

### 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 be 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.

**Time Clock Reporting**

Employee: RYAN, JACK R - Y00048 - 00500  
Pay Date: 03/15/2021  
Pay Period: 02/22/2021 thru 03/08/2021  
Pay Period Status: Open  
Reported On: Not Reported

Report: Time Type: Clock In Date: Friday, March 5, 2021 Time: 9:15 AM

Hours Submitted for Selected Period

Day	IN	OUT	Type	Hours	Day Total	Details	Status
Monday	2/22/2021 8:30 AM	2/22/2021 12:00 PM	Hours Worked	03:30			Pending
	2/22/2021 1:00 PM	2/22/2021 5:30 PM	Hours Worked	04:30	08:00		Pending
<b>Total Hours Included in Current Period:</b>					<b>8.0000</b>	( Value: 8.0000 )	

**Time Punch Edit**

Pay Period Status: Open  
Pay Period: 02/22/2021 thru 03/08/2021  
Pay Date: 03/15/2021

Type	Date	Punch Time	Source	Actual Time
Clock IN:	02/22/2021	1:00 PM	Management	2/22/2021 12:30 AM ( )
Clock OUT:	02/22/2021	5:30 PM	Management	2/22/2021 12:30 AM ( )

Payroll Export Status: Pending Total Time: 04:30 (Value: 4.5000)

Allocation Details

Department	Division	Location	Project	Region	Job Code	Rate	Amount	Percent
10 - Executive	120 - General & Support	4 - Venice Beac	101 - Code 101	ZZ-999 - Unass	EXEC-ASSTGC	Empl Base Rate	4.5000	100.00

Total Allocated: Empl Base Rate 4.5000 100.00  
Amount Remaining: Call-in 0.0000 0.00  
Training Pay  
Travel

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