

**To enter Pager Premiums**

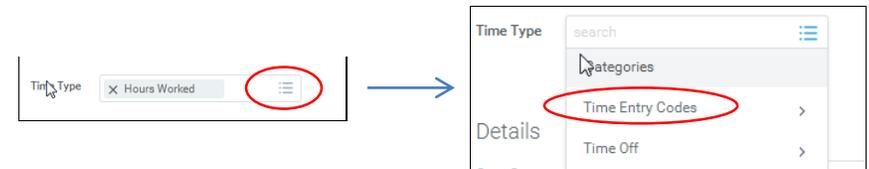
1. On the Workday dashboard, click on the My Team Worklet.
2. From the related actions button next to the employee name, select:



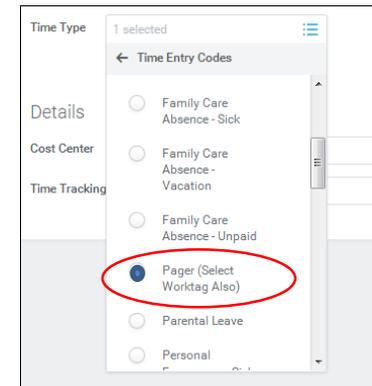
3. At the bottom of the timesheet click on the down arrow on the Enter Time button and then select "Quick Add"



4. At "Time Type" click on the prompt ☰ icon to the right of Hours Worked and then select "Time Entry Codes"



5. Select "Pager(Select Worktag also)"



6. Under Details, click on the prompt ☰ icon to the right of the Time Tracking Worktag





## Entering Pager Premiums for employees

7. Select "Carry 1 Pager" if you carry one pager OR select "Carry 2 Pagers" if you carry two pagers. Click on "Next"

Carry 1 Pager  
 Carry 2 Pagers

8. The next screen displays the days of the week with a "0" under each one. Click on the "0" and replace it with "1" for any day of the week that the pager premium applies, then click "OK" at the bottom of the screen

1 Items

	Monday	Tuesday	Wednesday
	1	0	1

The pager premium pay will display as two entries on the top of each date that it was entered on. In this example, the pager was carried on Monday and Wednesday.

Mon 12/14 Hours: 0	Tue 12/15 Hours: 0	Wed 12/16 Hours: 0
Time Period Lockout 11/30/2015 - 12/13/2015 Pager Premium REG 1 Pager (Select Worktag Also) 1 Days		Pager Premium REG 1 Pager (Select Worktag Also) 1 Days
7 AM		
8 AM		
Submit	Enter Time	

The pager premium information is automatically saved. No need to "Submit" the timecard until it is completed for the entire pay period.