Time entry codes indicate the type of time associated with the work performed. ISU has 4 time entry codes listed below:

• **Regular Hours**: This time entry code will be used the majority of the time by all nonexempt employees. It is used to indicate hours worked and pays an employee at their regular rate of pay.

• **On Call**: This time entry code is only eligible to merit employees. It is used to indicate hours when an employee is in an on call status and is paid at a rate of 10% the employee's regular rate of pay.

• **Call Back**: This time entry code is only eligible to merit employees. It is used to indicate hours for employees that are called back to work and will be paid a minimum period of three hours or the actual time worked if in excess of three hours.

• **Additional/Negative Holiday Hours**: This time entry code is eligible to nonexempt employees who receive holiday pay. The Workday holiday calendar defaults to 8 hours for each holiday. Depending if an employee is less than full-time or works a schedule more than 8 hours per day, this time entry code allows the manager/timekeeper to add or subtract hours as needed to ensure the employee gets paid correctly for the holiday.
Enter Time for Worker

1. Type the **employee's name** in search bar and select the employee (Visual 1)
2. Select **Actions** (Visual 1)
3. Select **Time and Leave** (Visual 1)
4. Select **Enter Time** (Visual 1)
5. Change date from today’s date, if needed, and select **OK** (Visual 2)
Enter Time for Worker (continued)
Double-click on the date in the time entry calendar (visual in the background on this screen) or select the orange Enter Time button at the bottom of your screen.
Regular Hours, On Call, and Call Back

The above time entry codes:
- Require an in and out time
- Out reason is always out
- Hours will automatically calculate from in and out times.

Comments can be added but are optional.

Press the orange OK button to record the time on the employee’s time entry calendar.

Example: Regular hours were selected for the time type by clicking on the lines to the right to populate the list of time entry codes. 8am was entered for the “in” time and 2pm was entered for the “out” time. Out reason automatically populated to “out” and the hours automatically calculated for this time block as 6 hours worked.
**Additional/Negative Holiday Hours**

The above time entry code requires only the number for the amount of hours to be added or subtracted from the default 8 hours.

Comments can be added but are optional.

Press the orange OK button to record the time on the employee’s time entry calendar.

**Example:** The employee is 50% FTE, works a schedule of 20 hours per week and is eligible for 4 hours holiday pay. Since the default is 8 hours, -4 has been entered in the hours field to subtract 4 hours in Visual 1. In Visual 2, you can see the submitted and approved time on the time entry calendar. Additionally, 4 hours are recorded in the non-regular hours bucket for the week.