

## Enter Bilingual Pay for an Employee



Use this procedure to enter time for an employee that should receive Bilingual Pay. Bilingual Pay should be entered on an employee's timesheet who has provided services for Agency business purposes. Once entered, the appropriate payment will be calculated for the employee.

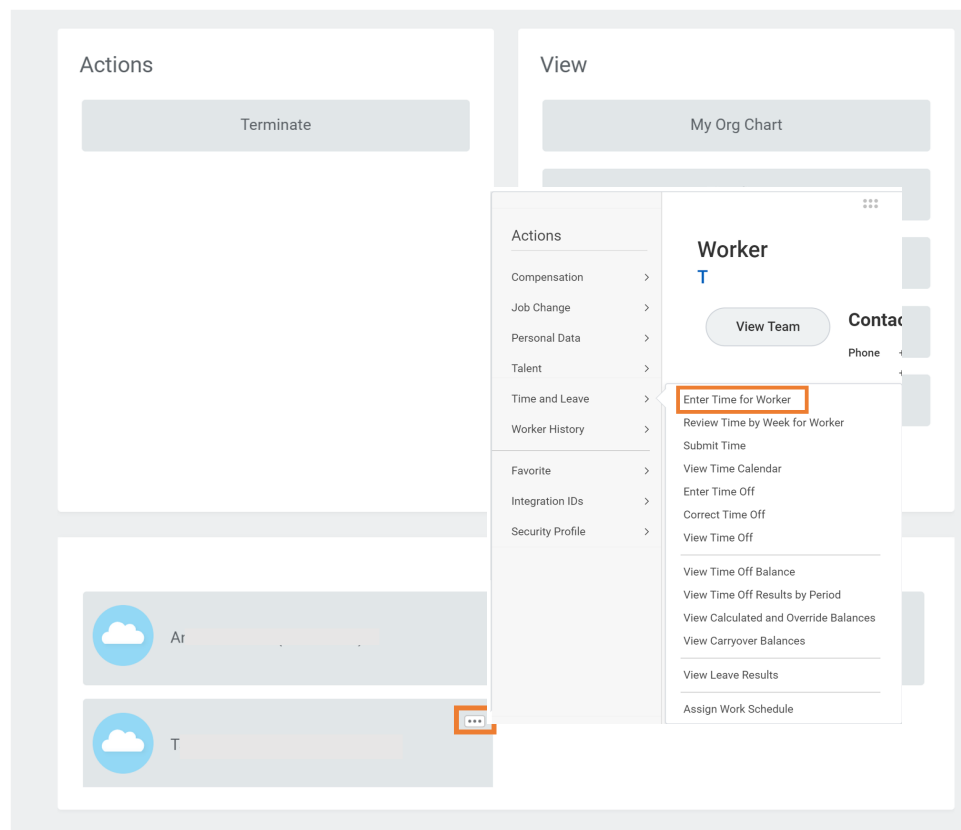
The employee's supervisor (or other designated user) must report Bilingual Pay **prior to the timesheet submission**.

**IMPORTANT:** To be paid the \$12.50 for each week in the pay period, the Bilingual Pay entry has to be made on the timesheet based on the employee's exemption status.

### Procedure:



1. Click the My Team  worklet.
2. Find the employee's name, then click the Related Actions and Preview  icon next to the employee's name.
3. In the menu, hover over Time and Leave and then click the Enter Time for Worker hyperlink.





**Title:** Enter Bilingual Pay for an Employee  
**Role:** Managers  
**Functional Area:** Time Tracking

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### Enter Time for Worker

Worker \*

Date \*

4. In the Date field, enter or select a date for which you want to enter bilingual pay for the employee.

5. Click the **OK**  button.

## Enter Time for Worker

**Enter Time** Actions

Total Hours 32  
 Week May 20 - 26, 2020

Wed 8 Thu 8 Fri 8 Sat 0 Sun 0 Mon 0 Tue 8

Previous Week
Next Week

**Wed, 5/20**

3 Items


	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit	Worktags	Comment
+	× Bilingual Pay					1	Week	× Manager Approved: Manager Approved	
-	× Exempts: Regular		08:30 AM	12:30 PM	Meal	4	Hours		
-	× Exempts: Regular		01:00 PM	05:00 PM	Out	4	Hours		

**Thu, 5/21**

2 Items

	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit	Worktags	Comment
+			08:30 AM	12:30 PM	Meal	4	Hours		

Next
Auto-fill from Prior Week
Cancel

6. On the employee's timesheet, click the Add Row  icon on Wednesday (the first day on the timesheet).

7. Then, complete the following fields:

- a. **Time Type:** Select category **Time Entry Codes** and then select **Bilingual Pay**.
- b. **Quantity:** Type "1" in the Quantity field.
- c. **Worktags:** Select the **Manager Approved** category and then select **Manager Approved: Manager Approved**.

**IMPORTANT NOTE**

- Exempt employees are paid \$25.00 fore each entry; the Bilingual Pay entry should only be added to one timesheet week per pay period
- Non-Exempt employees are paid \$12.50 for each entry; the Bilingual Pay entry has to be made on both timesheet weeks for the pay period.

8. When you are finished entering the bilingual pay, click the Next button.



## Enter Time for Worker Confirmation Page

### Enter Time - Confirmation

T

Actions

May 20 - 26, 2020

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

#### Daily Totals

Wednesday	8
Thursday	8
Friday	8
Saturday	0
Sunday	0
Monday	0
Tuesday	8
Total Hours	32

#### Week Totals

Regular Hours	32
Comp Earned	0
Overtime	0
Holiday/Emergency	8
Time Off Taken	0
Shift Differential	0
Total Paid Hours	40

Save

Back

Cancel

9. Review the Daily and Week Totals.

**Information:** The entries that you made on the timesheet are not reflected in the Daily or Week Totals sections. However, the appropriate payment will be calculated based for payroll for the employee.

10. Click the **Save**  button.

11. The System Task is complete.