Dual jobs – adding non-work days information for a secondary job

What to do when the timecard does not display all non-work days
Because the system only stores calendar information for the job with the higher number of days, a dual job employee may have pay periods that do not accurately reflect all work and non-work days for each position.

- The employee’s timecard must be updated manually by the Timekeeper to reflect the non-work day when one position has a non-work day and the other position does not.
- Failure to add the Dual Job No Shortfall paycode as described below will result in the employee inaccurately receiving shortfall and having leave taken.

1. Open the employee’s timecard and navigate to the correct pay period.
2. On the day that does not include the Non-Work Day designation for the employee’s other job, click on the plus sign to add a line for that day.
3. On the new blank line, click into the Pay Code column and select Dual Job No Shortfall (DJNS) from the dropdown list.

![Image of the Pay Code dropdown list with Dual Job No Shortfall selected]

4. In the **Amount** column, enter the amount of time scheduled for that job on that day.
5. Click on the **Calculate Totals** command, if necessary, to see how the system processes the pay code.
   **Note:** the system may move the DJNS line to the top of that day’s information, which is fine.
6. Click on the **Save** command.

Notes:
- In the Totals tab, the base pay for the position will show hours worked for the week and the amount of the DJNS time. These two amounts plus any leave taken should equal the employee’s GP base pay for the workweek.
- Any additional time worked beyond the regular schedule in the position that is supposed to have a non-work day must be moved to “Straight Time Pay” (STP) or “Overtime” (OT) as appropriate.
  - Use the Move Amounts documentation and be sure to complete all seven labor levels in the labor level transfer.