How to Enter On-Call Hours

Objective: Add On-Call Hours to ADP Time and Attendance

User Security Access Requirements: Practioners and General Users with specific Pay Rule designations

Beacon Role: Home Managers, District Directors, Maintenance Department, Clinical/Medical Department, Payroll

Timeline: Every time an on-call shift is worked by the employee

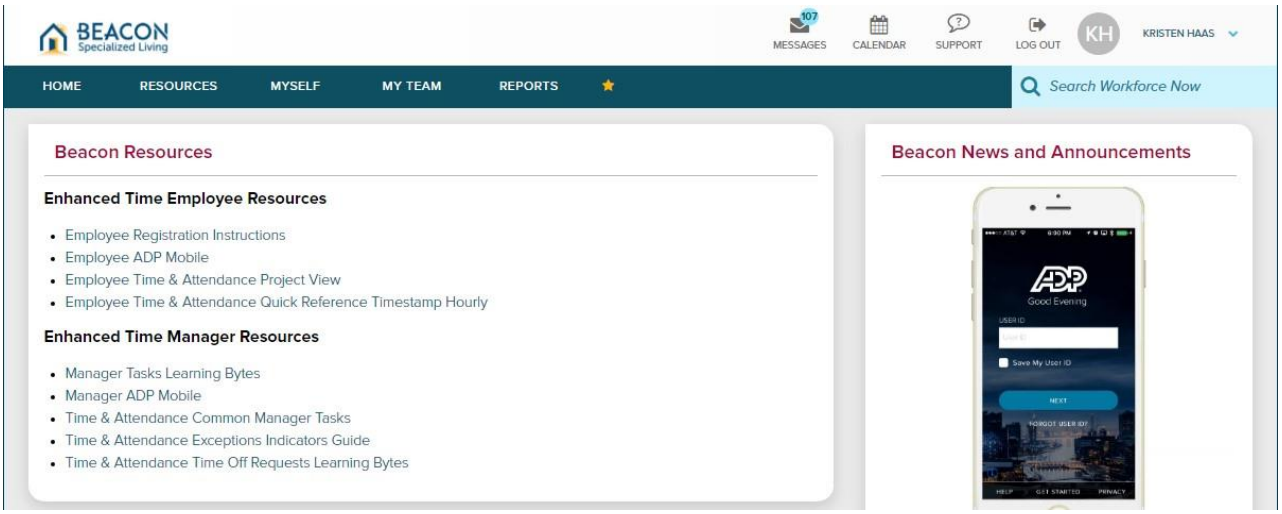
Motive: To ensure additional hours for on-call hours and on-call hours worked are paid out appropriately to employees.

How To: Please see necessary steps below.

Go to https://workforcenow.adp.com

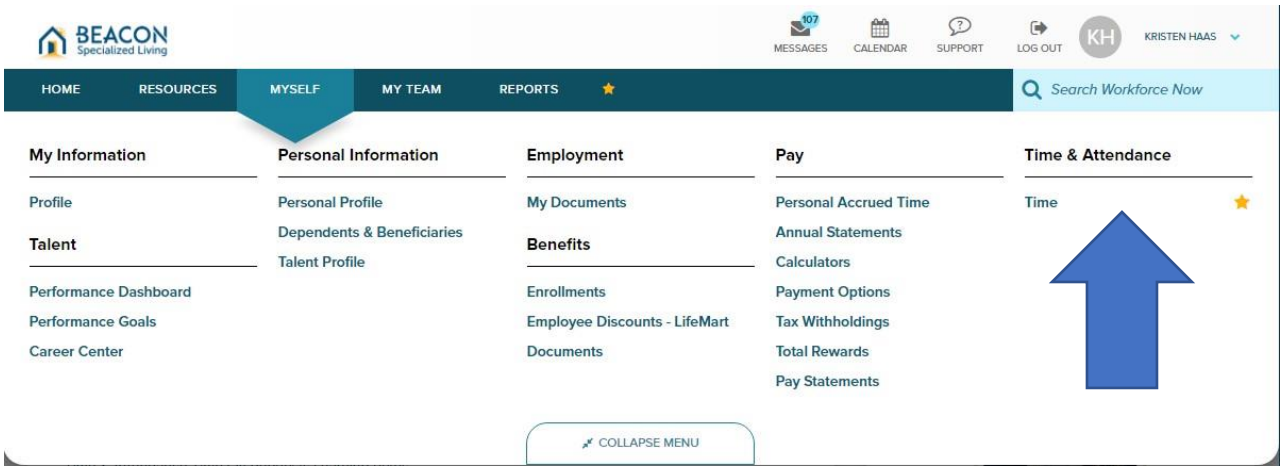
Enter your credentials then click "Sign In"

You are now at the ADP WorkForceNow Home Page.

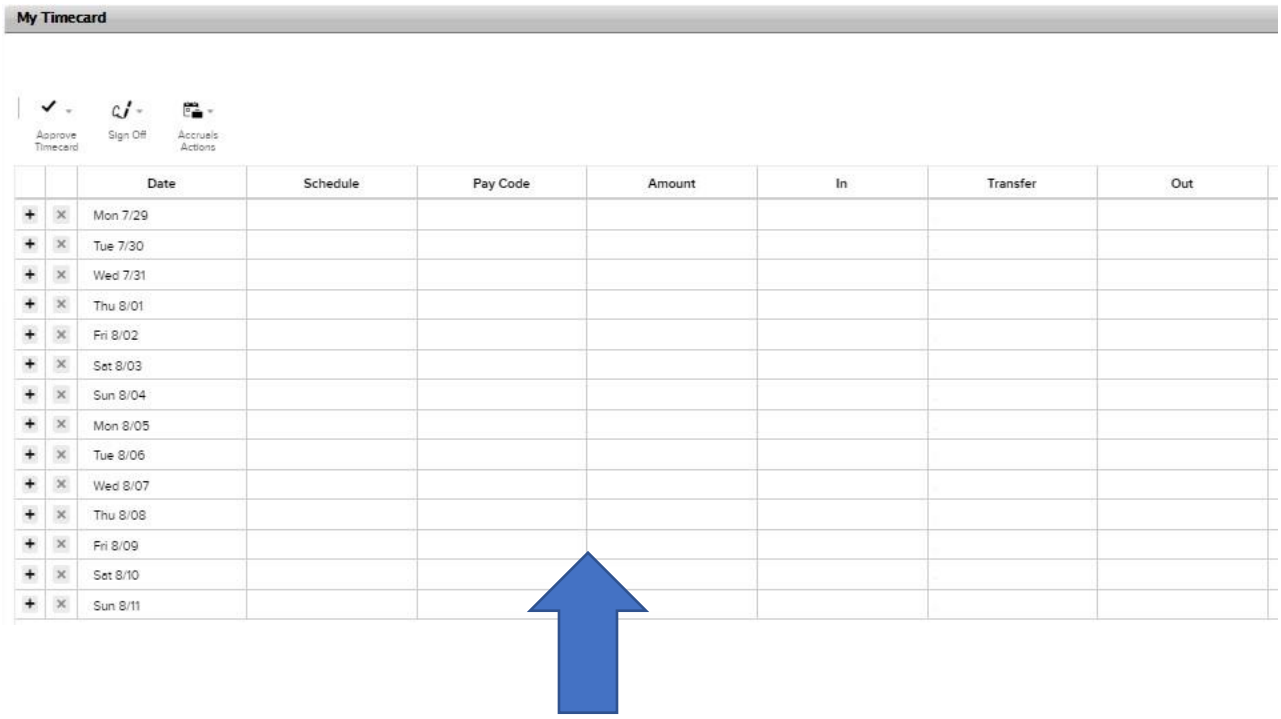


Click on "Myself" then select "Time & Attendance" then select "Time"

BEACON Specialized Living

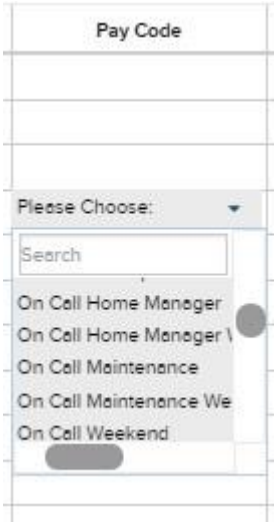


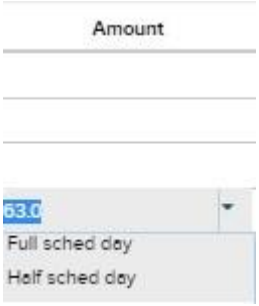
You will now be in the Time and Attendance System with access to your Timecard.



The Pay Code column should be used for entering all “bulk” on-call hours for Home Managers, District Directors, Clinical/Medical and Maintenance Departments.

Click the “Pay Code” box that represents the day you would like to enter your “bulk” on-call hours. Select the appropriate pay code. Click the “Amount” box and enter the total hours you were on-call.

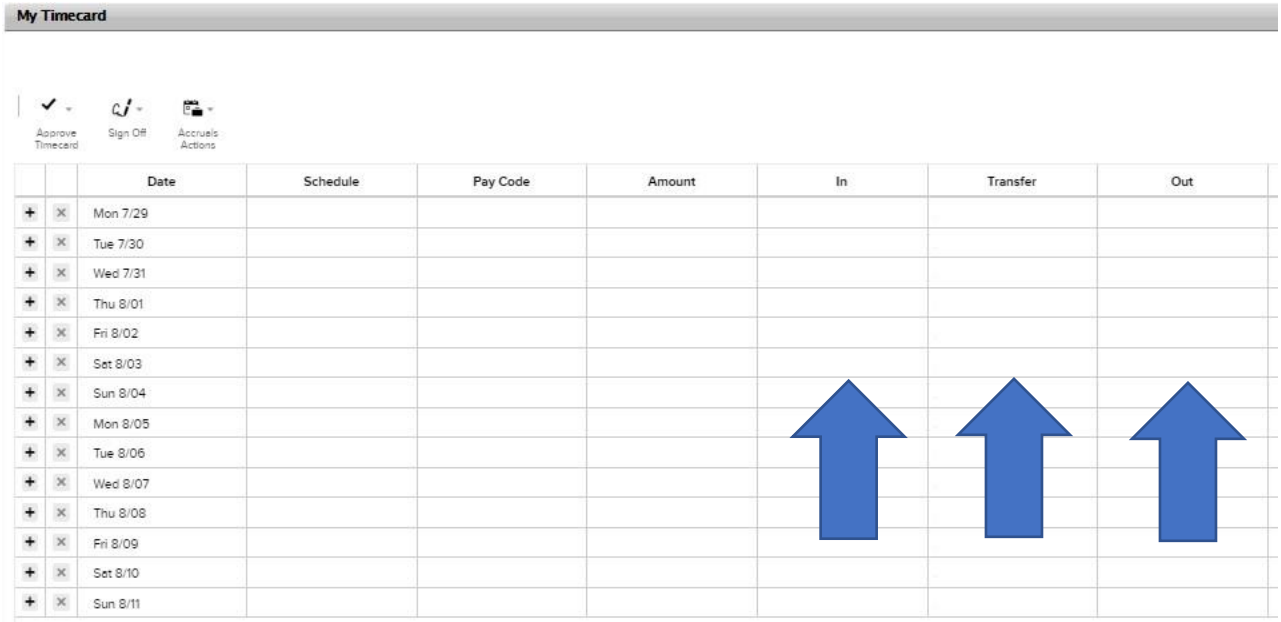




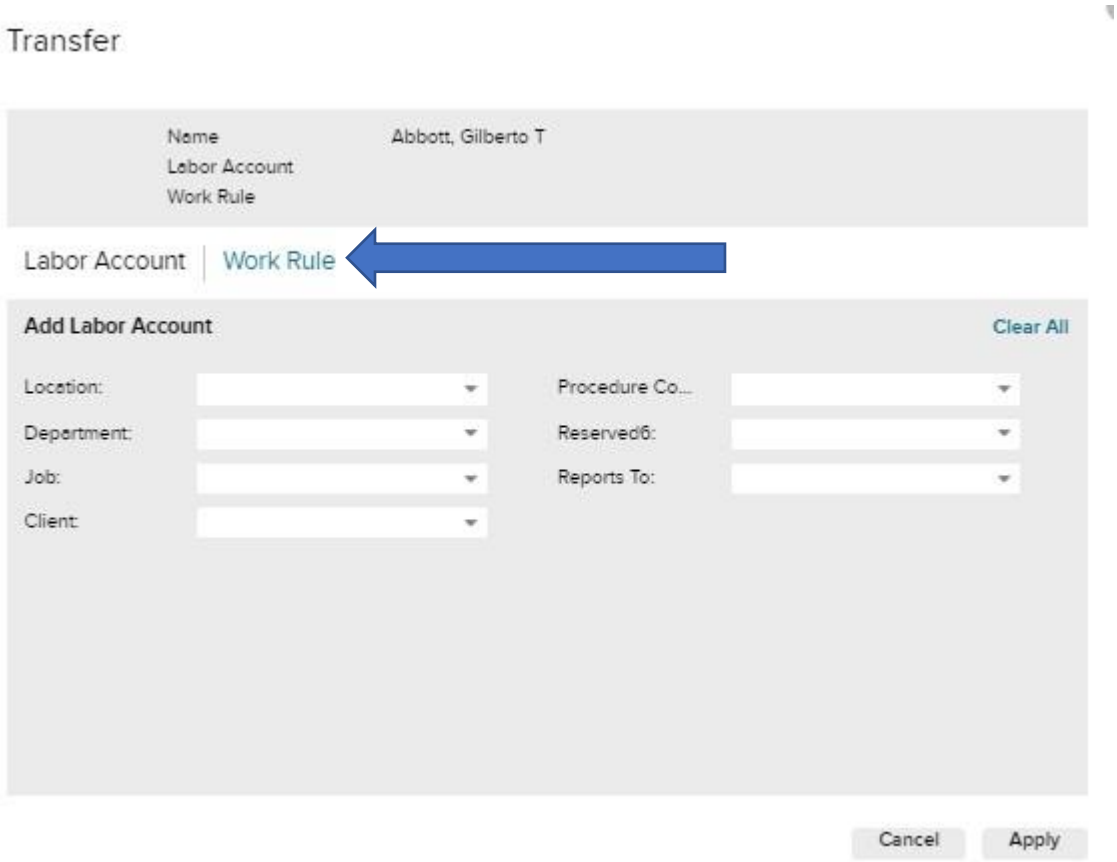
Click “Save” in the right-hand corner of the timecard.

A “Work Rule” transfer is used to enter On-Call Home Manager hours worked. (*This would be a situation when a Home Manager or District Director is called in to work the floor.)*

Option 1: Manually enter the hours worked and conduct a “Work Rule” transfer.



Click the “In” box on the day worked and enter the appropriate clocked in time. Then click the “Out” box on the day worked and enter the appropriate clocked out time. Now click on the “Transfer” box between your “In” and “Out” times and click the word “Search”. The following will pop-up.



Click on “Work Rule”. Then select the “Home Manager On Call Worked” rule and click “Apply”

You “On-Call Worked” hours have been entered.

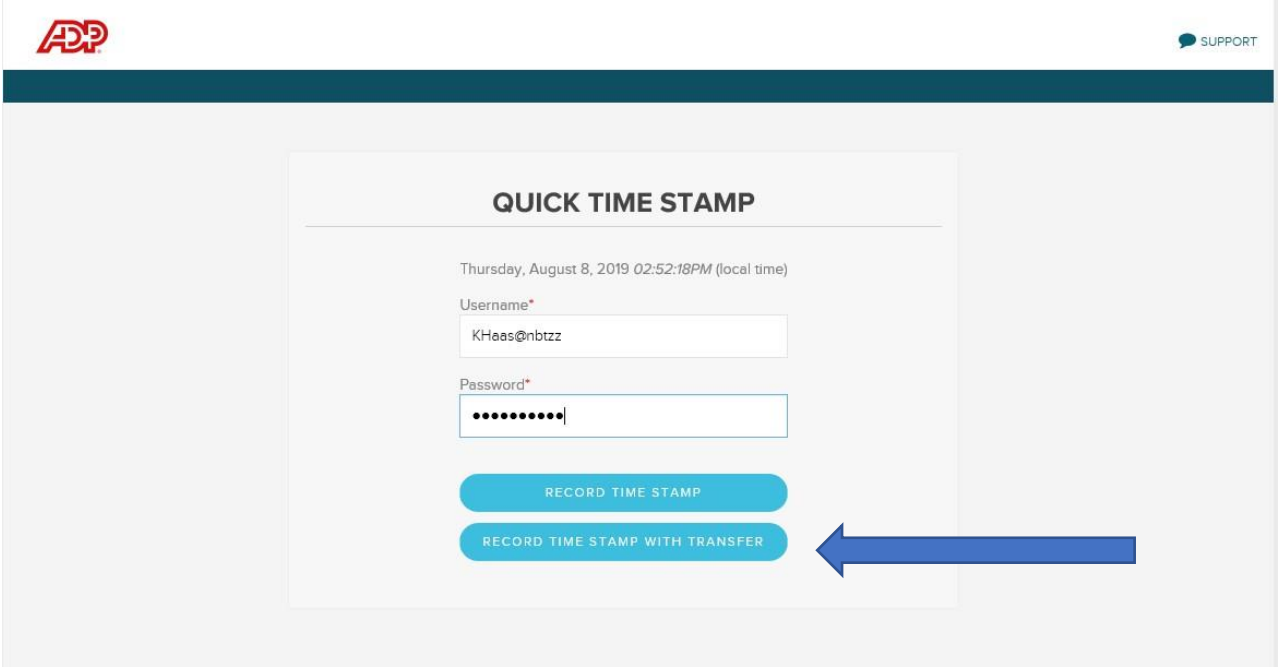
In	Transfer	Out
8:00AM	;Home Manager On Call Worked	9:00PM

Option 2: Home Managers can punch-in when they arrive to clock-in for duty, conduct a “Work

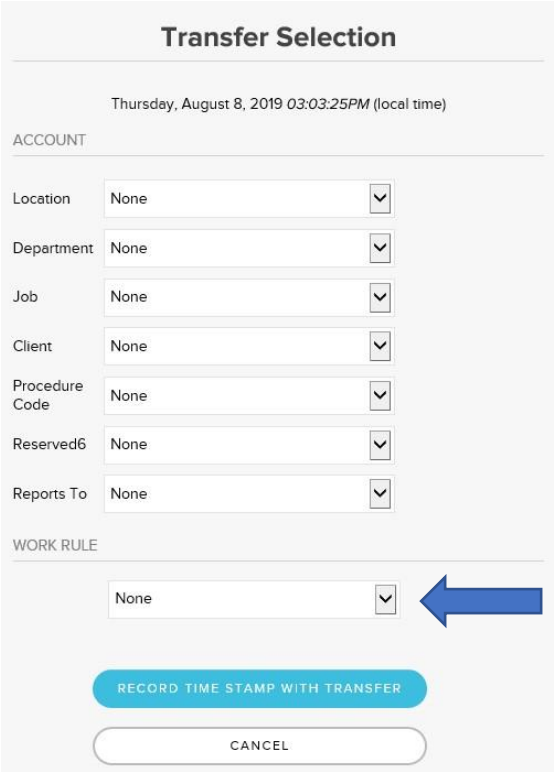
Rule" transfer and punch-out when they leave.

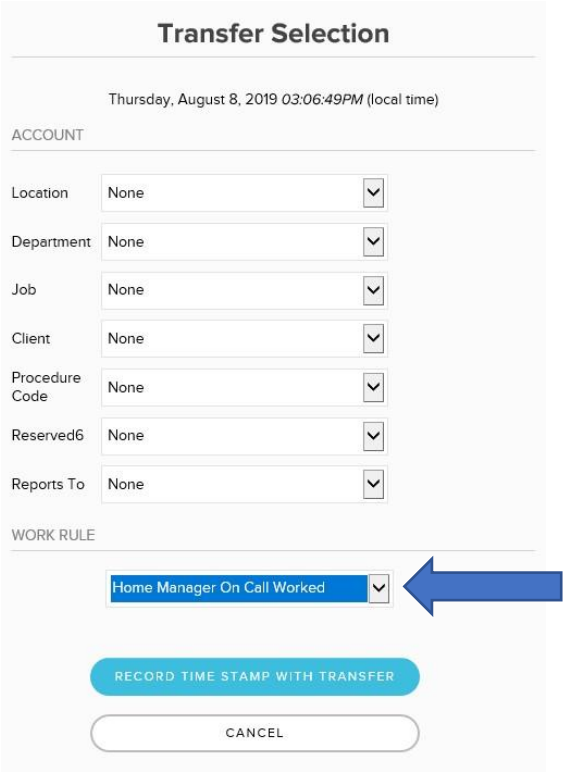
Click on the desktop icon labeled "ADP Time & Attendance".

You will now be at the "Quick Time Stamp" screen.

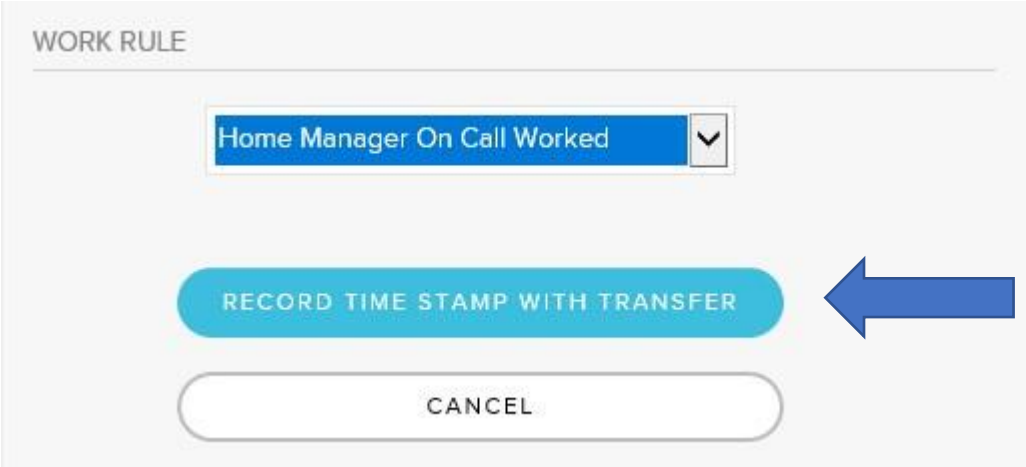


Click on "Record Time Stamp with Transfer". This will bring up the Transfer Selection Menu.





Click the drop-down menu under “Work Rule” and select “Home Manager On Call Worked”. Then click on “Record Time Stamp with Transfer”.



Click on the desktop icon labeled “ADP Time & Attendance”, enter credentials and click “Record Time Stamp” to clock-out.

EXAMPLES FOR EVERY CATEGORY OF ON-CALL IS LISTED BELOW:

HOME MANAGERS:

Fri 6/28		On Call Home Manager	51.0			
Sat 6/29				8:00AM	:Home Manager On Call Worked	8:00PM
Sun 6/30						

CLINICAL:

Fri 6/21		On Call Backup	10.0
Sat 6/22			
Sun 6/23			
Mon 6/24			
Tue 6/25			
Wed 6/26			
Thu 6/27		On Call Weekly	75.0
Fri 6/28		On Call Weekend	48.0

MAINTENANCE:

Fri 6/21		On Call Maintenance	120.0
Sat 6/22		On Call Maintenance W...	48.0

- **The PAYCODES and WORK RULES in place in the Time and Attendance System are what drives the hourly on-call rates.**
- **If the wrong codes are used, the wrong pay rate could be paid to an employee!!**