

Help Sheet / Procedure for COLTS II Payroll Representatives — #302

CHANGING TIME-ENTRY METHOD OR SHIFT PANEL ACCESS FOR EMPLOYEES

(Note: changes you make in the time-entry option will take effect at the beginning of the next pay period; you cannot change the option for the current pay period. Changes to **Shift** panel access are effective immediately. Also, the employee cannot make these changes; only the payroll rep and supervisor have access to this function.)

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 "Payroll" (see figure 1). If you are not also an hourly employee or a supervisor, you will not see the word "Function" in the menu bar.
4. In the blue Selector Bar, click on the **Job** function tab. A list of the pay periods will appear under the **Job** tab, with the pay rep groups you administer listed under the current pay period. If you do not see your pay rep groups listed, double-click on the dates of the current pay period.
5. Click on the pay rep group you want to work with. A list of all the employees in that pay group will appear.
6. If an employee has only one job in your pay group, click on the name of the employee who holds the job for which you are changing the time-entry method (see figure 2).

If an employee has more than one job in your pay group, there will be a plus sign next to his/her name. Click that plus sign to see a list of the job titles. Then click on the job for which you are changing the time-entry method (see figure 3).

7. In the main panel, click on the **Options** tab (see figure 4). You will see the three choices for time-entry.

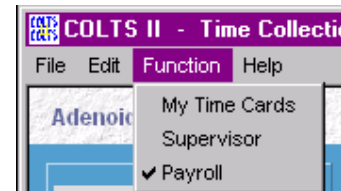


Figure 1

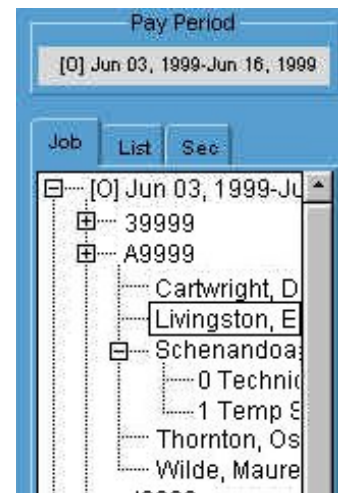


Figure 2

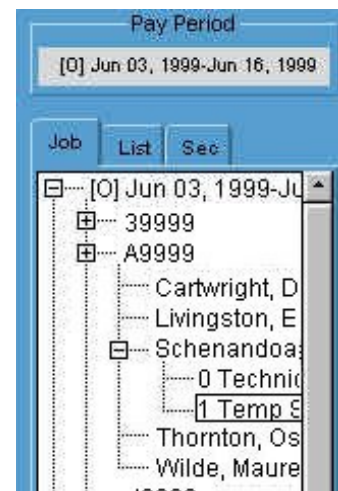


Figure 3

The screenshot shows the 'Options' tab in a software interface. It is divided into two main sections: 'Method' and 'Shift'.

Method Section:

- Three radio buttons are present:
 - Standard schedule
 - Non-standard schedule
 - Require entry of in/out
- Below the radio buttons is a table for entering hours per day:

Thu	Fri	Sat	Sun	Mon	Tue	Wed	Total
7.8	7.8	0	0	7.8	7.8	7.8	39.0

Shift Section:

- A checkbox labeled 'Allow Shift Differential to be Entered' is currently unchecked.

Figure 4

8. If you are changing the time-entry method, click in the round "radio button" next to the time-entry method you are selecting:
 - Standard Schedule - if you choose Standard Schedule you must also fill in the default schedule, that is, the number of hours for each day of a normal week. The weekly total of the numbers you enter will display at the far right. The employee will find these hours already filled in when they use COLTS II. The employee will use the **Work** panel, but not the **In/Out** panel.
 - Non-standard Schedule - if you choose Non-standard Schedule, the employee will use the **Work** panel to enter the number of hours worked each day; the panel will be blank when they log into COLTS II. They will not see (or need) the **In/Out** panel.
 - Require entry of in/out time - if you choose In/out time, the employee will use the **In/Out** panel to enter their start and stop times each day. They will not use the **Work** panel.
9. If you are changing the **Shift** panel access, use the check box at the bottom of the panel. If the job is eligible for shift differential pay, click in the box next to "Allow Shift Differential" so that a check mark appears. This will give the employee access to the **Shift** panel, where they enter the number of hours for which they are entitled to these pay differentials. If the job is not eligible for shift differential pay, make sure there is no check mark in this box (clicking on a check mark will make it disappear).

Notes:

- Changes you make to the settings on this panel are automatically saved. There is no "Save" button.
- The employee will see a Remark on the **Approval** panel notifying them of this change.
- The time entry changes you make on the **Options** panel will take effect at the start of the next pay period. Changes to **Shift** panel access take effect immediately.