

Question: One of my employees worked in two different departments. How do I allocate the hours?

Hit the + sign next to the applicable employee. Another line will drop down with an asterisk. The asterisk corresponds to the employee's name. Fill in the hours per job in as many lines as you need.

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DATA ENTRY HAS BEEN SAVED.

Check Date: 6/19/2009 for Pay Period: 5/31/2009 to 6/13/2009

Override	Emp #	Name	SALARY	REGULAR HOURS	OVERTIME HOURS	Base Rates	VACATION HOURS	SICK HOURS	OTHER \$\$\$	MILEAGE	COMMISSION	EXPENSE REIMBURSEMENT	DEPARTMENT ALLOCATION
<input type="checkbox"/>	1 9	CONTACT, IMA	10,000.00										ADMINIS
<input type="checkbox"/>	1 4	GOSPEL, JOHN											SALES
+													
<input type="checkbox"/>	1 3	GOSPEL, LUKE											ADMINIS
<input type="checkbox"/>	1 2	GOSPEL, MARK	1,000.00										SALES
<input type="checkbox"/>	1 1	GOSPEL, MATTHEW	1,500.00										SALES
<input type="checkbox"/>	1 6	HARRISON, GEORGE	1,000.00										SALES
<input type="checkbox"/>	1 8	LENNON, JOHN	1,500.00										SALES
<input type="checkbox"/>	1 5	MCCARTNEY, PAUL											ADMINIS
<input type="checkbox"/>	1 10	Nardo, Leo											SALES
<input type="checkbox"/>	1 12	Ngelo, Michael A	7,500.00										SALES

Hit the blank space in the Department Allocation column. A drop down arrow will appear. Hit the arrow and select the department that corresponds to the hours.

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<input type="checkbox"/>	1 9	CONTACT, IMA	10,000.00										ADMINISTRATION
<input type="checkbox"/>	1 4	GOSPEL, JOHN		10.00	21.00								SALES
+													
<input type="checkbox"/>	1 3	GOSPEL, LUKE											ADMINISTRATION
<input type="checkbox"/>	1 2	GOSPEL, MARK	1,000.00										SALES
<input type="checkbox"/>	1 1	GOSPEL, MATTHEW	1,500.00										SALES
<input type="checkbox"/>	1 6	HARRISON, GEORGE	1,000.00										SALES
<input type="checkbox"/>	1 8	LENNON, JOHN	1,500.00										SALES
<input type="checkbox"/>	1 5	MCCARTNEY, PAUL											ADMINISTRATION
<input type="checkbox"/>	1 10	Nardo, Leo											SALES
<input type="checkbox"/>	1 12	Ngelo, Michael A	7,500.00										SALES