

Help Sheet / Procedure for COLTS II Employees — #104

USING THE IN/OUT CALCULATOR ON THE WORK, SHIFT, CORRECTIONS, OR LEAVE PANELS

(Note: an In/Out calculator has been built into COLTS II. It is available for all columns where the number of hours is reported: on the **Work** panel for employees using the Standard Schedule or Non-Standard Schedule options, on the **Leave** panel for all employees, on the **Corrections** panel for all employees, and on the **Shift** panel for employees who are eligible to earn shift differential pay. Using the In/Out Calculator is optional; it can help you calculate hours and tenths of hours, whether you are reporting time worked or leave time taken.)

Assuming you are already in COLTS II, you can tell if the In/Out Calculator is available by clicking in the field where you wish to calculate the number of hours. If the In/Out Calculator is available, a blue arrow will appear, pointing at the field you have clicked in.

1. Click on the blue arrow. The In/Out Calculator will be displayed (see figure 1).
2. In the first field under "In", enter the exact time you began work. See the chart below for valid formats.
3. If you took an unpaid break during the day (such as lunch), enter the exact time you stopped working in the first field under the "Out" and the time you returned to work in the second field under "In". If you take a second unpaid break, repeat this process of recording your out and in times in the next two fields. Do not show the start and end time of paid breaks.
4. Enter your ending time for the day in the first unused field in the "Out" column. For example, if you took an unpaid lunch break you would already have two entries under "In" and one entry under "Out", so you would use the second "Out" field to show your ending time for the day. Your total hours for the day will be calculated and displayed at the bottom right of the calculator (see figure 2).
5. Click on the "Return->" to insert these hours into the selected field on the **Work**, **Leave**, or **Shift** tab, or click on "Exit" to close the calculator without inserting the hours.

The image shows a window titled "In/Out Calculator" with a blue border. It contains a table with two columns: "In" and "Out". There are three rows of input fields. The first row has two empty fields. The second row has two empty fields. The third row has two empty fields. To the right of the table, the number "0.0" is displayed. At the bottom of the window, there are two buttons: "Exit" and "Return->".

Figure 1

The image shows a window titled "In/Out Calculator" with a blue border. It contains a table with two columns: "In" and "Out". There are three rows of input fields. The first row has "8:45a" in the "In" field and "12:05p" in the "Out" field. The second row has "12:43p" in the "In" field and "5p" in the "Out" field. The third row has two empty fields. To the right of the table, the number "7.6" is displayed. At the bottom of the window, there are two buttons: "Exit" and "Return->".

Figure 2

(Note: This calculator does not store or save the actual clock hours you enter, so if you use it and then go back to it later, you will find it blank.)

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
<p>Notes:</p> <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; the entry that COLTS cannot interpret will be highlighted in red, the hours will not be calculated, and the "Return->" button will not function until you correct the invalid entry.