

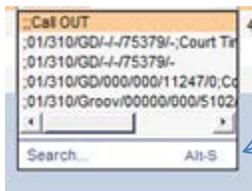
Call Out

Non-exempt employees receive additional compensation if they are call out to work outside of shift. The employee is compensated at his/her regular rate of pay. Time worked in Call Out status is included in hours worked toward the overtime threshold. Call out pays a minimum of two hours for each separate occurrence. The time card entries to compensate the employee are done by the supervisor.

Call Out – This employee is called out to return to work outside of shift. This employee was called out on Tuesday at 6:00 PM. The employee worked until 7:00PM. The employee will receive the minimum of two hours. The supervisor can make the entry in the employee's time card. Insert a row and enter the time the call out started

Save Actions Punch Amount Accruals Comment Approvals Overtime Reports						
	Date	Pay Code	Amount	In	Transfer	Out
X	Fri 6/26					
X	Sat 6/27					
X	Sun 6/28					
X	Mon 6/29			8:00AM		4:30PM
X	Tue 6/30			8:00AM		4:30PM
X	Tue 6/30			6:00PM	::Call OUT	7p
X	Wed 7/01			8:00AM		4:30PM
X	Thu 7/02					

Click the drop down on 'Transfer', and select 'Search'. A pop up will appear.



At the very bottom of the pop up is a section entitled 'Work Rule'. Select 'Call Out'. Select 'OK' and return to the time card. Enter the time the employee completed the call out assignment.



Some situations will cause the row inserted to merge with the previous row. The Call Out entry needs to be on a row by itself to calculate the two hour minimum correctly. If the Call Out entry does not appear on a row by itself, right click on the 'In Punch' and select 'New Shift' to force the entry onto a separate row.

Out		Transfer		Out
			▼	
			▼	
			▼	
4:30PM			▼	8:0
4:30PM	6:00PM	::Call OUT	▼	7:00PM 9:3
4:30PM			▼	8:0
			▼	

Edit Punch ✕

Date

Time (hh:mm)

Rounded Time

Time Zone

Override

Cancel Deduction

Transfer

Exception

Comments

Call out is on a separate row.

X	📅	Fri 6/26					
X	📅	Sat 6/27					
X	📅	Sun 6/28					
X	📅	Mon 6/29			8:00AM		4:30PM
X	📅	Tue 6/30			8:00AM		4:30PM
X	📅	Tue 6/30			6:00PM	::Call OUT	7:00PM
X	📅	Wed 7/01			8:00AM		4:30PM
X	📅	Thu 7/02					



The Call Out time appears in the time card summary.

TOTALS & SCHEDULE		ACCRUALS REPORTING PERIOD	ACCRUALS	AUDITS
All				
Account	Pay Code	Amount	Wages	
01/310/CTYHL/000/000/100/0	Hourly	24:00		
01/310/CTYHL/000/000/100/0	Call Out	2:00		

