

## Crediting Hours to a Pay Designation

Time and Attendance allows Supervisors to credit hours to specific pay designations – generally those with benefits – when employees should be paid for non-worked hours. For example, if an employee calls in sick, you will credit hours to the “Sick” pay designation.

Follow these steps to credit employee hours to a pay designation:

- 1 Select **Time Cards** from the Daily Operations menu.
- 2 Click any link (Last Name, First Name, or ID, for example) to select the employee for whom you need to credit hours.
- 3 Right click the date for which you want to credit hours, select Adjustment, and then select Credit/Debit Hours.
- 4 On the Credit Non Worked Hours for This Employee window, make entries and selections as needed for the employee and then click **Ok**.

The screenshot illustrates the Payroll Manager interface. On the left, the 'Daily Operations' menu has 'Time Cards' selected (Step 1). The main area shows a list of employees, with 'Addison, Irene S' selected (Step 2). A context menu is open over a date, with 'Adjustments' > 'Credit/Debit Hours' selected (Step 3). The 'Credit Non Worked Hours for This Employee' dialog box is open, showing fields for Date (8/29/2011), Amount (8:00), Pay Designation (Regular), Location (Illinois), Department (Installation), Cost Center (\*\*Default\*\*), Rate (1.0000), and Reason ([no reason given]). The 'Ok' button is highlighted (Step 4).

**Note:** Although Time and Attendance allows you to debit hours from pay designations by entering negative numbers – for example, if you credit a full day of hours to the “Sick” pay designation and the employee comes in for part of the day – **it is not recommended**. Please call your Paycor Implementation or Support Specialist for alternative ways to make negative adjustments.