

Entering in Part-Time Payroll

- 1- Double check all time cards for correct amount of hours and employee and supervisor signatures
- 2- Open **Encore**
- 3- Click on **Financials**
- 4- Click on **Payroll**
- 5- Under **Applications**, click on **Remote Pay Entry**
- 6- Click on the appropriate employee's name
- 7- Go to this box

Entering PART TIME Pay

Suspended

Auth Hrs	Max Units	Units	Rate	Pay Amt	Additional	Submit to District	Date Worked	Comments	Check Date	Fund	Loc	Prog
Totals												

Roster Report School Activities Report Leave Screen Save Dismiss

- 8- Under **Units**, enter in the employee's total amount of hours worked
- 9- Press TAB
- 10- Under **Date Worked**, enter in the last day of the pay period in the format of DD-MMM-YYYY (ex. 15-JUN-2016)
- 11- Press **Save**
- 12- *To enter another part-timer's time card, be sure you always click on the appropriate employee's name*
- 13- After entering all the part-timer payroll, you must print off a pay report. To do this, go to **Encore**, click on **Financials**, click on **Payroll**, under **Reports** click on **Remote Pay Details Report**. Under **Begin Date** enter the first day of the pay period (DD-MMM-YYYY format). Under **End Date** enter in the last date of the pay period (DD-MMM-YYYY format). Click on **Print** and click on the **printer icon**. Send this report and all the time cards into your Principal or equivalent.