Non-Exempt Time Reporting for Open House

Salaried non-exempts who are working at the open house tomorrow, Saturday, May 17th should charge their time worked that day to the project OPNHSE using the pay type OT.  You can add this charge to your timesheet by typing OPNHSE in the project column on the first blank row of your timesheet.  Then tab over to the pay type column and select OT from the dropdown listing.    
  
Students and casuals who are working the open house will charge the same OPNHSE project, but will either use the pay type of R (if less than 40 work hours in the week) or OST (if more than 40 work hours in the week.)  
  
Please keep in mind that only time worked by a non-exempt on Saturday as an open house volunteer can be charged to the OPNHSE project.  As a reminder, all non-exempts should be recording their hours worked in Time Collection on a daily basis.  
  
You can access the web-based Time Collection system from:  
Inside JLab - <http://misportal.jlab.org/time>  
JLab Insight Page - Click on Timesheet under the Popular Applications section  
Off-site access - <http://misportal.jlab.org/time>  
  
If you have any problems adding this charge, or if you have any questions, please contact me at ext. 7503 or Bill Shelton at ext. 7120.  Thank you for your assistance.  
  
Janet P Smith  
Payroll Supervisor