Docking Pay of Non-Exempt Employees

Chapter 13
Docking Pay of Non-Exempt Employees

Section Objectives

At the end of this section, you should be able to:

- Enter the Dock Time hours type on a non-exempt employee’s timecard to reduce pay
Docking Pay of Non-Exempt Employees

- Non-exempt staff on the monthly payroll are paid a salary based on their work schedule.

- If they work less than their work schedule during a timecard week, they must make up the difference with approved time off.

- In addition to absences covered by the vacation, sick, personal and compensatory accrual plans staff are allowed to take time off for jury duty, military duty, bereavement and other reasons as outlined in the Staff Handbook.

- If an absence does not qualify based on HR guidelines and the non-exempt employee does not have enough vacation, personal or compensatory time to cover the time off, then the employee’s pay should be docked.

- Non-exempt staff pay can be docked by using the Dock Time *Hours Type* on the online timecard.

- The Dock Time *Hours Type* can be placed on the timecard by the employee or by the supervisor if the employee fails to do so.

- The Dock Time *Hours Type* is also required in the same situation on hourly non-exempt timecards for reporting purposes.

- The Dock Time *Hours Type* is not available on exempt timecards. Please consult with Human Resources about reducing the salary of exempt staff.

**Further Information**

The intent of this document is to provide a review of the most commonly required information for the purpose of completing PRISM TRKS timecards. Every effort has been made to keep this document up-to-date. However in all cases, the information cited throughout this document is governed by official University Policies, Procedures, and Staff Handbooks located at [http://www.bc.pitt.edu/policies/](http://www.bc.pitt.edu/policies/).
Lab 1: Docking Pay of Non-Exempt Employees

1. Login to PRISM TRKS as SPVBXX.


3. Dock ½ day's pay on Wednesday, because the employee only worked ½ day but had no accrued time to cover the time off.

4. Submit the Timecard.
Lab 1 Solutions: Docking Pay of Non-Exempt Employees

- Login as SPVBXX
- Select PRISM TRKS Supervisor responsibility
- Select the Time Entry link

The Time Entry: People in Hierarchy screen displays

- Find Employee K StudentXX and click the Action icon
Lab 1 Solutions: Docking Pay of Non-Exempt Employees

- Click on **Update** for the Submitted Timecard

- Enter docked time for Wednesday (3.75)

- Change *Hours Worked* for Wednesday (3.75)

- Enter a note in the comments field
  - Worked ½ day Wed. No time to cover remaining 3.75 hours

- Click the **Continue** button
Lab 1 Solutions: Docking Pay of Non-Exempt Employees

- Review the Time Entry and Detail blocks
- Click the Submit button

- Confirm that the timecard was successfully Submitted