

From: [Shekter Smith, Liane \(DEQ\)](#)
To: [Lundy, Anastasia \(DEQ\)](#); [Langtry, Rebecca \(MCSC\)](#); [Root, Lisa \(DEQ\)](#)
Subject: RE: DCDS coding for no pay hours worked
Date: Monday, October 26, 2015 3:10:00 PM

Turns out I didn't work this weekend. So I'm ok for this timesheet.

The question, though, is still out there. If we want a true accounting of hours spent on the project, then REG1 isn't capturing everything being done.

From: Lundy, Anastasia (DEQ)
Sent: Monday, October 26, 2015 2:52 PM
To: Langtry, Rebecca (MCSC); Root, Lisa (DEQ)
Cc: Shekter Smith, Liane (DEQ)
Subject: RE: DCDS coding for no pay hours worked

Hi Becky. Unfortunately, there is no Activity code for this project. We have a project number, but not an activity code.

Liane: The guidance we received on Friday (to have you enter the hours as REG1), doesn't look like it's going to work. ☹

Lisa: This is re: Liane timesheet. She worked over the weekend on the Flint Drinking Water project #900040-00. The intent is to track the hours, however she is not paid for the time as she is Group4/salaried. We were looking for a way to track the hours, but not generate pay. Perhaps you can circle around with George & Paul to determine if we need an activity code set up in DCDS as well (sounds like Becky is recommending the SIGMA time tracking method)?

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From: Langtry, Rebecca (MCSC)
Sent: Monday, October 26, 2015 2:33 PM
To: Lundy, Anastasia (DEQ)
Subject: RE: DCDS coding for no pay hours worked

In DCDS go to Functions / EE data collection. Right next to the TIME tab is an ACTIVITY tab. The activity tab is a way to track time to specific work without also generating timesheet hours.

Becky Langtry
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From: Lundy, Anastasia (DEQ)
Sent: Friday, October 23, 2015 1:29 PM
To: Shekter Smith, Liane (DEQ)
Cc: Langtry, Rebecca (MCSC)
Subject: DCDS coding for no pay hours worked

Hi Liane! Per our chat earlier, I stopped into OHR to inquire as to what pay code should be used in DCDS to track hours worked, but without generating pay. Becky Langtry in our OHR office's Payroll area, indicated that Group 4 employees should go ahead and use REG1 hours with the project number. Because the Group 4's are salaried, the number of REG1 hours worked in DCDS doesn't impact the pay.

If there will be non-Group 4 employees in the same situation, please advise, and Becky can help us figure out how to handle those.

Thanks!

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