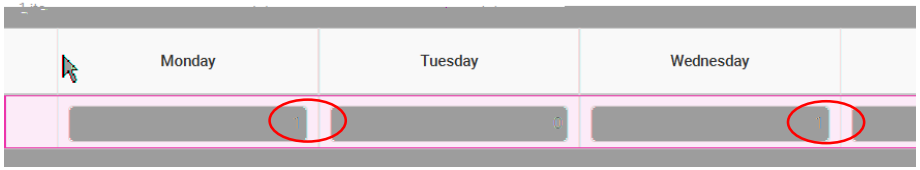
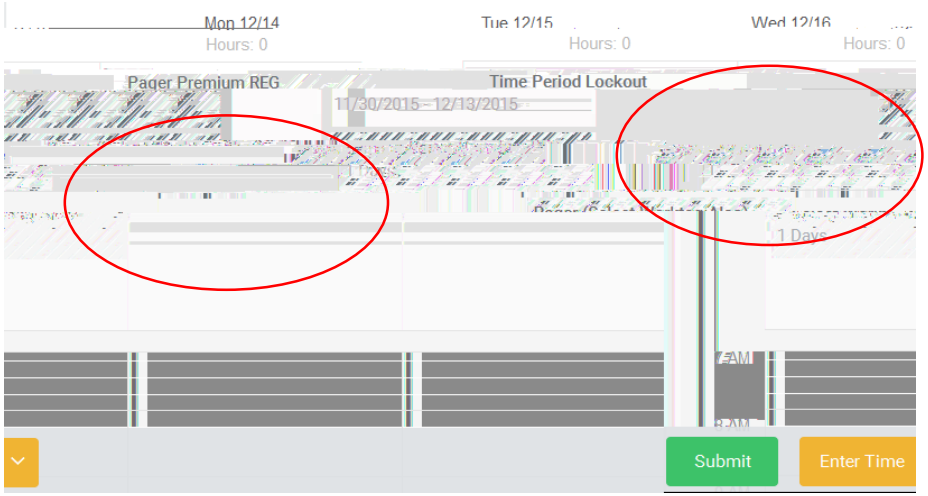
Entering Pager Premiums for employees

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

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



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.



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