Procedure for COLTS II Employees — #103

CURRENT PAY PERIOD: ENTERING HOURS WORKED USING IN-OUT TIME

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).

(Note: In the main section of the screen you will now see a series of tabs across the top. If the first tab reads **Work**, then you are using either the "Standard Schedule" or "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.)

5. In the main panel, click on the **In/Out** tab. The **In/Out** panel will be displayed (see figure 4). You will begin by entering the time for which you are entitled to your regular pay rate.



Figure 1

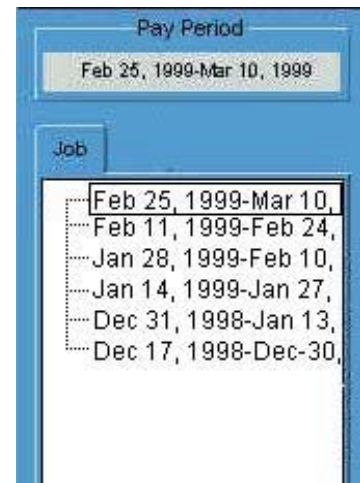


Figure 2

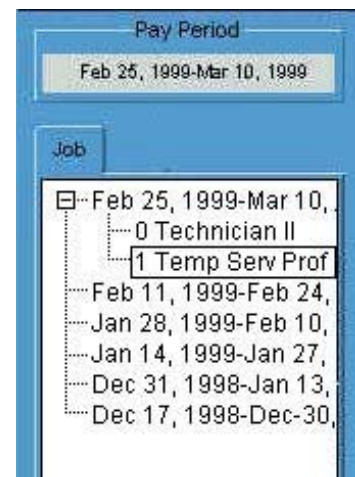


Figure 3

Approval		In/Out					Shift	
Reg	In 1	Out 1	In 2	Out 2	In 3	Out 3	Hours	
Thu 10/22							0.0	
Fri 10/23							0.0	
Sat 10/24							0.0	
Sun 10/25							0.0	
Mon 10/26							0.0	
Tue 10/27							0.0	
Wed 10/28							0.0	
							0	
Thu 10/29							0.0	
Fri 10/30							0.0	
Sat 10/31							0.0	
Sun 11/1							0.0	
Mon 11/2							0.0	
Tue 11/3							0.0	
Wed 11/4							0.0	
							0	
Select							Pay Period	0

Figure 4

6. In the upper left corner of the **In/Out** panel is a dropdown list box for selecting earnings codes. By default, the regular earning code, *Reg*, will be displayed the first time you access the In/Out panel. If a code other than *Reg* is displayed, click on the small arrow next to the earnings code, and then click on *Reg* on the list that appears.
7. For each day that you worked hours for which you are entitled to your regular pay rate, enter the exact time you began work that day in the first column (*In 1*). See the chart below for valid formats.
8. If you took an unpaid break during the day (such as lunch), enter the exact time you stopped working in the second column (*Out 1*) and the time you returned to work in the third column (*In 2*). If you take a second unpaid break, repeat this process of recording your out and in times in the next two columns. Note: do not show the start and end time of paid breaks.
9. Enter your ending time for the day in the next unused "Out" column for the day. For example, if you took an unpaid lunch break you would already have entries in "*In 1*", "*Out 1*", and "*In 2*" so you would use "*Out 2*" to show your ending time for the day. Your total *Reg* hours for the day will be calculated and displayed in the *Hours* column at the right edge of the screen.

10. If you need more than 3 sets of In/Out time for any one day, click on the "Select" button at the bottom left corner of the panel. The Selection window will appear (see figure 5).

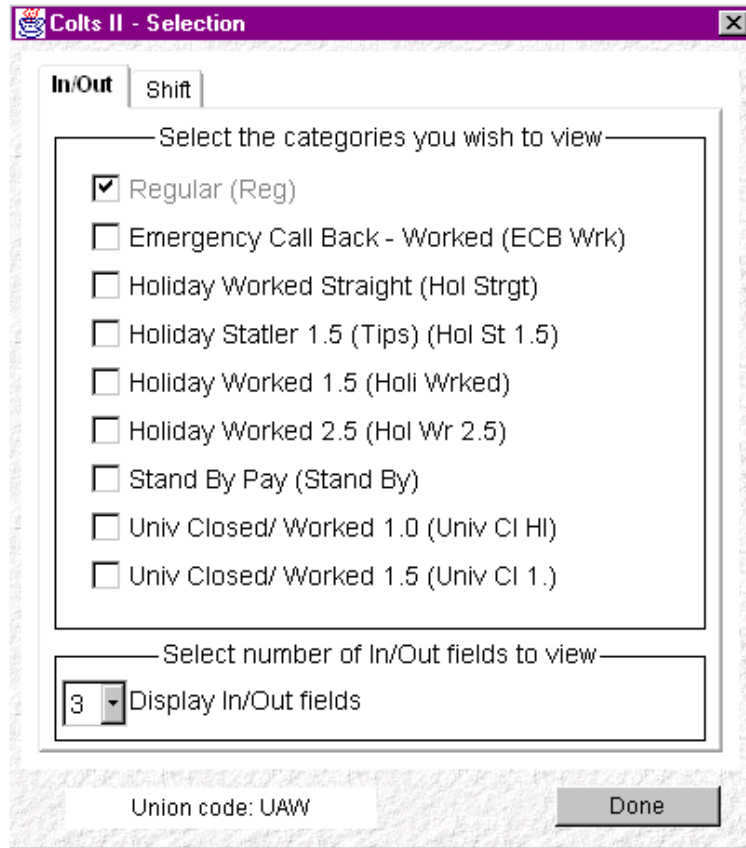


Figure 5

11. Near the bottom of the Selection Window is a place to select how many sets of In/Out time to display, up to 6 per day. Click on the down arrow next to the number, then click on the number of daily sets you need. Click on the "Done" button to return to the **In/Out** panel. If you have selected more than 3 sets, you will now see a horizontal scroll bar under the sets of In/Out entry fields.

(Note: in some units the supervisor or payroll representative is responsible for using the additional earnings codes covered in steps 12-15. Check with your supervisor before continuing with steps 12-15.)

12. 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 select other time categories now. If you do not need to report these additional kinds of hours, you are done entering your work hours.
13. Click on the "Select" button at the bottom left corner of the panel (see figure 5 above). From the list of Work categories, click in the box to the left of the category or categories you need. A check mark will appear to indicate each type of work pay you have selected. 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 be available to you in the dropdown list box at the upper left of the **In/Out** panel. Use the dropdown list to select the work category you need. When you select a new category, a new, blank timecard will be displayed for that category.

14. Enter the number of hours for this category in the same way you entered your "regular hours", showing start and stop times. The hours you enter in these additional timecard should NOT also be entered in the *Reg* timecard. The total hours for this work category will be calculated and displayed in the column at the right edge of the screen. Your total work hours for all work categories will be displayed on the **Leave** and **Approval** panels.
15. Repeat steps 13 & 14 for as many work categories as you need to use. Once you have selected a work category for a particular pay period, it will be available to you in the dropdown list for the rest of that pay period. Each new pay period COLTS II will return to the default setting, which is to show you only the *Reg* code until you use the Select button to choose other categories.

Formatting rules for entering in and out times:

The basic format for entering time into COLTS II is to type in the hour, a colon, and two digits for the minutes, followed by "a" for a.m. or "p" for p.m. If you are entering a time that falls exactly on the hour, you can type just the number for the hour without the ":00", for example "3p" for three o'clock in the afternoon. The following formats are all valid:

COLTS II will interpret each of the following entries as meaning "eight o'clock in the morning"	COLTS II will interpret each of the following entries as meaning "four thirty-two in the afternoon"
8a	
8am	
8:00a	4:32p
8:00am	4:32pm
	16:32
Notes: <ul style="list-style-type: none"> • COLTS II will not accept an entry that includes periods as part of the "am" or "pm". • Noon is entered as 12p or 12pm. • Midnight can be used as both an "in" time or an "out" time. To indicate midnight as an "in" time, enter 12am (using any of the formats shown above for morning). To indicate midnight as an "out" time, you <u>must</u> use either "24" or "24:00". • If an employee works through midnight, they would show one day ending with an "out" time at midnight and the next day's first "in" time as midnight. 	

COLTS II also expects each clock time entered on a given day to be later than the previous time. For example, if you show an "in" time at 8:30 am, you must show an "out" time later than 8:30 am. In addition, if you show more than one block of hours worked in a given day (such as before and after lunch), the second "in" time must be later than the first "out" time. COLTS II will not be able to calculate hours for any entry that appears to violate these rules; red question marks will appear in the *Hours* column at the right edge of the panel. This must be corrected before an employee can approve their hours and get paid.