



How do I... Record Callback Hours When NOT on Standby?

SCENARIO

I am not scheduled for standby but I'm called back into work.

ACTION

For **Hourly View** Timesheet employees:

1. Enter the start and stop times in your timesheet for the day you are called back.
2. Perform a work rule transfer to the appropriate work rule for Call back.
3. Select *Save*

For **Project View** Timesheet employees:

4. Enter the actual call back duration in your timesheet for the day you are called back.
5. Perform a work rule transfer to the appropriate work rule for Call back.
6. Select *Save*