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.

**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:
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 before modified](image)

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 after modified](image)

This screen will become available and locate the WORK RULE, use the drop down arrow to locate BeWell, and click on okay.
Time card will now appear as follows. You now need to complete that row by tabbing over to the next **IN** box and enter 10a in that box and tab once more to the transfer box adjacent to the 10a punch.
Once in the transfer box adjacent to the 10am punch use the drop down arrow, navigate to the work rule area once more; this time select either Non-exempt 40 or if your department is eligible for shift differential select Non-exempt 40 w/shift. Time card will now appear as follows:

This step will merge those times into the original punch line. Go to ACTIONS, select Calculate Totals:
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.

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 tasks. Central Payroll can be reached at 724-8787.