

## Guide to Entering the Dock Pay Time Reporting Code

**DOCK** = Enter dock time when the employee has exhausted all of their leave accruals. Leave Administrator should be contacted if the employee is not already on an approved leave.

The screenshot shows the Timesheet application interface. At the top, there is a navigation bar with 'Home | Help | Sign out' and a search box. Below that, a breadcrumb trail reads 'My Menu > Time and Absence > Timesheet'. The main content area displays 'No Leave To Report' and a table for the period '2017 to Saturday 06/24/2017'. The table has columns for days of the week (Mon 6/19 to Sat 6/24), Total Hours, and Time Reporting Code. A dropdown menu is open, listing various codes such as 'AES - Admin Leave Exemplary Service', 'BRV - Bereavement Leave', and 'DOC - Dock Pay'. A blue arrow points to the 'DOC - Dock Pay' option, with a text box stating 'To enter unpaid time, please Select - DOC- Dock Pay'. Below the table, there is a 'Status' section with a table showing 'Total TRC' as 0.000000. At the bottom, there are 'Save for Later' and 'Submit' buttons, and a 'No Leave To Report' message.

Hours for each day are entered on the same line as the corresponding TRC code:

The screenshot shows the Timesheet application interface for the period 'from Sunday 05/19/2019 to Saturday 05/25/2019'. The table has columns for days of the week (Sun 5/19 to Sat 5/25), Total Hours, and Time Reporting Code. The 'Total Hours' column is circled in blue, and a blue arrow points to the 'DOC - Dock Pay' dropdown menu. Below the table, there are 'Save for Later' and 'Submit' buttons, and a 'No Leave To Report' message.



As a reminder, each line will map to the corresponding TRC code to the right (Line shown below indicates holiday pay):

From Sunday 05/26/2019 to Saturday 06/01/2019 ?

Sun 5/26	Mon 5/27	Tue 5/28	Wed 5/29	Thu 5/30	Fri 5/31	Sat 6/1	Total	Time Reporting Code
	8.00						8.00	HOL - Paid Holiday Hours

Save for Later Submit No Leave To Report

Reported Time Status Summary Absence Exceptions

Reported Time Status Personalize Find 1 of 1

Date	Reported Status	Total TRC	Description	Add Comments
05/27/2019	Approved	8.00	HOL Paid Holiday Hours	

For multiple TRC entries, be sure to use additional lines with corrct code (Line one is mapped to holiday and line two will map to dock pay):

From Sunday 05/26/2019 to Saturday 06/01/2019 ?

Sun 5/26	Mon 5/27	Tue 5/28	Wed 5/29	Thu 5/30	Fri 5/31	Sat 6/1	Total	Time Reporting Code
	8.00						8.00	HOL - Paid Holiday Hours
					8.00		8.00	DOC - Dock Pay

Save for Later Submit No Leave To Report

Reported Time Status Summary Absence Exceptions

Reported Time Status Personalize Find 1 of 1

Date	Reported Status	Total TRC	Description	Add Comments
05/27/2019	Approved	8.00	HOL Paid Holiday Hours	

If you multiple TRC entries are needed, use the plus + symbol to the right to add additional lines:

From Sunday 05/19/2019 to Saturday 05/25/2019 ?

Sun 5/19	Mon 5/20	Tue 5/21	Wed 5/22	Thu 5/23	Fri 5/24	Sat 5/25	Total	Time Reporting Code		
								HOL - Paid Holiday Hours	+	-
								DOC - Dock Pay	+	-
								VOT - Voting Leave	+	-

Save for Later Submit No Leave To Report