

**Hours from a previous pay period**

Hours that did not get recorded in a previous pay period are recorded in the current pay period using the Late Hourly Time earning code. Enter the sum total of hours in the first day of the pay period, enter the actual date and times of the hours worked in the comments box.

Example: 18 hours from last pay period are entered on the current pay period time sheet.

<table border="1"> <thead> <tr> <th>Earning</th> <th>Shift</th> <th>Default Hours or Units</th> <th>Total Hours</th> <th>Total Sunday Units Feb 01, 2004</th> <th></th> </tr> </thead> <tbody> <tr> <td>Hourly Regular Pay</td> <td>1</td> <td>0</td> <td>32</td> <td></td> <td>Enter Hours</td> </tr> <tr> <td>Overtime Pay</td> <td>1</td> <td>0</td> <td>0</td> <td></td> <td>Enter Hours</td> </tr> <tr> <td>Hourly Shift Differential Pay</td> <td>1</td> <td>0</td> <td>0</td> <td></td> <td>Enter Units</td> </tr> <tr> <td>Hourly Shift Differential OT</td> <td>1</td> <td>0</td> <td>0</td> <td></td> <td>Enter Units</td> </tr> <tr> <td>Late Hourly Time</td> <td>1</td> <td>0</td> <td>0</td> <td></td> <td>Enter Hours</td> </tr> <tr> <td colspan="3"><b>Total Hours:</b></td> <td>32</td> <td></td> <td></td> </tr> <tr> <td colspan="3"><b>Total Units:</b></td> <td></td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Earning	Shift	Default Hours or Units	Total Hours	Total Sunday Units Feb 01, 2004		Hourly Regular Pay	1	0	32		Enter Hours	Overtime Pay	1	0	0		Enter Hours	Hourly Shift Differential Pay	1	0	0		Enter Units	Hourly Shift Differential OT	1	0	0		Enter Units	Late Hourly Time	1	0	0		Enter Hours	<b>Total Hours:</b>			32			<b>Total Units:</b>				0	0	<p>Move your cursor down to Late Hourly Time then across to the first day of the pay period, in this case Sun Feb 1. When the cursor changes to a hand click once.</p>
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<p><b>Enter or Edit Comment:</b></p> <p>Jan. 20, 10:00 - 2:00, 4 hours          Jan. 22, 8:30 - 12:30, 4 hours          Jan. 24, 7:30 - 1:30, 6 hours          Jan. 27, 10:00 - 1:00, 3 hours          Jan. 31, 11:30 - 12:30, 1 hour</p> <p>Save Previous Menu</p>	<p>Enter the dates and times the hours were actually worked. worked.          Click Save          Click Previous Menu</p>																																																