

Wage Timecard (WAGC)

The **Wage Timecard** [WAGC] on-line documentation is divided into the following sections:

Section 1 — Introduction to the WAGC Form

- [Objectives](#)
- [Overview of the Form](#)
- [Structure of the Form](#)

Section 2 — Initial Use of the WAGC Form

- [Getting Ready to Put Employees on the Form](#)
- [Pulling up a Blank Form](#)
- Page 1 — [Completing the Summary of Totals Screen](#)
- [Display Fields on the Summary of Totals Screen](#)
- Page 2 — [Completing the Summary of Details Screen](#)
- [Entering a PSU ID More Than Once](#)
- [Adding the Form](#)
- [Getting Ready to Complete the Employee's Detail Card](#)
- Page 3 — [Completing the Employee's Detail Card](#)
- [Display Fields on the Summary of Details Screen](#)
- [Navigating Through Summary of Details Screens](#)
- [Submitting the Form](#)
- [Using the Auxiliary Accounting Bridge](#)

Section 3 — What Happens to the WAGC Form

- [Approval Cycle of the Form](#)
- [Re-Adding a Rejected Form](#)
- [What Happens to the Processed Form](#)

Section 4 — Subsequent Use of the WAGC Form

- [Retrieving the Batch-Created Form](#)

- [Changing the Summary of Totals Screen](#)
- [Changing the Detail Cards](#)
- [Adding PSU IDs](#)
- [Deleting PSU IDs](#)
- [Submitting the Batch-Created Form](#)

Section 5 — Viewing an Employee's WAGC Forms

- [Using the IWPC Function](#)
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Introduction to the WAGC Form

Objectives

Section 1 — Introduction to the WAGC Form

Provides an overview of the Wage Timecard Process. This covers the procedure for submitting W-4 cards to the Payroll Office, initial and subsequent use of the form, the approval cycle of the form, and the overall structure of the form.

Section 2 — Initial Use of the WAGC Form

Gives guidelines for using the Wage Timecard form. This includes detailed information about each screen of the form, along with step-by-step instructions on how to complete the form. Section 2 also explains how to use the Auxiliary Accounting Bridge with the Wage Timecard form.

Section 3 — What Happens to the WAGC Form

Contains information on the approval cycle of the form, the required approvals for the form, and how to re-add rejected forms. It also explains how the initial Wage Timecard form will generate a template for subsequent use.

Section 4 — Subsequent Use of the WAGC Form

Provides guidelines for using the Batch-Created Wage Timecard form. This section gives step-by-step instructions on retrieving, changing, and submitting the batch-created form. It also explains how to add or delete PSU IDs from a Wage Timecard form.

Section 5 — Viewing an Employee's WAGC Forms

Contains instructions for using the IWPC (Inquiry Wage Payroll Cards) function.

Overview of the Form

The Wage Timecard (WAGC) Form is used to record time worked and to initiate payment of wages to part-time employees. This includes College Work Study Students.

For a new wage employee, a W-4 card (paper form) must be submitted to the Payroll Office. If the W-4 card is received by Payroll before 12:00 PM of any week day, the employee's PSU ID will be entered in the database by the next day. This means that the PSU ID is also ready to be entered.

There is no limit to the number of employees that can be entered on a WAGC Form. The data that is entered for an employee is the same information that was previously written on the yellow wage payroll card.

After the form completes the approval cycle, a batch program will pull information from the processed WAGC and the employees will be paid.

The batch program will also create a new WAGC to be used for the next pay period. This new WAGC will contain all of the information from the processed WAGC with the exception of the hours worked. The new batch-created WAGC can be retrieved through the BFMB (Browse Forms By Budget) screen. It can then be changed and submitted for the next pay period.

Structure of the Form

Summary Screens

- - Page 1 — Summary of Totals:
 - Gross Pay
 - All Hours Worked
 - All Hour Rates
 - Pay Class
- - Page 2 — Summary of Details:
 - Individual /PSU ID
 - Budget/Fund
 - CWS/CLS
 - Hrs - Regular/Overtime
 - Rate
 - Gross

Detail Cards (Page 3)

- Detail Info By Individual:
 - Budget
 - Rate
 - Hours Worked
 - Overtime/On Call

Standard Notepad Area (Page 4)

Initial Use of the WAGC Form

Getting Ready to Put Employees on the Form

For new employees, a W-4 card must be sent to Payroll before their PSU ID can be entered on a WAGC.

If the W-4 card of a new wage employee is received at Payroll before 12:00 PM of any day, the employee's PSU ID will be entered into the database and will be ready to be used on the WAGC the next day.

If a W-4 card is not sent to Payroll, the error message, "Invalid PSU ID," will appear when trying to enter that PSU ID.

The method in which a wage employee's hours worked for each pay period are collected is at the discretion of each department. It is not mandatory to obtain and complete a signature card.

If the department chooses to retain a signature card for each pay period, a paper form can be developed by the department. A data entry form developed by Systems and Procedures is also available and can be obtained from the Administrative Training and Support Center.

Pulling Up a Blank Form

- Select **CCOM** from the **Net-Pass Activity Table** to go into the production environment.
- Select **IBIS Admin Menus** from the **Com-Pass** screen.

01/04/96 15:17:11.7		INTEGRATED INFORMATION BUSINESS SYSTEM E A S Y		M4PY MLP3	
Any of the functions included in this system can be invoked by entering the corresponding function code on the command line next to 'NEXT FUNCTION:'. The following functions are available:					
FUNCTION	DESCRIPTION	FUNCTION	DESCRIPTION		
SUPP	Supplement Comp	M3CS	Human Resource Chg Sys		
STFX	Appr Staff Ext Ser (Rel 1)	WAGC	Wage Timecard (Rel 1)		
ASST	Asst/Felwship Stip (Rel 1)	WAGS	Wage Timecard (Summary)		
IWPC	Inq. Wage Payroll Browse	UWPC	Wage Payroll Update		
BIPY	Bi-Weekly Payroll	SLPY	Salary Payroll		
NEXT FUNCTION: WAGC 1 PREV MENU: M1M1					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- HELP MENU CMPS END KEYS PRINT .					

1. At **NEXT FUNCTION**, type **WAGC**.

Press **Enter**. A blank **WAGC** form will appear..

> Note:

To locate the form within the IBIS menus, follow the steps below:

- At the **M1M1** (IBIS Main Menu) menu, enter **M2AS** (EASY Electronic Approval System) at the **Next Function** line and press **Enter**.
- At the **M2AS** menu, enter **M3FM** (EASY forms) at the **Next Function** line and press **Enter**.
- At the **M3FM** menu, enter **M4PY** (Payroll) at the **Next Function** line and press **Enter**.
- At the **M4PY** menu, enter **WAGC** (Wage Timecard) at the **Next Function** line to pull up the blank **WAGC** form.

WAGE PAYROLL - SUMMARY			Page 1 of 4	
Form Action: 1	Form Number:	Unit: MS	Confidential: Y	Status:
Prior Approval (Y or N): N				
Budget To Be Used For Approval: 01 - 02 - 44_ UP				
Pay Period End Date: 07 / 3 / 1996		Desc: 4	Dept Ref No 5	
Number Of Detail Wage Cards Greater Than \$1000:				
Summary Totals				
No. Of Details	No. Details Paid	Gross Pay	All Hrs Worked	All Hrs Rates
201-Executive	202-Administrator	203-Acad Admin.	204-Academic	
invalid effective 10/01/92				
205-Exempt	206-Non-Exempt	207-Clerical	208-Technical Service	
HIT PF8 TO VIEW SUMMARY OF TIME CARD DETAIL				
NEXT FUNCTION: _____			<MENU,END>	

1. At **FORM ACTION**, type **ADD**.
2. At **BUDGET TO BE USED FOR APPROVAL** enter the budget number that the form will route on for approval. This is NOT the field for the pay budget.

> Hint:

If your budget number is five digits long, you need to make it seven digits by placing a zero in front of, and behind, the first digit of the budget.

Example:

142-44 UP will be **01-042-44 UP**

> Note:

If an approval path does not exist for a lower level mnemonic or budget, the **WAGC** form does not automatically route to the highest level mnemonic. Use a budget under the highest mnemonic if that path is to be used for approval.

3. At **PAY PERIOD END DATE**, enter the ending date of the pay period that the employees are being paid for.

Example:

October 5, 1991 would be entered as: 10 05 1991

4. A description of the form can be entered in the **DESC** field. If several **WAGC** forms

route under the same mnemonic or approval path, the description will distinguish a particular form on the **BFMB** screen. This field is optional.

5. The **DEPT REF NO** will be automatically entered, based on the pay period end date that is entered.

Press **PF8** to advance to Page 2, the Summary of Details screen, of the **WAGC** form.

Display Fields on the Summary of Totals Screen

- **Form Number** — The form number will be generated when the form is added.
- **Unit** — The unit will appear after the form has been added. This is determined by the budget that was entered in the **Budget To Be Used For Approval**. The form will route on the approval path associated with the unit.
- **Confidential** — All **WAGC** forms are confidential and can only be viewed by individuals on the approval table.
- **Number of Detail Wage Cards Greater Than \$1000** — This indicates the number of employees whose Detail Card totaled \$1000 or more.
- **Status** — The status will become NEW after the form has been added.
- **Number of Details** — This indicates the total number of PSU IDs on the form.
- **Number of Details Paid** — This indicates the total number of employee Detail Cards that were completed to be paid.
- **Gross Pay** — This indicates the total gross pay of all the employees to be paid on the form.
- **All Hours Worked** — This indicates the total number of hours entered for all employees on the form.
- **All Hours Rates** — This indicates the total hourly rate of all the employees to be paid on the form.
- **201-Executive through 208-Technical** — This indicates the total amount paid to all

Page 2 — Completing the Summary of Details Screen

1. At Line 1 of the **PSUID** field, enter a PSU ID without any spaces or dashes. After the first PSU ID has been entered, the cursor will automatically advance to Line 2. When all PSU IDs have been entered, press **PF12** to add the form.
2. If all 13 lines have been used and more are needed, enter a Y at **MORE EMPLOYEES TO ADD** and press **PF12**. The message, "Form has been created," will appear. This means that the first 13 PSU IDs have been recorded and the form is ready to accept another set.

Entering a PSU ID More Than Once

- If the employee is to be paid at more than one rate, separate Detail Cards are prepared for each rate.

- If the employee is to be paid from more than one fund, separate Detail Cards are prepared for each fund.
- If the employee is paid from more than one budget, separate Detail Cards are prepared for each budget.
- If the employee works in more than one payroll classification, separate Detail Cards are prepared for each classification.
- If the employee needs to be paid for more than one pay period, separate Detail Cards are prepared for each pay period.

Adding the Form

When all of the PSU IDs have been entered, press **PF12** to add the form. The first page of the form will appear and the following information will be updated:

- The message, **Form Has Been Created**, will appear.
- A **Form Number** will be generated.
- The Status will be **NEW**.
- The **Unit**, which indicates which path the form will flow on, will be displayed.
- The **Department Reference Number** will be generated based on the Pay Period End Date.
- The **Number of Details** field will indicate the total number of PSU IDs entered on the form.

WAGE PAYROLL - DETAIL				Page 3 of 4
Form Action: 1	Form Number: 72234	Unit: MS	Confidential: Y	
Psuid: 914 - 01 - 0841		Name: JONES, THOMAS		
Pay Period End Date: 01 / 2 / 1996		Prepaid (Y/N): 3	Cwsp (Y/N): 4	
Budget: 01 - 52 - 44_ UP	Fund: 106	Project: 7	Pay Class: 8	Meals: 9
Rate: 5.00	Total Regular Hours:	Total Overtime Hours:		11
Post Code	12	On Call Time:		13

	Hours Worked			
	Week1	Week2		
Sunday	_____	_____	14	
Monday	5__	5__		
Tuesday	3__	3__		
Wednesday	5__	5__		
Thursday	5__	5__		
Friday	_____	_____		
Saturday	_____	_____		
Total				

1. At **FORM ACTION**, type **CHG**. (If CHG already appears in Form Action, proceed to Step 2.)

2. The **PAY PERIOD END DATE** will appear as the same date that was entered on the Summary Totals screen. This date can be changed if the employee is being paid for a different pay period.

3. The **PREPAID** field will default to **N**, but can be changed to **Y** if the wages for this pay period are to be charged to the next fiscal year.

4. The **CWSP** (College Work Study Program) field will default to **N**. If the employee is a Work Study student, change the **N** to a **Y**.

5. At **BUDGET**, enter the pay budget to be charged. Hint: If the budget you are using is 5 digits long, it will need to be converted to the expanded format by placing a zero in front of, and behind, the first digit.

Example:

142-44 UP expands to **01-042-44 UP**

6. At **FUND**, enter the fund to be charged.

> Note:

If a **Y** was entered at **CWSP**, a **W** will automatically be placed behind the fund number.

This indicates that only 10% of the wages will be charged to this budget and fund. The other 90% will be charged to the College Work Study Program.

7. At **PROJECT**, enter the project number to be charged, if applicable.

8. At **PAY CLASS**, enter the pay classification of the employee.

- 1 **Executive**
- 2 **Administrator**
- 3 **Academic
Admn.**
- 4 **Academic**
- 5 **Staff Exempt**
- 6 **Staff
Nonexempt**
- 7 **Technical
Service**

> Note:

A warning message will appear if any administrative area other than 052 or 053 uses Pay Classes 1 - 4. Prior approval from the Payroll Office must be obtained for use of these classes.

9. At **MEALS**, enter the number of meals per day the employee will eat in a University facility.

10. At **RATE**, enter the hourly rate.

Example:

7.50

11. At **TOTAL OVERTIME HOURS**, enter the total amount of overtime hours worked. Only hours over 40 are considered overtime in a given work week.

12. A **POSTCODE** can be entered for use with the Auxiliary Accounting Bridge.

13. At **ON CALL TIME**, enter the total number of hours the employee worked on-call. The on-call time should not be included in the Hours Worked columns. All on-call time will

be paid at the rate of \$1.50/hour.

14. Enter the **HOURS WORKED** for week 1 and week 2 in their respective days.

> Note:

Include overtime hours, but do not include on-call time under hours worked.

After the Detail Card has been completed, press **PF12** to process the information.

The form will then return to the **Summary of Details** screen, ready for you to enter the selection number of the next employee's Detail Card you wish to complete.

The **Total Regular Hours** will be automatically calculated based on the number of Hours Worked.

Each Detail Card has its own Notepad. To access the notepad for a Detail Card, press **PF8** while in a Detail Card.

Display Fields on the Summary of Details Screen

WAGE T/C DETAIL AND SUMMARY FORM HAVE BEEN CHANGED										
WAGE PAYROLL - SUMMARY										
Page 2 of 4										
Name	Pseud	Budget	Fund	Proj	C	C	P	Hours	Rate	Gross
		No	No	No	w	I	C	Reg	Over	
					S	S				
1. JONES, THOMAS	914010841	0104244	1001	W	Y	6	N	36.0	5.00	180.00
2. SMITH, SUSAN	914010610	0104244	10010		N	6	N	60.0	6.60	396.00
3.										

After the first Detail Card has been completed, the form will return to the Summary of Details screen. (The next detail card can be completed at this time by selecting the appropriate number and pressing **PF8**.)

> Note:

Notice that the information from the Detail Card just completed has been transferred to the Summary of Details screen:

- **Budget Number** — the budget number from which the employee will be paid.
- **Fund Number** — the fund number from which the employee will be paid.
- **Project Number** — the project number employee will be paid from.

- **CWS** — indicates if employee is in the College Work Study Program.
- **CLS** — shows the employee's pay classification.
- **PC** — indicates if a Post Code was entered.
- **Hours Regular** — shows the number of regular hours worked.
- **Hours Overtime** — shows the number of overtime hours worked.
- **Rate** — shows the hourly rate of pay.
- **Gross** — shows the employee's gross total for this pay period.

Navigating Through the Summary of Details Screens

Only 13 employees can be viewed at one time. If there are more than 13 employees on a WAGC form, there will be multiple Summary of Details screens.

Press **Enter** to advance to the next 13 employees.

To advance to a specific employee, enter the individual's last name at **BEGIN NAME** and press **Enter**.

Submitting the Form

After all of the employee Detail Cards have been completed, press **PF5** to go to the **Summary of Totals** screen. The information from the Detail Cards is now displayed in summary form.

Summary Totals				
No. Of Details	No. Details Paid	Gross Pay	All Hrs Worked	All Hrs Rates
2	2	576.00	96.0	11.60

Enter **SUB** at FORM ACTION and press **PF12** to submit the form through the approval path.

Enter **FIN** at FORM ACTION and press **PF12** to exit the form.

> **Note:**

The **PRT** (print) option is not available for the WAGC form. Screens may be

printed individually by using the print screen function.

Using the Auxiliary Accounting Bridge

Post Code

If a Post Code is entered on the employee's Detail Card, the money from the card will be posted to Auxiliary Accounting. This will also cause a **Y** to appear under the PC (Post Code) field on the Summary of Details screen.

Auxiliary Accounting Screen

To view the Auxiliary Accounting screen, press **PF10** while on the first page (Summary of Totals) of the form. On the Auxiliary Accounting screen the wages will be totaled and grouped according to Post Code and Object Code. (The Object Code is derived from the Pay Classification.)

Approval Cycle

The encumbrance level determines at what step of the approval cycle the form will be encumbered. The Financial Officers designates which step of the approval path will be the encumbrance level.

Encumbrance

After the approver at the encumbrance level approves the form, the WAGC automatically waits to be encumbered. The history of the form will show that the form is AWAITING ENC. The encumbrance will run every hour from 8:30 a.m. to 4:30 p.m.

Encumbrance Successful

If the form is encumbered successfully, the history of the form will read, ENC SUCCESSFUL. The form will continue to the next approver or become processed if the encumbrance level approver is the last approver.

Encumbrance Unsuccessful

If the form does not encumber successfully, the history of the form will read, ENC UNSUCCESSFUL. The form will return to the previous approver so that the Auxiliary Accounting information can be adjusted. After the form is approved, it will automatically encumber again.

> Note:

This approver can press PF10 on the first page of the form to see the AADINT error code which indicates why encumbrance was unsuccessful.

Encumbrance Backout

If a form is rejected or resubmitted due to a major change after a successful encumbrance, the posting will be backed out. The history of the form will read, ENC BACKOUT SUCCESSFUL.

> Note:

If you would like more information on the Auxiliary Accounting Bridge, contact the AISw Support Center.

What Happens to the WAGC Form

Approval Cycle of the Form

Approval Cycle

The **WAGC** form will flow through the approval path associated with the budget entered in the BUDGET TO BE USED FOR APPROVAL field on the first page of the form.

Required Approvers

The minimum approvals required for the **WAGC** form are the Budget Assistant (to confirm that the program/budget has authorization to accept wage expenses) and the Financial Assistant (to assure that adequate funds exist to cover the hours worked at the stated rate).

> Note:

If the Budget Assistant cannot vouch for the hours reported, an individual who can verify the hours must be added to the electronic approval path or must approve a paper data entry document.

Completing the Approval Cycle

After the last approver on the path has approved the **WAGC** form, the status will change to **PRO** (Processed).

Re-Adding a Rejected Form

If a **WAGC** form is rejected, it can be re-added to retain the original information.

In order to do this, open the rejected form and type **ADD** in **FORM ACTION**. Press **PF12** to create a new copy of the **WAGC** that contains all the information from the rejected form.

Type **CHG** at **FORM ACTION** and make any necessary changes. Press **PF12** to save the changes.

Type **SUB** at **FORM ACTION** and press **PF12** to submit the form onto the approval path.

> **Note:**

The rejected form will remain in the database and can be viewed through **BFMB**.

What Happens to the Processed Form

A batch program pulls information from the detail cards of each employee to initiate payment of wages. The payroll checks and vouchers can then be prepared and distributed.

A batch program creates a new **WAGC** retaining all pertinent information from the processed form. The new **WAGC** is used for the next payroll period. It can be found through **BFMB** (Browse Forms by Budget) by entering the Budget from the processed form.

Subsequent Use of the WAGC Form

Retrieving the Batch-Created Form

- Logon to **CCOM**.
- At **NEXT FUNCTION**, type **BFMB** (Browse Forms By Budget) and press **Enter**.

01/05/96 14:54:43.7	E A S Y BROWSE FORMS BY BUDGET(S), FORM AND DATE ENTERED	BFMB MLP3
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PLEASE ENTER BUDGET YOU WISH TO BROWSE: ① - ____ - ____ UP

ALL BUDGETS ASSOCIATED WITH THIS DEPARTMENT (MNEMONIC)
WILL BE DISPLAYED IN CHRONOLOGICAL ORDER.

PLEASE ENTER FORM TYPE FOR BROWSE: ② ____

PLEASE ENTER STARTING DATE FOR BROWSE: ③ / ____ / ____ (MM / DD / YYYY)

NEXT FUNCTION: _____ (KEYS, MENU, END)

1. Enter the **BUDGET YOU WISH TO BROWSE**. This is the Budget To Be Used For Approval on the processed form.

> Hint:

If the budget you are using is 5 digits long, it will need to be converted to the expanded format by placing a zero in front of, and behind, the first digit.

2. At **FORM TYPE YOU WISH TO BROWSE**, enter **WAGC**.
3. At **STARTING DATE FOR BROWSE**, enter the last pay period date, and press **Enter**.


> Note:

The date must be entered in the format **mm/dd/yyyy**.

Example:

October 8, 1991 = 10/08/1991

01/05/96		E A S Y		BFMB	
14:56:24.2		BROWSE FORMS BY BUDGET(S), FORM AND DATE ENTERED		MLP3	
FORM	FORM NO.	ACTION	DATE ENTERED	DESCRIPTION	
1 -	WAGC	72246	NEW	01/05/1996	0104244 UP 01-01-1995 TEST
2 -					
3 -					
4 -					
5 -					
6 -					
7 -					
8 -					
9 -					
10 -					
11 -					
12 -					
13 -					

SELECTION NUMBER: 1 

NEXT FUNCTION: _____ (MENU,KEYS,END)

How to:

- At **SELECTION NUMBER**, type the number that appears to the left of the batch-created form. (Batch-created forms have a status of NEW.) Press **Enter** to bring up the form.

Display Fields:

- **Form** — Indicates the type of form.
- **Document Number** — The document number of the form.
- **Action** — Indicates the current status of the form. WAGC forms for previous pay periods will have an action of PRO (processed). The batch-created form will have an action of NEW. This means it is ready to use for the next pay period.
- **Date Entered** — Reflects the date the form was added.
- **Description** — Displays the Budget Number (Budget Used for Approval), Pay Period End Date, and the Description (if a description was entered on the original WAGC form).

Changing the Summary of Totals Screen

At **FORM ACTION**, type **CHG**. The following fields will be filled in, but can be changed, if necessary:

- Budget To Be Used For Approval
- Dept. Reference No.
- Pay Period End Date
- Description

> Note:

The Pay Period End Date and Dept Ref No will reflect the current pay period.

Press **PF8** to advance to Page 2, the Summary of Details screen.

WAGE PAYROLL - SUMMARY										Page 2 of 4	
Name	Psuid	Budget No	Fund No	Proj No	C	C	P	Hours		Rate	Gross
					w	I	C	Reg	Over		
					S	S					
1. JONES, THOMAS	914010841	0104244	1001	W	Y	6	N	36.0		5.00	180.00
2. SMITH, SUSAN	914010610	0104244	10010		N	6	N	60.0		6.60	396.00
3.											

1. At **SELECTION NUMBER**, type the number that appears to the left of the employee's name whose Detail Card you wish to complete.

Press **PF8** to go to the employee's Detail Card.

Changing the Detail Cards

WAGE PAYROLL - DETAIL			Page 3 of 4
Form Action: 1	Form Number: 72246	Unit: MS	Confidential: Y
Psuid: 914 - 01 - 0841		Name: JONES, THOMAS	
Pay Period End Date: 01 / 01 / 1995		Prepaid (Y/N): N	Cwsp (Y/N): N
Budget: _ - _ - _	UP Fund: _	Project: _	Pay Class: _ Meals: _
Rate: _	Total Regular Hours: _	Total Overtime Hours: 2	
Post Code: _ , _ , _ , _		On Call Time: 3	
	Hours Worked		
	Week1	Week2	
Sunday	4	_	
Monday	_	_	
Tuesday	_	_	
Wednesday	_	_	
Thursday	_	_	
Friday	_	_	
Saturday	_	_	
Total			

1. At **FORM ACTION**, type **CHG**. (If CHG already appears in Form Action, proceed to step 2.)
2. Enter the employee's **TOTAL OVERTIME** hours worked for this pay period, if applicable.
3. Enter any **ON CALL** time worked for this pay period.
4. Enter the **HOURS WORKED** for week 1 and week 2 in their respective days.

Include overtime hours, but do not include on call time under hours worked.

> Note:

The other information on the Detail Card has been pulled from the previous WAGC form, but can be changed, if necessary.

After the Detail Card has been completed, press **PF12** to process the information.

The form will then return to the **Summary of Details** screen, ready for you to enter the selection number of the next employee's Detail Card you wish to complete.

> Notes:

- The Total Regular Hours will be automatically calculated based on the number of Hours

Worked.

- Each Detail Card has its own Notepad. To access the notepad for a Detail Card, press **PF8** while in a Detail Card.

Adding PSU IDs

At **FORM ACTION**, type **CHG** and press **PF8** to go to the Summary of Details screen.

At **MORE EMPLOYEES TO ADD**, enter a **Y** and press **Enter**.

Under **PSUID**, enter as many additional PSU IDs as needed.

Press **PF12** to add the new numbers to the form.

> **Note:**

If the PSU IDs are added after the form is submitted, the form will resubmit.

Deleting PSU IDs

PSU IDs can be kept on the **WAGC** form even if they are not being paid for every pay period. If you want to keep a PSU ID on the form, but not pay the employee, do not fill out the detail card for that employee.

You may also choose to delete a PSU ID from the WAGC form:

At **FORM ACTION** on the first page of the form (Summary of Totals screen) type **CHG** and press **PF8**.

On the **Summary of Details Screen**, press the Tab key until the cursor is located on the first digit of the PSU ID to be deleted. Type the letter D over the first digit and press **PF12**. The PSU ID will disappear.

> **Note:**

More than one PSU ID can be deleted at one time.

Submitting the Batch-Created Form

After all of the employee's Detail Cards have been completed, press **PF5** to go the first page

(Summary of Totals) of the form.

Enter **SUB** at **FORM ACTION**.

Press **PF12** to submit the form onto the approval path.

Viewing an Employee's WAGC Forms

Using the IWPC Function

Anyone with Human Resource Representative or Financial Officer security access will automatically receive authorization to use the IWPC (Inquiry Wage Payroll Cards) function. Anyone else desiring access to this function should contact their Access and Security Representative.

Within CCOM:

- At **NEXT FUNCTION**, type **IWPC** and press **Enter**.

Within the IWPC Query screen:

The screenshot shows a terminal window with the following text:

```
01/09/95          E R S V          IWPC  
12:57:14.8 BROWSE WAGE TIME DATA BY SNO & PAY PERIOD END DATE  HLP2  
  
TYPE THE SNO OF THE PERSON WHOSE WAGE DATA YOU WISH TO BROWSE:  
  
          PSUID: 914818 ①  
          PAY PERIOD END DATE:  __ /  ② /  __ (MM / DD / YYYY)  
  
NEXT FUNCTION: _____ (REND,EEVS,END)
```

- At **PSUID**, enter the PSU ID of the employee whose Wage Timecard information you wish to view. Press **Enter**.
- At **PAY PERIOD END DATE**, enter the end date you wish to view and press **Enter**.

The date must be entered in the format: **mm/dd/yyyy**.

Example:

October 8, 1991 would be 10/08/1991.

>Note:

If this field is left blank, all the WAGC forms processed for this employee will be displayed.

Within the IWPC return menu

```
01/89/99          E P S Y          IWPC
10:52:32.1        WAGE PAYROLL - PROCESSED FORMS      DLPS

NAME: L0161LASTNAME,F0161FIRSTM
PAY PER.          BUDGET   PAY      FUND    APPROVAL  DOCUMENT  TOTAL REG  TOTAL
END DATE         0100000 DE    10010    0100244 UP    04372     HOURS    OUT
1 - 09/30/1994
2 -
3 -
4 -
5 -
6 -
7 -
8 -
9 -
10 -
11 -
12 -
13 -

Select Number To View Detail: 1
NEXT FUNCTION: _____ (MENU,KEYS,END)
```

- At **SELECT NUMBER TO VIEW DETAIL**, enter the number that appears to the left of the pay period end date you wish to view. Press **Enter**. A condensed version of the WAGC Detail Card will appear.

```
SALARY PAYROLL - DETAIL

Psuid: 914 - 01 - 0033      Name: L0161LASTNAME,F0161FIRSTM
Pay Period End Date: 09 / 30 / 1994      Type Card: S  Employee Paid(Y/N): Y
Budget: 01 - 009 - 05  DE  Fund: 10010    Project: AGAIN Pay Class: 6
Rate: 5.00      Hours Worked-Shift Differential (SD)      Shift Code: 2

Shift Diff      Hours      Amount
      Reg      11.1      3.33
      OT       11.2      5.04
      Hol/OT    11.3      6.78
Reg Hours
(Hol Only) Reg  111.4      557.00
(Non-Hol ) OT   11.5      86.25
      Hol/OT    11.6      116.00
GROSS PAY:      774.40

Next Function: _____ (MENU,END)
```


Last Revised: 02/07/2013