

On-call time entry

Instructions

Agencies will continue to use the D8 pay code when entering on-call pay. However, the system does not automatically calculate this amount, so the on-call time must be calculated manually and converted to hours and minutes before entering it on the timesheet.

How to Calculate:

1. Determine the total number of hours the employee was scheduled to be on call.
2. Subtract any hours the employee actually worked during that on-call period.
3. Calculate the remaining eligible on-call hours.
4. Convert the result to hours and minutes before entering it on the timesheet.

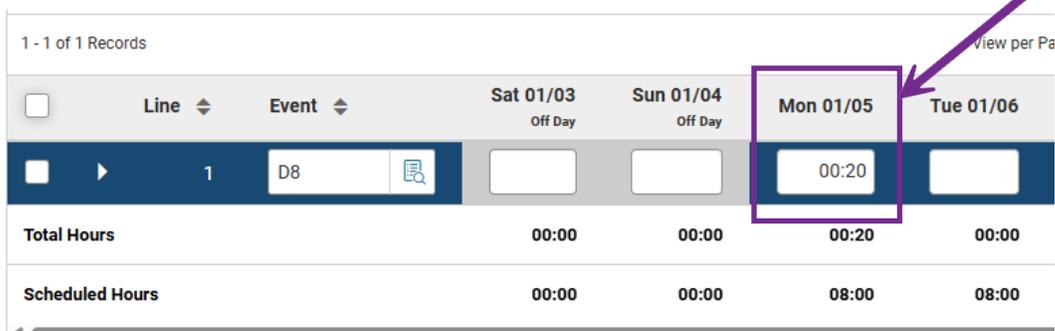
Example:

- Employee scheduled on call: **12 hours**
- Hours actually worked: **8 hours**
- Remaining on-call hours: **4 hours**

Calculation: $4 \div 12 = 0.33$ hours

Converted to time: **20 minutes**

The **timesheet entry** would show D8 for **00:20 (20 minutes)**.



Line	Event	Sat 01/03 Off Day	Sun 01/04 Off Day	Mon 01/05	Tue 01/06
1	D8			00:20	
Total Hours		00:00	00:00	00:20	00:00
Scheduled Hours		00:00	00:00	08:00	08:00

Vantage is configured to only allow a 1:12 ratio, so if they try to code over 2 hours total per day they will get this error:

✖ 1 of 1: Input amount 3:00 greater than maximum pay amount 2:00 for pay policy PPOL, event type D8 on 2026-01-05 for employee 228371. (00069)
This ensures accurate payroll and reporting. Thank you!