

eTime Work Charge and Override Helpful Hints

Occasionally, employees will need to charge their time to a cost center (PCA/Index) other than the default shown in the personnel system or may need to charge time to a specific grant or project number.

- ❖ To use the work charge or override fields you will need one of the following:
 - Grant number (begins with GNT and contains 8 digits, i.e. GNT00012348)
 - Project number (begins with PJT and contains 8 digits, i.e. PJT60000800)
 - Cost Center (12 digits containing the biennium, PCA and Index, i.e. 171201000000)

- ❖ Grant and Project numbers are entered into the 'Work Charge' field.
 - Break out the hours to be charged to the project or grant number.
 - Enter the Project or Grant number in the work charge field.

Wednesday, August 12, 2015 Status: **Open**

Pay Code	Hours	Work Charge	Override	Delete
RG	6.00			<input type="checkbox"/>
RG	2.00	PJT60000800		<input type="checkbox"/>
				<input type="checkbox"/>

- Hit 'Save' or 'Save and Next' to save your entry

- ❖ Cost center overrides are entered into the 'Override' field.
 - Break out the hours to be charged to the cost center.
 - Enter the full 12 digit cost center.

Thursday, August 6, 2015 Status: **Open**

Pay Code	Hours	Work Charge	Override	Delete
RG	8.00		17420400000	<input type="checkbox"/>
				<input type="checkbox"/>

- Hit 'Save' or 'Save and Next' to save your entry.

❖ eTime has the ability to prorate time to default cost codes and any override cost codes entered.

- Split out time or enter leave time used.
- Type **PRO** in the 'Override' field

Friday, September 18, 2015 Status: **Open**

Pay Code	Hours	Work Charge	Override	Delete
VA	8.00		PRO	<input type="checkbox"/>
				<input type="checkbox"/>

- Hit 'Save' or Save and Next' to save your entry.

❖ Some agencies use short cuts or hot keys for the entry process.

- Short Cuts or Hot keys are up to 4 alphanumeric characters from the PCHG profile.
- All shortcuts are entered into the 'Work Charge' field regardless if it is for a grant or project number or a cost center override.

Thursday, August 6, 2015 Status: **Open FORECASTED**

Pay Code	Hours	Work Charge	Override	Delete
RG	8.00	2101		<input type="checkbox"/>
				<input type="checkbox"/>

- Hit 'Save' or Save and Next' to save your entry.
- To see the 'Override' field populate with the cost center or the 'Work Charge' field populate with the grant or project number, select another day in the month and return to the day entered after saving.

Please contact your payroll office for additional assistance with short cuts or hotkeys for your agency or if you need additional assistance using the 'Work Charge' or 'Override' fields.