Call-in Pay is *paid for a minimum of 3 hours.* The employee will clock in and out for the time they worked and the system will automatically add extra hours if necessary to meet the minimum of 3 hours. Call-in Pay rate is 1.5x their regular rate.

1. On the Home Screen, click **Edit Employee Time** from the Time Entry box.
   - Note - this timesheet already has all the Regular Time in/out times entered for the pay period

2. On the row where the Call-in occurred, use the dropdown arrow to select the Entry Code **Call in – Clocked**



Example: the Call-in was on Sunday 7/12. Employee worked **6:00am to 7:15am** – 1.25 hours.

3. Add **Comments** (optional)

4. Click **Save** button

> In this example, the work schedule is Mon. to Fri. 7:00am - 3:30pm

5.  Click the **Results** tab to see the two extra entries for 7/12: **Call in – Clocked** with 1.25 hours and **Call in Minimum** with 1.75 hours for a total of 3.0 hours at 1.5x your regular rate.

| | | Exceptions | Schedule | Punch Log | Time Off | **Results** | Admin Banks | |
|---|---|---|---|---|---|---|---|---|

| Work D... ▲ | Assignmen... | Pay Code | Paid Hours | Unpaid Ho... | Est Gross P... | Rate |
|---|---|---|---|---|---|---|
| 07/12/2020 | Custodial/S... | Call in - Clocked | 1.25 | 0.00 | 33.13 | 26.51 |
| 07/12/2020 | Custodial/S... | Call In Minimum | 1.75 | 0.00 | 46.38 | 26.51 |
| 07/13/2020 | Custodial/S... | Lunch Deducted | 0.00 | 0.50 | 0.00 | 0.00 |
| 07/13/2020 | Custodial/S... | Regular Time | 8.00 | 0.00 | 141.36 | 17.67 |
| 07/13/2020 | Custodial/S... | Second Shift Differ... | 3.00 | 0.00 | 0.90 | 0.30 |
| 07/14/2020 | Custodial/S... | Overtime Premium | 0.50 | 0.00 | 13.25 | 26.51 |
| **Total** | | | **64.00** | **2.00** | **805.72** | |

The Rate for the Call-in Pay is 1.5x your regular rate.