

TIME AND ATTENDANCE

SCREEN ID: HUA03

COMPANY NUMBER---->

BATCH NUMBER-->

PAGE NUMBER---->

EMPLOYEE NUMBER	T C D	TRANS CODE	DEP SEC DIV/OF	(1) O T	(2) S H	(3) D E D	(4) HOURS	(5) RATE AMT <small>(2nd Line Labor Dist Code)</small>	WKFLD	(6) A D J	(7) A M T
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="7"/> <input type="text" value="0"/> <input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
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<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="7"/> <input type="text" value="0"/> <input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					

(1) OT (Overtime) Code:

- 0 - Regular Pay
- 1 - OT1 Agency defined rate
- 2 - OT2 Agency defined rate

(3) DED (Deduction) Code:

- 0 - Withhold normal deductions
- 7 - Withhold % deductions only
- 8 - Do not withhold deductions
- 9 - Withhold only banking deductions

(5) Rate/Amount:

Specify a 6-decimal rate or a 2-decimal amount
 ex: \$5.50/hour = 5500000
 ex: \$400 amt = 40000

(7) AMT (Amount) Indicator:

- 0 Rate/Amount Field; contains 6 decimal place rate if hours are entered; contains 2 decimal place amount if hours are not entered.
- 1 Rate/AMT field contains a 2-decimal place amount.

(2) SH (Shift) Code:

- 0 or 1 - None
- 2 - Second Shift (pays Regular pay even if non-auto)
- 3 - Third Shift (pays Regular pay even if non-auto)
- 4 - Second Shift (no Regular pay if non-auto)
- 5 - Third Shift (no Regular pay if non-auto)

(4) Hours:

Enter regular or OT hours
 Enter as 2-decimal amount
 ex: 40 hours = 4000

(6) ADJ (Adjustment) Indicator:

- Blank Override current pay.
- + Add amount to current pay.
- Subtract amount from current pay.

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

SCREEN ID: HRSBB

Company Number	Batch Number	Control Totals 'A' (Regular Hours)	Control Totals 'B' (Overtime Hours)
<input type="text" value="0"/> <input type="text" value="0"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Control Totals 'C' (Regular Rates and Amounts)		Control Totals 'D' (Overtime Rates and Amounts)	
<input type="text"/>		<input type="text"/>	
		Pay Range	
		<input type="text" value="1"/>	<input type="text" value="2"/>
		<input type="text"/>	<input type="text"/>

Authorized Signature

Date

Keyed By

Date