Reporting and Allocating Work Hours

Employee Job Aid

Introduction to Allocation to Variable Pay Rates

Through the ExponentHR time clock reporting feature, you are able to record all the hours you have worked in a day. All hours that are reported will automatically receive a default work allocation that is assigned by the system and will be paid at your default hourly rate.

However, there may be times when a portion of your time worked is at a different location or on another project that is eligible to paid at an alternate (variable) rate. When applicable, you can edit this time clock entry to correctly indicate the hours/minutes that should be allocated to the alternate pay rate.

At the end of the pay period, all reported hours will be processed for payroll with the rate of pay that they have been associated.

Reporting Hours Worked

Time and Pay > Report Time

1. Use the Time Clock widget on your personal dashboard or choose to navigate to the Time Clock Reporting page.
2. If necessary, make any needed adjustments to the punch type, date, or time of entry.
3. Click the **Punch** button to record the time clock in/out entry.

Result: The time clock entry appears at the bottom of the Time Clock Reporting page and reflects the clock in and out times associated with it.

Allocating a Time Punch

Time and Pay > Report Time

Upon clocking out from a shift, you are able to edit the closed time punch to allocate the portion of that shift that should be paid with a variable rate.

1. Click **Edit** icon (🖊) next to the hours to view the details of the time entry. This option can be automatically presented through the Time Clock widget
2. Click the **Add Allocation** icon (➕) to display the default allocation settings and the option to override them where needed.
3. Make the appropriate selections in the cost allocation drop-down lists and in the Rate drop-down list.
4. In the **Amount** field, enter the number of hours that are to be allocated to the selected cost center/rate.
5. If another portion of the same shift needs to be allocated to a different cost center/rate, repeat steps 2 through 4.
6. Once all time for the respective shift has been correctly allocated, click the **Save** button.

If you need further assistance with any part of ExponentHR, contact the ExponentHR Service Team at: (866) 612-3200 or support@exponenthr.com.