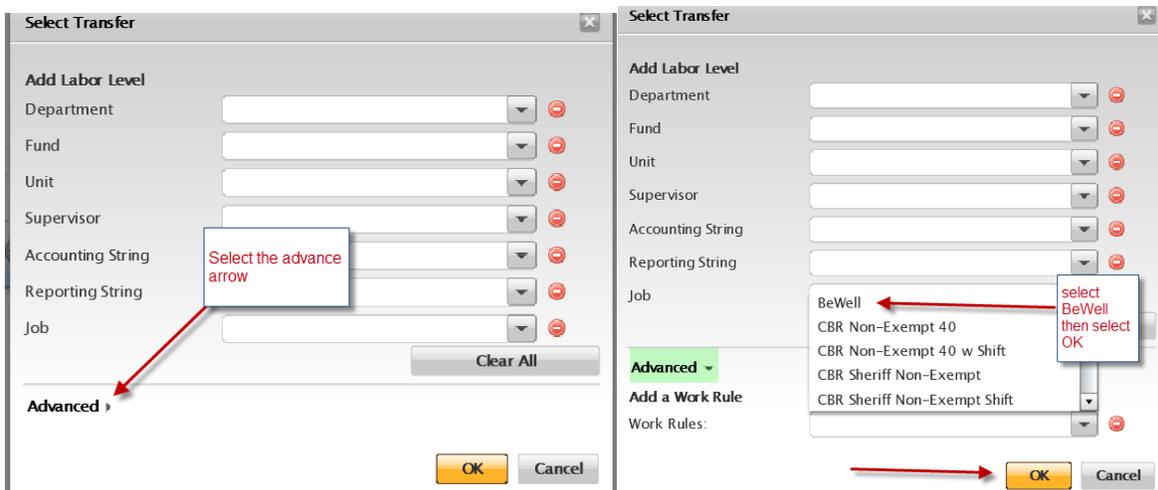
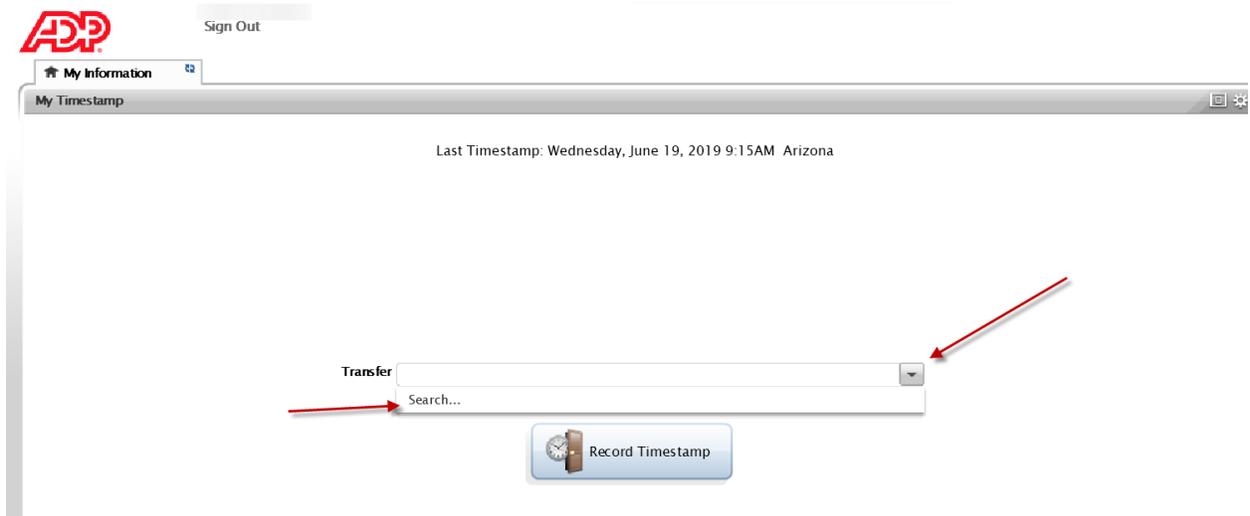


## Recording attendance for BeWell activities

To document the time spent at a BeWell event, the non-exempt employee would need to record a punch prior to leaving to the event.

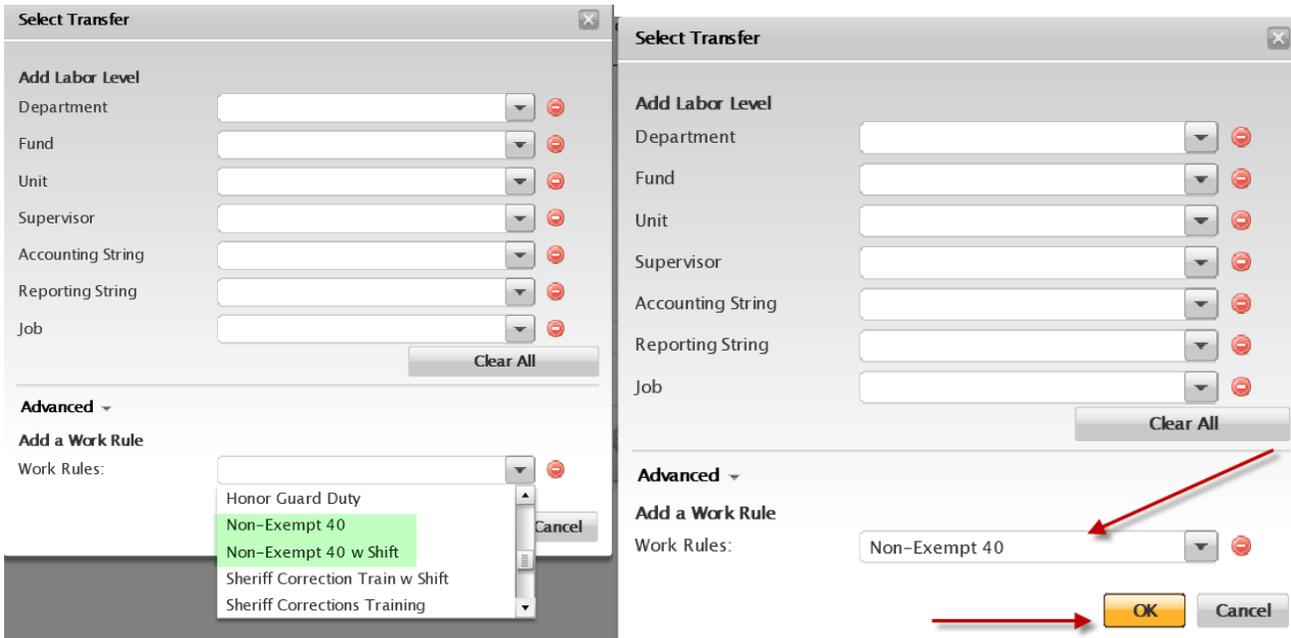
### Timestamp users:



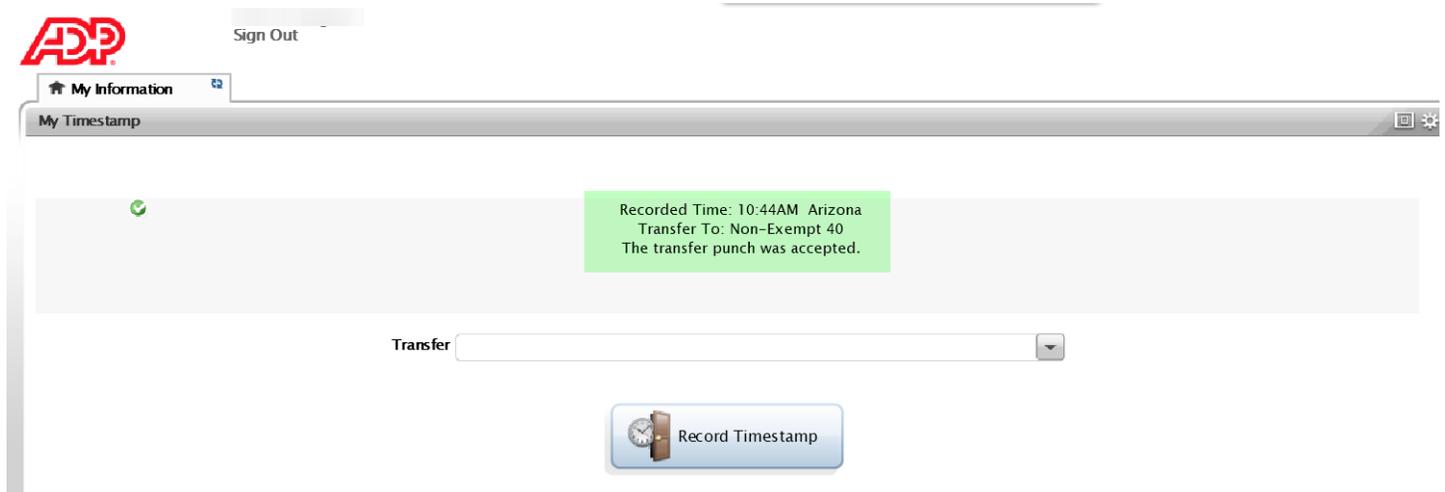
This returns the employee back to the main screen where BeWell is now in the transfer box and the employee should now “record timestamp” and proceed to the BeWell event. This shows the punch was successfully recorded to BeWell.



Upon completion of the event, the non-exempt timestamp employee would return to their work area and punch once more. This time instead of selecting BeWell from the drop down selection the employee would select either "Non-Exempt 40" or if you work in a department that is eligible for shift differential the selection would be "Non-Exempt 40 w Shift".



Now the employee would record timestamp and the system would now show the following:



This shows the employee's timecard and the recording of the BeWell punches.

The screenshot shows the ADP Timecard interface. At the top left is the ADP logo and a 'Sign Out' link. Below is a navigation bar with 'My Information' and a 'Timecard' tab. The main area contains a table for punch times and a summary table below it.

| Date     | Pay Code | Amount | In      | Transfer     | Out     | Shift | Daily | Period | Schedule      |
|----------|----------|--------|---------|--------------|---------|-------|-------|--------|---------------|
| Wed 6/19 |          |        | 7:29AM  |              | 9:25AM  |       |       |        | 7:30AM-4:00PM |
|          |          |        | 9:25AM  | ;;BeWell     | 10:44AM |       |       |        |               |
|          |          |        | 10:44AM | ...Exempt 40 |         | 3:15  | 3:15  | 3:15   |               |
| Thu 6/20 |          |        |         |              |         |       |       | 3:15   | 7:30AM-4:00PM |

| Account                                  | Pay Code         | Amount |
|--|------------------|--------|
| FN/1000/0377/0000122395/U-0377/0000/1355 | BeWell           | 1:19   |
| FN/1000/0377/0000122395/U-0377/0000/1355 | Regular Earnings | 1:56   |

**TIME CLOCK users:**

For the time clock users, an edit sheet will need to be completed to reflect the times when attending a BeWell event. The current clock configuration does not warrant transferring to a work rule.

**Exempt employee:**

Insert a new row and the new pay code will appear with black font:

The screenshot shows the TIMECARD interface for an exempt employee. The header includes 'Name & ID' (PIMAtest, Exempt / PIMA456789) and 'Time Period' (Next Pay Period). A menu bar contains 'Save', 'Actions', 'Punch', 'Amount', 'Accruals', 'Comment', 'Approvals', 'Overtime', 'Reports', and 'Leave'. The table shows 'Week starting: Sun 9/17' with columns for Sun 9/17 and Mon 9/18. A single row for 'Hours Worked' is visible, with 8:00 hours recorded for both days. A red arrow points to the 'Hours Worked' text in the first column.

The screenshot shows the TIMECARD interface after a new row has been added. The header and menu bar are identical to the previous screenshot. The table now shows three columns: Sun 9/17, Mon 9/18, and Tue 9/19. There are two rows for 'Hours Worked'. The first row has 8:00 hours for Mon 9/18 and 8:00 for Tue 9/19. The second row has 8:00 hours for Mon 9/18 and 8:00 for Tue 9/19. A red arrow points to the 'Hours Worked' text in the first column of the second row.

Use the drop down arrow to the right of the pay code in blank font to locate the pay code BeWell. Select the day the event was held and enter the amount of time spent at the BeWell event. Modify the hours in the purple "hours worked" to total your standard work hours (i.e. 6, 8, 10 etc.).

**For Supervisors:**

Should your employee have not completed their timecards as noted above, please have the employee enter their time on the time edit log and use these instructions to modify their timecards. The exempt employee would be completed exactly as stated above. The non-exempt employee needs to have **IN punches** added and the BeWell coded added as a **transfer**. They should remain on the clock and not have a minute gap between punches to capture the transfer to BeWell. Please do not add time using the pay code method that you would do for the exempt employee.

This is the employee's timecard before you have modified it.

| TIMECARD           |          |           |        |                     |         |            |          |             |       |       |            |  |                    |
|--------------------|----------|-----------|--------|---------------------|---------|------------|----------|-------------|-------|-------|------------|--|--------------------|
| Last Saved: 2:15PM |          | Name & ID |        | PIMAtest, NonExempt |         | PIMA123456 |          | Time Period |       |       |            |  | Current Pay Period |
| Date               | Pay Code | Amount    | In     | Transfer            | Out     | In         | Transfer | Out         | Shift | Daily | Cumulative |  |                    |
| Sat 6/22           |          |           |        |                     |         |            |          |             |       |       |            |  |                    |
| Sun 6/23           |          |           |        |                     |         |            |          |             |       |       |            |  |                    |
| Mon 6/24           |          |           | 7:33AM |                     | 12:30PM | 12:59PM    |          | 4:00PM      | 7:58  | 7:58  | 7:58       |  |                    |
| Tue 6/25           |          |           |        |                     |         |            |          |             |       |       |            |  |                    |

For illustration purposes, the BeWell event was held from 9am to 10am on 6/24. The easiest way to modify the time card is to add a row for 6/24 and in the first **IN** box type 9a, tab to the transfer box and use the drop down arrow and select SEARCH.

| *TIMECARD      |          |           |        |                     |         |            |          |             |       |       |            |  |                    |
|----------------|----------|-----------|--------|---------------------|---------|------------|----------|-------------|-------|-------|------------|--|--------------------|
| Loaded: 2:22PM |          | Name & ID |        | PIMAtest, NonExempt |         | PIMA123456 |          | Time Period |       |       |            |  | Current Pay Period |
| Date           | Pay Code | Amount    | In     | Transfer            | Out     | In         | Transfer | Out         | Shift | Daily | Cumulative |  |                    |
| Sat 6/22       |          |           |        |                     |         |            |          |             |       |       |            |  |                    |
| Sun 6/23       |          |           |        |                     |         |            |          |             |       |       |            |  |                    |
| Mon 6/24       |          |           | 7:33AM |                     | 12:30PM | 12:59PM    |          | 4:00PM      |       |       |            |  |                    |
| Mon 6/24       |          |           | 9:00AM |                     |         |            |          |             |       |       |            |  |                    |
| Tue 6/25       |          |           |        |                     |         |            |          |             |       |       |            |  |                    |
| Wed 6/26       |          |           |        |                     |         |            |          |             |       |       |            |  |                    |
| Thu 6/27       |          |           |        |                     |         |            |          |             |       |       |            |  |                    |
| Fri 6/28       |          |           |        |                     |         |            |          |             |       |       |            |  |                    |

This screen will become available and locate the WORK RULE, use the drop down arrow to locate BeWell, and click on okay.





The time card should now have purple punches in the out boxes and in the Totals & Schedule box the system has captured the hour spent attending the BeWell event and the balance of the day in Regular earnings.

**TIMECARD**  
 Last Saved: 2:34PM  
 Name & ID: PIMAtest, NonExempt PIMA123456  
 Time Period: Current Pay Period

| Date     | Pay Code         | Amount | In      | Transfer        | Out     | In      | Transfer | Out     | Shift | Daily | Cumulative |
|----------|------------------|--------|---------|-----------------|---------|---------|----------|---------|-------|-------|------------|
| Sat 6/22 |                  |        |         |                 |         |         |          |         |       |       |            |
| Sun 6/23 |                  |        |         |                 |         |         |          |         |       |       |            |
| Mon 6/24 |                  |        | 7:33AM  |                 | 9:00AM  | 9:00AM  | ::BeWell | 10:00AM |       |       |            |
| Mon 6/24 |                  |        | 10:00AM | ::Non-Exempt 40 | 12:30PM | 12:59PM |          | 4:00PM  | 7:58  | 7:58  | 7:58       |
| Tue 6/25 |                  |        |         |                 |         |         |          |         |       |       | 7:58       |
| Wed 6/26 |                  |        |         |                 |         |         |          |         |       |       | 7:58       |
| Thu 6/27 |                  |        |         |                 |         |         |          |         |       |       | 7:58       |
| Fri 6/28 |                  |        |         |                 |         |         |          |         |       |       | 7:58       |
| Sat 6/29 |                  |        |         |                 |         |         |          |         |       |       | 7:58       |
| Sun 6/30 |                  |        |         |                 |         |         |          |         |       |       | 7:58       |
| Mon 7/01 |                  |        |         |                 |         |         |          |         |       |       | 7:58       |
| Tue 7/02 |                  |        |         |                 |         |         |          |         |       |       | 7:58       |
| Wed 7/03 |                  |        |         |                 |         |         |          |         |       |       | 7:58       |
| Thu 7/04 | Independence Day | 8:00   |         |                 |         |         |          |         |       | 8:00  | 15:58      |
| Fri 7/05 |                  |        |         |                 |         |         |          |         |       |       | 15:58      |

**TOTALS & SCHEDULE** ACCRUALS REPORTING PERIOD ACCRUALS AUDITS

| Account                                  | Pay Code         | Amount | Wages | Date     | Start Time | End Time | Pay Code | Amount |
|--|------------------|--------|-------|----------|------------|----------|----------|--------|
| FN/1000/0406/0000106531/U-0406/0000/8222 | Regular Earnings | 6:58   |       | Mon 6/24 | 7:30AM     | 4:00PM   |          |        |
| FN/1000/0406/0000106531/U-0406/0000/8222 | BeWell           | 1:00   |       | Tue 6/25 | 7:30AM     | 4:00PM   |          |        |
|  |                  |        |       | Wed 6/26 | 7:30AM     | 4:00PM   |          |        |
|  |                  |        |       | Thu 6/27 | 7:30AM     | 4:00PM   |          |        |
|  |                  |        |       | Fri 6/28 | 7:30AM     | 4:00PM   |          |        |

If the time is correctly recorded on the timecard, click on SAVE.

Central Payroll will assist you should you encounter problems while performing any of these task. Central Payroll can be reached at 724-8787.