

Docking Pay of Non-Exempt Employees

Chapter 13

Docking Pay of Non-Exempt Employees

Section Objectives

At the end of this section, you should be able to:

- Enter the Dock Time hours type on a non-exempt employee's timecard to reduce pay

Docking Pay of Non-Exempt Employees

- Non-exempt staff on the monthly payroll are paid a salary based on their work schedule
- If they work less than their work schedule during a timecard week, they must make up the difference with approved time off
- In addition to absences covered by the vacation, sick, personal and compensatory accrual plans staff are allowed to take time off for jury duty, military duty, bereavement and other reasons as outlined in the Staff Handbook
- If an absence does not qualify based on HR guidelines and the non-exempt employee does not have enough vacation, personal or compensatory time to cover the time off, then the employee's pay should be docked
- Non-exempt staff pay can be docked by using the Dock Time *Hours Type* on the on-line timecard
- The Dock Time *Hours Type* can be placed on the timecard by the employee or by the supervisor if the employee fails to do so
- The Dock Time *Hours Type* is also required in the same situation on hourly non-exempt timecards for reporting purposes
- The Dock Time *Hours Type* is not available on exempt timecards. Please consult with Human Resources about reducing the salary of exempt staff

Further Information

The intent of this document is to provide a review of the most commonly required information for the purpose of completing PRISM TRKS timecards. Every effort has been made to keep this document up-to-date. However in all cases, the information cited throughout this document is governed by official University Policies, Procedures, and Staff Handbooks located at <http://www.bc.pitt.edu/policies/>.

Lab 1: Docking Pay of Non-Exempt Employees

1. Login to PRISM TRKS as SPVBXX.
2. Revise the timecard for EMPKXX for the period 30-AUG-2009 – 05-SEP-2009
3. Dock ½ day's pay on Wednesday, because the employee only worked ½ day but had no accrued time to cover the time off.
4. Submit the Timecard.

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Logged In As SPVB22

Worklist

From Full List

Subject Sent

There are no notifications in this view.

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

[TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Favorites Edit Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.


Navigator Edit Navigator

- PRISM TRKS Supervisor
- PRISM TRKS Time

- PRISM TRKS Supervisor
- All Actions
- Manager Actions
- Time Entry ←
- Change Manager
- Mass Time Card Approvals
- Non-Exempt Account Distribution
- Missing Timecard Information
- Time Off Balance

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- Login as SPVBXX
- Select *PRISM TRKS Supervisor* responsibility
- Select the *Time Entry* link



PRISM TRKS PRISM TRKS Supervisor
Time Record Keeping System

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Time Entry: People in Hierarchy

Focus Name	Assignment Number	Job	Department	Action	Details
Supervisor B Student22				[Action Icon]	
Previous					
Employee A Student22	123984	Staff Administrator.III	PRISM TRKS	[Action Icon]	[Details Icon]
Employee B Student22	124044	Staff Administrator.III	PRISM TRKS	[Action Icon]	[Details Icon]
Employee F Student22	124284	Staff Administrative Support.I	PRISM TRKS	[Action Icon]	[Details Icon]
Employee G Student22	124344	Staff Administrative Support.I	PRISM TRKS	[Action Icon]	[Details Icon]
Employee J Student22	124524	Staff Administrator.III	PRISM TRKS	[Action Icon]	[Details Icon]
Employee K Student22 ←	124584	Staff Administrative Support.I	PRISM TRKS	[Action Icon]	[Details Icon]
Employee N Student22 Hierarchy Table	124764	Staff Administrator.III	PRISM TRKS	[Action Icon]	[Details Icon]
Employee O Student22	124824	Staff Administrator.III	PRISM TRKS	[Action Icon]	[Details Icon]
Employee S Student22	125064	Staff Administrative Support.I	PRISM TRKS	[Action Icon]	[Details Icon]
Employee T Student22	125124	Staff Administrative Support.I	PRISM TRKS	[Action Icon]	[Details Icon]
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- The *Time Entry: People in Hierarchy* screen displays
- Find Employee K StudentXX and click the *Action* icon

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Recent Timecards: Student22, Employee K, 124584

Status	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Delete	Details
Working	16-Aug-2009	22-Aug-2009	22.5				
Submitted	06-Sep-2009	12-Sep-2009	37.5	13-Oct-2009			
Submitted	30-Aug-2009	05-Sep-2009	37.5	07-Oct-2009			

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- Click on *Update* for the Submitted Timecard



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Time Entry: Student22, Employee K, 124584

[Cancel](#) [Save](#) [Continue](#)

[Show Accrual Balances](#)

Period Comments

Template Exclude Hours Overwrite

Hours Type	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05	Total	Delete
N- Hours Worked	Hrs <input type="text"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="3.75"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text"/>	33.75	
N- Dock Time	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text" value="3.75"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	3.75	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
<input type="button" value="Add Another Row"/> <input type="button" value="Recalculate"/>		0	7.5	7.5	7.5	7.5	7.5	0	37.5

Template Name

[Cancel](#) [Save](#) [Continue](#)

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- Enter docked time for Wednesday (3.75)
- Change *Hours Worked* for Wednesday (3.75)
- Enter a note in the comments field
 - Worked ½ day Wed. No time to cover remaining 3.75 hours
- Click the *Continue* button

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Review: Student22, Employee K, 124584

Week Starting Sunday, August 30 2009
 Timecard Period (days) 7
 Comments Worked 1/2 day Wed. No time to cover remaining 3.75 hours

Hours Type	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05	Total
N- Hours Worked	Hrs	Hrs 7.5	Hrs 7.5	Hrs 3.75	Hrs 7.5	Hrs 7.5	Hrs	33.75
N- Dock Time	Hrs	Hrs	Hrs	Hrs 3.75	Hrs	Hrs	Hrs	3.75
	0	7.5	7.5	7.5	7.5	7.5	0	37.5

Time Detail

Hours Type	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05	Total
N- Hours Worked	Hrs	Hrs 7.5	Hrs 7.5	Hrs 3.75	Hrs 7.5	Hrs 7.5	Hrs	33.75
N- Dock Time	Hrs	Hrs	Hrs	Hrs 3.75	Hrs	Hrs	Hrs	3.75
	0	7.5	7.5	7.5	7.5	7.5	0	37.5

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- Review the *Time Entry* and *Detail* blocks
- Click the *Submit* button



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Confirmation

Time entries for the given timecard period have been submitted successfully.

Confirmation: Student22, Employee K, 124584

Week Starting Sunday, August 30 2009
 Timecard Period (days) 7
 Comments Worked 1/2 day Wed. No time to cover remaining 3.75 hours

Hours Type	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05	Total
N- Hours Worked	Hrs	Hrs 7.5	Hrs 7.5	Hrs 3.75	Hrs 7.5	Hrs 7.5	Hrs	33.75
N- Dock Time	Hrs	Hrs	Hrs	Hrs 3.75	Hrs	Hrs	Hrs	3.75
	0	7.5	7.5	7.5	7.5	7.5	0	37.5

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- Confirm that the timecard was successfully Submitted