

What's Covered: How to use the Rapid Time function to enter employees' weekly time into PeopleSoft.

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University Time Reporting Guidelines

As time keeper responsible for reporting time and location worked by overtime-eligible employees, you must report their hours and location worked every week. If you fail to enter the employee's hours or location, there is a risk of the employee not being paid their full wages in a timely manner or having incorrect tax withholdings.

 	<p>If you are a Time Keeper with no other roles (e.g., not a Time Approver or Time Adjuster) you must enter all paper timesheet by Thursday, 5:00 p.m. If you are a Time Keeper who also approves, follow your local tub's/unit's reporting deadlines.</p> <p>The time keeper must enter the correct work location in order to have correct tax withholdings applied. If no work location is specified, the employee will have state tax withholdings taken based on the default percentage distribution they entered in PeopleSoft State Tax Distribution screen. Harvard will not correct tax withholdings retroactively.</p>
 	<p>You can only enter hours and work location on behalf of an employee for the current week and two weeks into the future.</p> <p>If work location is not specified, the employee will have state tax withholdings taken based on the default percentage distribution the employee entered in PeopleSoft State Tax Distribution screen.</p>
 	<p>All hours should be reported in .25 increments. For example, if you work seven and half hours, your time should be reported as 7.50.</p>
 	<p>For information on time and absence reporting policy, information about benefits and compensation, and links to the personnel manual and union contracts go to: http://hr.harvard.edu.</p>

Rapid Time Page Navigation

Navigation: Workforce Administrator > Time & Absence Administration > Time and Labor > Rapid Time

Rapid Time

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Session Number =

Description begins with

User ID begins with

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Session](#)

If you are . . .	Then . . .
Creating a new session to report employees' time for that week.	Click the Add a New Session tab or " Add a New Session " link.
Accessing a session that has already been created, and you know the session number.	Enter the system-generated number in the Session Number field, then click Search .
Accessing a session where you know the user ID.	Enter the user ID in the User ID field, then click Search . If multiple entries are returned, click the appropriate session to view.

Entering Time for One Employee

Rapid Time

Process Monitor

Help

Rapid Session Information

*Description	Rapid Time 09-26	Session Number	999999999
Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	HVD_APPROV	Last Updated	09/28/21 1:01:33PM
*Processing Mode	Replacement	User ID	

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	*Time Type	Type	*Quantity	Country	State	Locality
<input type="checkbox"/>	12345678	0	David Smith	09/27/2021	REG	H	7.000000	USA	CT	
<input type="checkbox"/>	12345678	0	David Smith	09/28/2021	REG	H	7.000000	USA	CT	
<input type="checkbox"/>	12345678	0	David Smith	09/29/2021	REG	H	7.000000			
<input type="checkbox"/>	12345678	0	David Smith	09/30/2021	REG	H	7.000000			
<input type="checkbox"/>	12345678	0	David Smith	10/01/2021	REG	H	7.000000			

Add or Remove Rows

Rows to Add:

Copy Down Values from Last Row

Increment Date

Steps

1. Type a description in the **Description** field. Leave the other fields in the Rapid Session Information section to their defaults.
2. Enter the employee's ID in the **EmplID** field, or click  to select an employee.
3. If necessary, click  to select the appropriate **Empl Record** number.
4. In the **Date** field, enter or select the date of the first day you wish to record time for the employee.
5. In the time **Time Type** field, click  to select the correct time type to report. (**REG**, in this example).
6. Enter the number of hours in the **Quantity** field (**7**, in this example).
7. Select appropriate Country, State, and Locality (if applicable).
 - a. If no Country, State, and Locality is selected the employee tax withholding will be based on the default percentage distribution the employee entered in PeopleSoft State Tax Distribution screen (Navigation: Home page > My Self Service > My Pay > Tax Withholding).
 - b. Incorrect entry of work location may result in an employee under or over withholding in a particular state. Harvard will not adjust withholdings retroactively.
8. Add rows to enter time for the remainder of the week. While there are several options, the steps below are just one example. Here, the employee worked Monday – Friday.
 - a. Type in the first row the values you want to copy down (e.g., Time Type= Reg, Hours 7)
 - b. Select in the **Rows to Add** field, enter 4 to create the rows for Tuesday through Friday.
 - c. Click the **Copy Down Values...** check box.
 - d. Click the **Increment Date** check box .
 - e. Click the **Add Row(s)** button.
 - f. Added rows will populate 7 hours of REG pay with the Country, City, Locality listed in the first row.
 - g. Adjust work location (Country, City, Locality) as needed.
9. Click the **Save** button to keep this session in a "Not Submitted" status, or click **Submit** to complete this session of time reporting (e.g., if you do not need to enter time for additional employees).

Entering Time for Multiple Employees

To add data for multiple employees, follow the instructions in the previous section for entering time for a single employee, and then do the following:

Steps

1. Add a new row for your next employee.
 - a. Enter "1" in **Rows to Add**.
 - b. De-select **Copy Down Value...** and **Increment Date**.
 - c. Click **Add Row(s)**.

Add or Remove Rows

2. Enter in the first row of data for your second employee, including the emplid.
3. Add additional rows, selecting **Copy Down Values from Last Row** and **Increment Date** checkboxes as needed.
4. Repeat Steps 1-3 for any additional employees.
5. Adjust country, state, locality as needed. If no Country, State, and Locality is selected the employee tax withholding will be based on the default percentage distribution the employee entered in PeopleSoft State Tax Distribution screen (Navigation: Home page > My Self Service > My Pay > Tax Withholding). Click **Save** or **Submit** when complete.

Rapid Time Process Monitor [Help](#)

Rapid Session Information

*Description	Rapid Time 09-26	Session Number	999999999
Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	HVD_APPROV	Last Updated	09/28/21 1:01:33PM
*Processing Mode	Replacement	User ID	

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	*Time Type	Type	*Quantity	Country	State	Locality
<input type="checkbox"/>	12345678	0	David Smith	09/27/2021	REG	H	7.000000	USA	CT	
<input type="checkbox"/>	12345678	0	David Smith	09/28/2021	REG	H	7.000000	USA	CT	
<input type="checkbox"/>	12345678	0	David Smith	09/29/2021	REG	H	7.000000			
<input type="checkbox"/>	12345678	0	David Smith	09/30/2021	REG	H	7.000000			
<input type="checkbox"/>	12345678	0	David Smith	10/01/2021	REG	H	7.000000			
<input type="checkbox"/>	77777777	0	Sally David	09/27/2021	Reg		7			

Add or Remove Rows

Rows to Add	4	<input checked="" type="checkbox"/> Copy Down Values from Last Row	<input type="checkbox"/> Increment Date	<input type="button" value="Add Row(s)"/>
<input type="button" value="Select All"/>	<input type="button" value="Deselect All"/>			<input type="button" value="Delete Selected Row(s)"/>

Common Questions

The following examples are common reporting questions. For questions that are specific to your school or tub, work with your manager or local HR department.

What Happens If...	Steps
An employee forgot to provide their time worked to me and I can no longer enter it in the system?	Contact your Time Adjuster. If time was not entered, nothing will default and time worked will not be paid.
I need to enter both Compensatory Time earned and taken in the same week?	<p>There are two methods for reporting compensatory time. You can either:</p> <ul style="list-style-type: none"> • report both comp time earned and comp time taken, or, • report only the net amount. <p>The results are the same. Check with your local HR office if you have questions on how your tub or school reports comp time earned and taken in the same week.</p>
An employee has more than one position?	If an employee has more than one position at Harvard, you will need to select the appropriate Empl Record (Employee Record Number). Be sure to check with your Time Administrator if you are unsure of which one to select.
Can I change the time after I have submitted it?	Once you have submitted your employees' time on the Report Rapid Time page, only Time Keepers who are designated as time adjusters or administrators can change what was entered. To change the time, you must use the Adjust Time page.
Can I process absence request through Rapid Time Entry?	No. Even though absence request time codes appear in the Time Type list for benefits eligible employees, you cannot submit absence request through Rapid Time Entry. The only time that can be reported via Rapid Time Entry are time types that can be reported on a timesheet (i.e., REG, CMPE, MEAL, etc.). If you need to request an absence for an employee, contact your department's Absence Adjuster.
I didn't enter the country, state, or locality if the employee worked outside of their default state percentage distribution the employee entered in PeopleSoft State Tax Distribution screen (Navigation: Home page > My Self Service > My Pay > Tax Withholding).	<p>If time has not been processed, you need to adjust the employee's work line to reflect the correct country, state, and locality worked.</p> <p>If time has been processed no adjustments can be made and the incorrect tax withholding may have been applied. The employee may wish to make adjustments to their tax withholding for future payments.</p>

Timesheet Examples

This section presents examples and instructions for entering the following time types:

Temp/Students/LHTs

- Overtime
- Overtime – Applying Costing
- Harvard Student Work Study Reporting
- Multiple Work Locations

Benefited Employees

- Holiday
- Compensatory Time
- Holiday Worked and Floating Holidays
- Meal Allowance
- Flex Time

Temps/LHTs/Students

Overtime

Overtime Premium (OTP) occurs when the employee works over 40 hours. **OTP** pays at 1.5 times of the hourly rate.

Overtime Straight (OTS) occurs when the employee works over their normal schedule hours, up to 40, and pays at the regular hourly rate. *Only use these codes when you need to override the overtime costing.*

Rapid Time
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Rapid Session Information

*Description	Rapid Time 09-26	Session Number	999999999
Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	HVD_APPROV	Last Updated	09/28/21 1:01:33PM
*Processing Mode	Replacement	User ID	

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	*Time Type	Type	*Quantity	Country
<input type="checkbox"/>	12345678	0	David Smith	09/27/2021	REG	H	8.000000	
<input type="checkbox"/>	12345678	0	David Smith	09/28/2021	REG	H	8.000000	
<input type="checkbox"/>	12345678	0	David Smith	09/29/2021	REG	H	8.000000	
<input type="checkbox"/>	12345678	0	David Smith	09/30/2021	REG	H	8.000000	
<input type="checkbox"/>	12345678	0	David Smith	10/01/2021	REG	H	10.000000	

Add or Remove Rows

Rows to Add <input type="text" value="1"/>	<input type="checkbox"/> Copy Down Values from Last Row	<input type="button" value="Add Row(s)"/>
<input type="button" value="Select All"/> <input type="button" value="Deselect All"/>	<input type="checkbox"/> Increment Date	<input type="button" value="Delete Selected Row(s)"/>

In the example above, the employee is scheduled to work 40 hours per week and worked 42 hours. If not applying specific costing to the overtime hours, report all of the hours as REG. The system will automatically break down this time into payable time as **40.00 REG** and **2.00 OTP**.

Overtime- Applying Costing

Using the previous example, you can designate the OTP to a specific costing string by breaking out the reported overtime into a separate line for each day and then filling in the costing string the OTP hours should be charged against.

In the example below the employee is scheduled to work 40 hours per week and worked 42 hours. All the OTP hours will be charged to the costing string entered in the timesheet. The employee's REG hours will be charged to the employee's default costing string.

Rapid Time
Process Monitor
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Rapid Session Information

*Description: Rapid Time 09-26	Session Number: 999999999
Template Type: Elapsed Time Reporter	Session Status: Not Submitted
*Template: HVD_APPROV	Last Updated: 09/28/21 1:01:33PM
*Processing Mode: Replacement	User ID: [REDACTED]

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	*Time Type	Type						Org
<input type="checkbox"/>	12345678	0	David Smith	09/27/2021	REG	H						
<input type="checkbox"/>	12345678	0	David Smith	09/28/2021	REG	H						
<input type="checkbox"/>	12345678	0	David Smith	09/29/2021	REG	H	8.000000					
<input type="checkbox"/>	12345678	0	David Smith	09/30/2021	REG	H	8.000000					
<input type="checkbox"/>	12345678	0	David Smith	10/01/2021	REG	H	8.000000					
<input type="checkbox"/>	12345678	0	David Smith	10/01/2021	OTP		2.000000				610	55845

To apply OTP to a different costing, add row, adjust the REG hour to 8 and apply the 2 hours to OTP and add the costing on the right side of the row.

Add or Remove Rows

Rows to Add: <input type="text" value="1"/>	<input type="checkbox"/> Copy Down Values from Last Row	<input type="button" value="Add Row(s)"/>
<input type="button" value="Select All"/>	<input type="checkbox"/> Increment Date	<input type="button" value="Delete Selected Row(s)"/>
<input type="button" value="Deselect All"/>		
<input type="button" value="Save"/>	<input type="button" value="Submit"/>	

Harvard Student Work Study Reporting

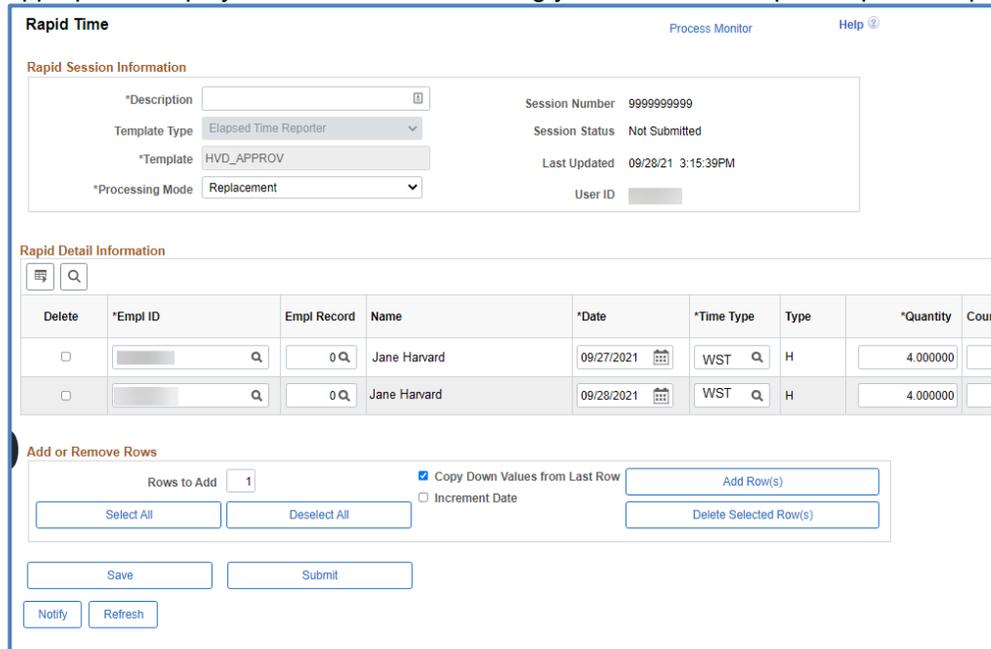
Entering time for a student employee is very similar to that of a regular employee. It is also important to keep the following in mind:

- Many student employees may work more than one job at a time, so be mindful of which empl rcd nbr(s) are used.
- Student employees are not eligible for paid sick, vacation, or personal time.
- Like all other time reporters, time must be reported on a weekly basis, and follows the same deadlines as all other employees.
- Most work study jobs are on campus jobs; however, some on campus work study jobs may be approved to work remotely (based on their selection of remote job on their work study referral form). Be sure to select the correct country, state, and locality if the student is working in a Harvard payroll state that is not their default work state.

If . . .	Then . . .
The student is not eligible for work-study.	Use the time type REG .
The student is eligible for work-study and works on-campus.	Use the time type WST .
The student is eligible for work-study and works off-campus.	The time type will depend on the job code. Work with your manager and Human Resource contact to determine the time type.
The employee holds more than one position.	When you enter time, make sure to select the correct Empl Record number. See the next page for an example.

When reporting the student’s time, make sure to choose the correct employee record number (job):

1. Under **Rapid Detail Information**, enter the **Empl ID** or click  to search for an employee.
2. Click  on the **Empl Record** field.
3. Select the appropriate employee’s record. This will bring you back to the Report Rapid Time page.



The screenshot shows the 'Rapid Time' entry page. At the top, there are fields for 'Rapid Session Information' including Description, Template Type (Elapsed Time Reporter), Template (HVD_APPROV), Processing Mode (Replacement), Session Number (999999999), Session Status (Not Submitted), Last Updated (09/28/21 3:15:39PM), and User ID. Below this is the 'Rapid Detail Information' section, which contains a table with columns: Delete, *Empl ID, Empl Record, Name, *Date, *Time Type, Type, *Quantity, and Count. Two rows are visible for 'Jane Harvard' with dates 09/27/2021 and 09/28/2021, both using 'WST' time type and having a quantity of 4.000000. At the bottom, there are controls for 'Add or Remove Rows' (Rows to Add: 1, Copy Down Values from Last Row checked, Increment Date unchecked), 'Select All', 'Deselect All', 'Add Row(s)', and 'Delete Selected Row(s)' buttons, along with 'Save', 'Submit', 'Notify', and 'Refresh' buttons.

In the example above, the Harvard student (who is work study) worked two days this week in their default state. All of the students hours get applied to **WST**. If the student was not work study eligible, the hours must be charged to **REG**. Check with your local HR office if you are not sure which time type you should use.

Multiple Work Locations

If approved to work in multiple state(s), the time keeper must identify the state(s) worked in order to have correct taxes withheld. If the time keeper does not select a state, taxes will be withheld based on the default percentage distribution the employee entered in PeopleSoft State Tax Distribution screen.

Best practice may be to have the employee identify only the time they DID NOT work in their default state. The time keeper would then only need to enter the Country, State, and Locality worked for those state(s).

The screenshot shows the 'Rapid Time' entry screen in PeopleSoft. The left sidebar contains navigation options like 'Time and Labor', 'Comp Plan Enrollment', 'Maintain Time Reporter Data', 'Rapid Time', and 'Time Reporters in Groups'. The main area is titled 'Rapid Time' and includes a 'Process Monitor' and 'Help' link.

Rapid Session Information:

- *Description: Rapid Time 09-13
- Session Number: 999999999
- Template Type: Elapsed Time Reporter
- Session Status: Not Submitted
- *Template: HVD_APPROV
- Last Updated: 09/09/21 11:47:36AM
- *Processing Mode: Replacement
- User ID: 20957336

Rapid Detail Information:

Delete	*Empl ID	Empl Record	Name	*Date	*Time Type	Type	*Quantity	Country	State	Locality	Override Rate
<input type="checkbox"/>	[Redacted]	0	[Redacted]	09/05/2021	REG	H	8.000000	USA	CT		
<input type="checkbox"/>	[Redacted]	0	[Redacted]	09/06/2021	REG	H	8.000000	USA	CT		
<input type="checkbox"/>	[Redacted]	0	[Redacted]	09/15/2021	REG	H	8.000000				

Add or Remove Rows:

- Rows to Add: 1
- Copy Down Values from Last Row
- Increment Date
- Buttons: Add Row(s), Delete Selected Row(s), Select All, Deselect All, Save, Submit, Notify, Refresh

In the example above, the employee indicated they worked 8 hours on 9/5 and 9/6 in Connecticut which was not their default percentage state and 8 hours on 9/15 in Massachusetts (their default percentage state). Their tax withholdings will be applied based on the state information entered.

Non-Exempt, Benefited Employees

Holiday

When the University closes for a recognized holiday on a day a benefited employee is normally scheduled to work, the employee's scheduled hours for that day should be reported as **HOL-Holiday** instead of **REG-Regular**.

Rapid Time
Process Monitor
Help

Rapid Session Information

*Description	Rapid Time 09-26	Session Number	9999999999
Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	HVD_APPROV	Last Updated	09/28/21 1:01:33PM
*Processing Mode	Replacement	User ID	

Rapid Detail Information

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Delete	*Empl ID	Empl Record	Name	*Date	*Time Type	Type	*Quantity	Country	State	Locality
<input type="checkbox"/>	12345678	0	David Smith	10/11/2021	HOL	H	7.000000			
<input type="checkbox"/>	12345678	0	David Smith	10/12/2021	REG	H	7.000000			
<input type="checkbox"/>	12345678	0	David Smith	10/13/2021	REG	H	7.000000			
<input type="checkbox"/>	12345678	0	David Smith	10/14/2021	REG	H	7.000000			
<input type="checkbox"/>	12345678	0	David Smith	10/15/2021	REG	H	7.000000			

Add or Remove Rows

Rows to Add	4	<input checked="" type="checkbox"/> Copy Down Values from Last Row	Add Row(s)
<input type="button" value="Select All"/> <input type="button" value="Deselect All"/>		<input checked="" type="checkbox"/> Increment Date	Delete Selected Row(s)

Save

Submit

In the example above, the employee did not work on Columbus Day so those hours are reported as **HOL**. If the employee was asked by their manager to work on a holiday, it would be reported as **Holiday Worked – HWK**, which is covered in the next example.

Holiday Worked

If an employee works on a holiday, they are entitled to be paid at 1.5 times their regular rate. They are also allowed the choice of either an extra “floating” holiday, or to be paid out for that extra day. The policy states the following:

“Employees who are required to work on a holiday should be compensated for the loss of the holiday. All employees who are required to work on a holiday will be paid at the rate of time and one half for the hours worked on that day.

“The employee will also have the choice of an additional day off with pay or an additional day’s pay. The value of the day will be calculated at one fifth the total regular weekly hours. If the employee chooses to take this time as a floating holiday, the time will be taken within the academic year (July 1 – June 30) and be agreed to with the supervisor. “

Rapid Time
Process Monitor
Help

Rapid Session Information

*Description	Rapid Time 09-26	Session Number	9999999999
Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	HVD_APPROV	Last Updated	09/28/21 1:01:33PM
*Processing Mode	Replacement	User ID	

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	*Time Type	Type	*Quantity	Country	State	Locality
<input type="checkbox"/>	12345678	0	David Smith	10/11/2021	HWK	H	7.000000			
<input type="checkbox"/>	12345678	0	David Smith	10/11/2021	FHE	H	7.000000			
<input type="checkbox"/>	12345678	0	David Smith	10/12/2021	REG	H	7.000000			
<input type="checkbox"/>	12345678	0	David Smith	10/13/2021	REG	H	7.000000			

In the example above, the employee was asked to work on Columbus Day those hours are reported as **HWK**. The employee then has the option to receive an additional floating holiday off (**FHE**) or to receive his floating holiday as pay (**FHP**).

The employee can use their banked floating holiday as paid time off. When reporting it as time taken, use **FHT**.

Compensatory Time

Compensatory (or comp) time refers the situation where a non-exempt, benefited employee with a regular schedule of less than 40 hours per week works more than their schedule during a workweek. Those extra hours (up to 40) can then be banked for future use as paid time off. Any time worked over 40 hours, however, cannot be banked as comp time and must be paid out as overtime (as per the Fair Labor Standards Act).

- Comp Time balances are maintained in PeopleSoft and can go negative (up to 40 hours for most employees).
- When entering comp time taken and earned in the same week, there are two choices:
 - Enter the **net** amount of comp time hours being reported for the week, **or**,
 - Enter comp time earned and taken on the same week.
- Any time over 40 hours *cannot* be reported as comp time.
- Designate hours to be added to the employee’s comp time bank by using the time type “**CMPE.**”
- To indicate that you the employee is taking Comp Time, use Time Type “**CMPT.**”
- To be paid out for comp time earned, use Time Type “**CMPPY.**”

Banking Comp Time

Rapid Time
Process Monitor
Help ?

Rapid Session Information

*Description	Rapid Time 09-26	Session Number	999999999
Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	HVD_APPROV	Last Updated	09/28/21 1:01:33PM
*Processing Mode	Replacement	User ID	

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	*Time Type	Type	*Quantity	Country	State	Locality
<input type="checkbox"/>	12345678	0	David Smith	09/27/2021	REG	H	7.000000			
<input type="checkbox"/>	12345678	0	David Smith	09/28/2021	REG	H	7.000000			
<input type="checkbox"/>	12345678	0	David Smith	09/29/2021	REG	H	7.000000			
<input type="checkbox"/>	12345678	0	David Smith	09/30/2021	REG	H	7.000000			
<input type="checkbox"/>	12345678	0	David Smith	10/01/2021	REG	H	7.000000			
<input type="checkbox"/>	12345678	0	David Smith	10/01/2021	CMPE		2.000000			

Add or Remove Rows

Rows to Add	<input type="text" value="4"/>	<input checked="" type="checkbox"/> Copy Down Values from Last Row	<input type="button" value="Add Row(s)"/>
<input type="button" value="Select All"/>	<input type="button" value="Deselect All"/>	<input type="checkbox"/> Increment Date	<input type="button" value="Delete Selected Row(s)"/>

In this example, the employee has worked 9 hours on 10/01/21 and selected to bank 2 hours towards comp time earned.

Using Comp Time

Rapid Time
Process Monitor
Help ?

Rapid Session Information

*Description: Rapid Time 09-26	Session Number: 999999999
Template Type: Elapsed Time Reporter	Session Status: Not Submitted
*Template: HVD_APPROV	Last Updated: 09/28/21 1:01:33PM
*Processing Mode: Replacement	User ID: [REDACTED]

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	*Time Type	Type	*Quantity	Cour
<input type="checkbox"/>	55555555	0	Larry Bird	09/27/2021	REG	H	7.000000	
<input type="checkbox"/>	55555555	0	Larry Bird	09/28/2021	REG	H	7.000000	
<input type="checkbox"/>	55555555	0	Larry Bird	09/29/2021	CMPT	H	7.000000	
<input type="checkbox"/>	55555555	0	Larry Bird	09/30/2021	REG	H	7.000000	
<input type="checkbox"/>	55555555	0	Larry Bird	10/01/2021	REG	H	7.000000	

Add or Remove Rows

Rows to Add: 4	<input checked="" type="checkbox"/> Copy Down Values from Last Row	<input type="button" value="Add Row(s)"/>
<input type="button" value="Select All"/>	<input type="checkbox"/> Increment Date	<input type="button" value="Delete Selected Row(s)"/>
<input type="button" value="Deselect All"/>		

In this example, the employee is using 7 hours of previously earned comp time for a paid day off on 09/29/21.

Rapid Time Entry

Entering Time: Meal Allowance

Certain employee groups, are allowed a cash meal allowance if they are required to work more than 2 hours beyond their regular schedule, or more than 4 hours on a weekend or holiday from a work location that is not their home. **Meal allowance is not allowable if the employee is working from home.** This overtime worked does not need to be contiguous. See your HR or manager for more information, or to see if meal allowance applies to employees for whom you enter time. The time type to use is **MEAL**. See the [Union Contract Personnel Manual](#) for meal allowance rates.

Rapid Time

[Process Monitor](#)

[Help](#)

Rapid Session Information

*Description	Rapid Time 09-26	Session Number	9999999999
Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	HVD_APPROV	Last Updated	09/28/21 1:01:33PM
*Processing Mode	Replacement	User ID	

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	*Time Type	Type	*Quantity	Coun
<input type="checkbox"/>	44444444	0	Sally Smith	09/27/2021	REG	H	7.000000	
<input type="checkbox"/>	44444444	0	Sally Smith	09/28/2021	REG	H	9.000000	
<input type="checkbox"/>	44444444	0	Sally Smith	09/28/2021	MEAL	A	14.00	
<input type="checkbox"/>	44444444	0	Sally Smith	09/29/2021	REG	H	7.000000	
<input type="checkbox"/>	44444444	0	Sally Smith	09/30/2021	REG	H	7.000000	

In this example, a meal allowance-eligible employee worked 9 hours on 9/28/2021 when they are scheduled for 7 hours; therefore, they are due a meal allowance of \$14.00.

Note: The 14.00 for meal allowance is valued as a dollar amount, not hours, as indicated by the value “A” in the **Type** column, instead of “H” for hours. It has no effect on the total hours or overtime premium hours.