MANUAL PAYS 2 - REGULAR PAYS (400)

SCREEN ID: HTMPA

ATTACH TO FORM PR-10.1 (HTM00)

COMPANY NUMBER	EMPLOYEE NUMBER	TCD	PAGE NUMBER	EMPLOYEE NAME (FOR REFERENCE ONLY)
0 0	–			

BALANCE ON SCREEN HTMCK WHEN ENTRY IS COMPLETE

(1) OT	(2) SH	(3) HOURS	(4) SAL/AMOUNT / F	DPT/SEC / DIV/OF	LABOR CODE / FR-DATE	LABOR CODE / TO-DATE	ST/LOC	(5) ADJ
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		.	.					
		.	.					
		.	.					
		.	.					
		.	.					

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

(1) OT (Overtime) Code

Blank, 0	Not Overtime
1	OT1
2	OT2

(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)

(3) Hours

Number of regular hours to update - 2 decimal
If a 2 or 3 in the SH field - updates shift hours only

(4) Salary/Amount

Amount or Salary to be updated - enter as 2 decimal
If a 2 or 3 in the SH field - updates shift amounts

(5) ACCEPTABLE VALUES:

BLANK,+	Positive Adjustment
-	Negative Adjustment
P	Positive Adjustment - Will be reflected in the employee'e next earnings notice Will increase appropriate fields in employee's masterfile.
M	Negative Adjustment - Will be reflected in the employee's next earnings notice Will decrease appropriate fields in employee's masterfile.

Authorized Signature _____ Date _____ Keyed By _____ Date _____

Form PR-10.2
Rev 08/14