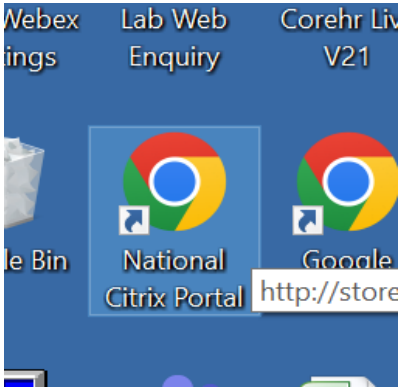
TRO Daily Tips

Human Resources
Leaders in People Services

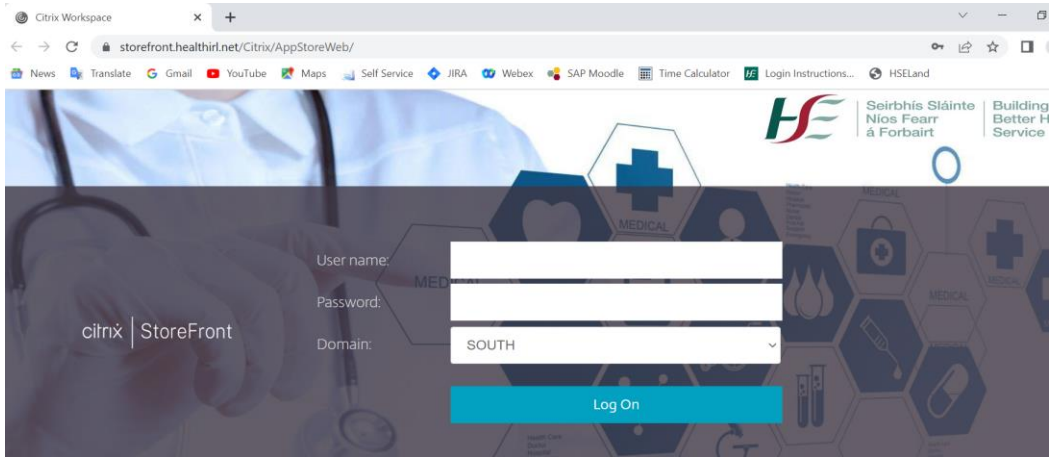
NiSRP

How to log in to SAP – Live Client

Step 1: Open National Citrix Portal/Storefront

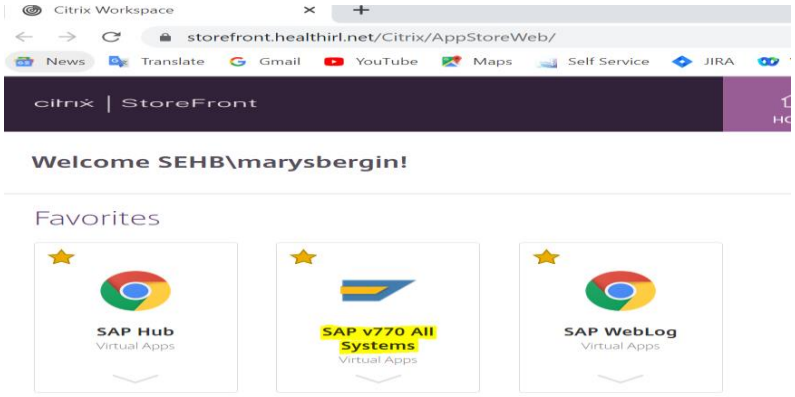


Step 2: Enter your PC username, password and domain below.

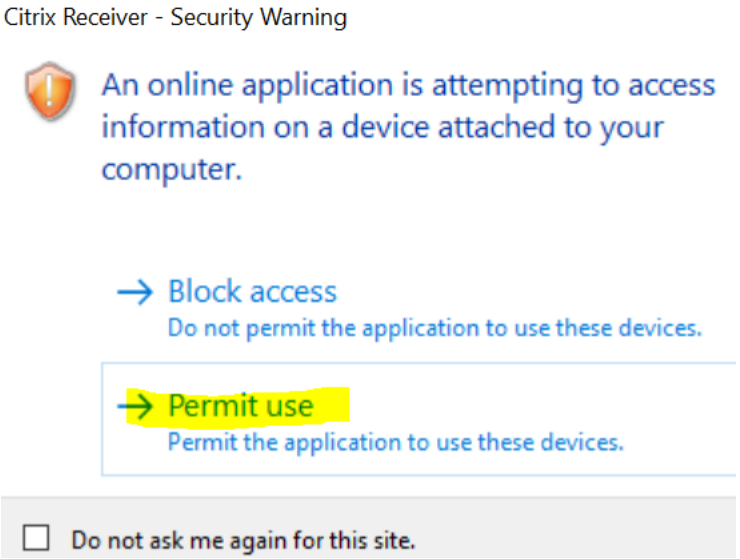


How to log in to SAP – Live Client

Step 3: Click on SAP v770 All Systems



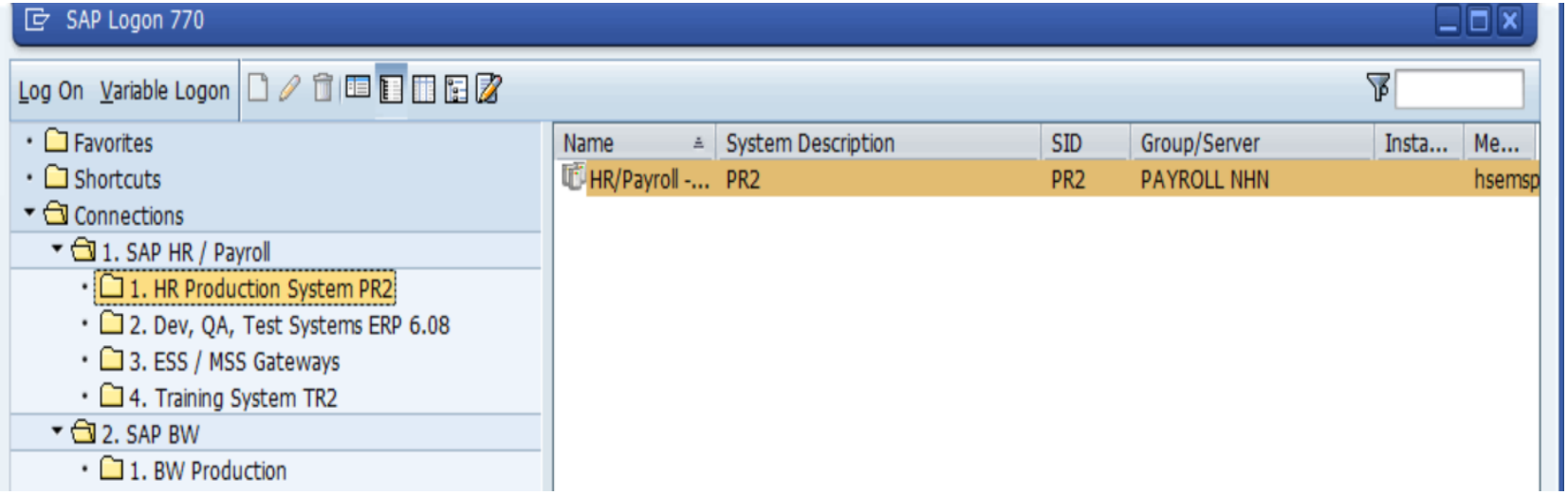
Step 4: Click Permit Use



How to log in to SAP – Live Client

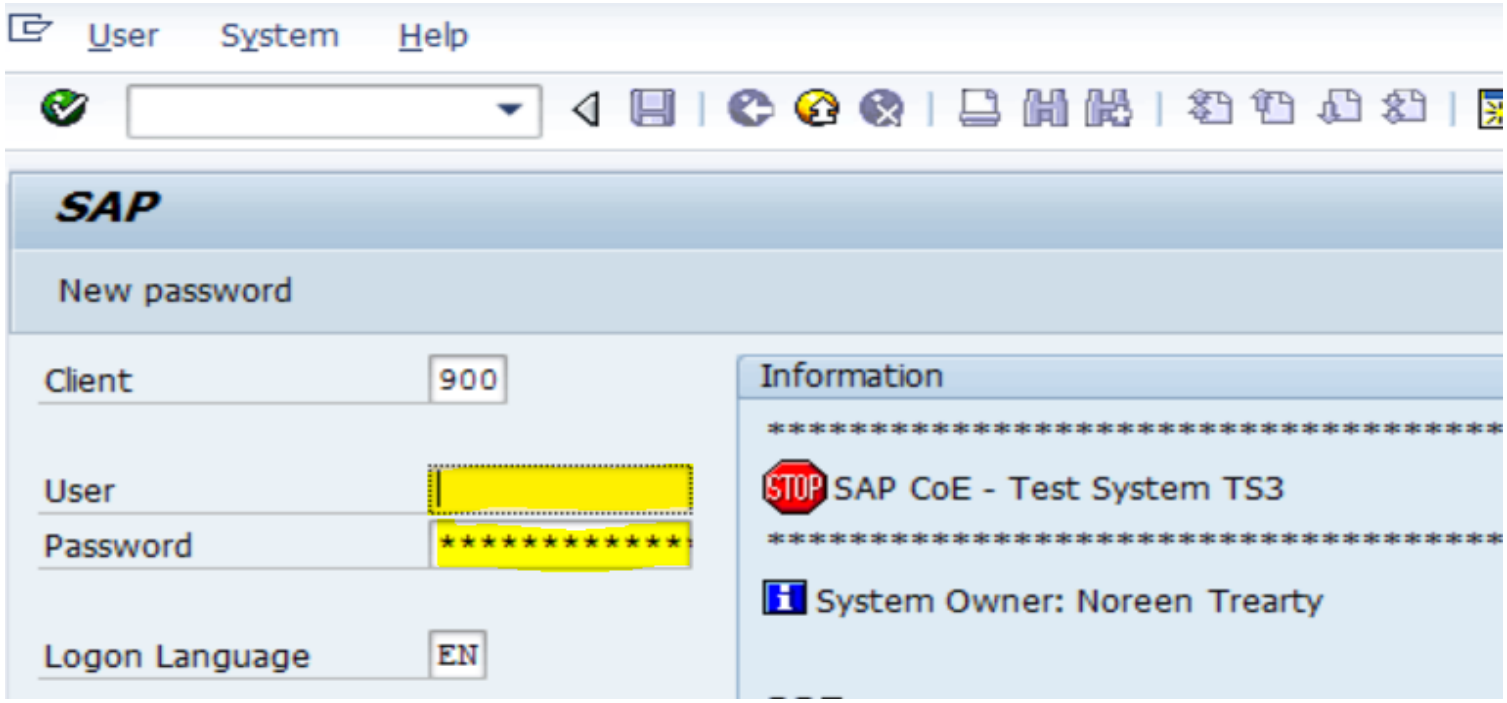
Step 5: Click SAP HR/Payroll, then click HR Production System PR2

PR2 (Live Client) highlighted on right hand side of screen.



How to log in to SAP – Live Client

Step 6: You will receive an email with your SAP username and password which you will be prompted to change prior to the commencement of time entry.



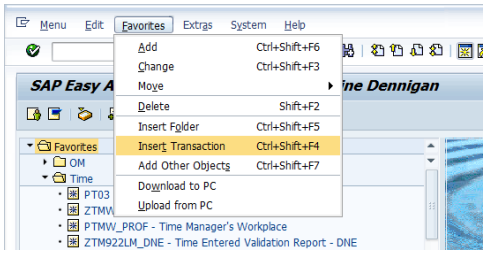
How to insert a transaction code to your favourites in SAP

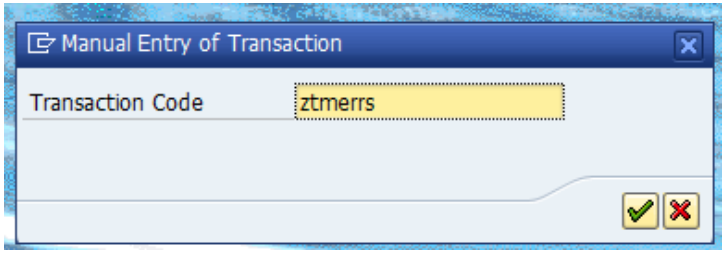
The following are a list of 5 transaction codes you will require:

1. Time Managers Workplace: **PTMW**
2. Change time Profile: **PTMW_Prof**
3. Error Report: **ZTMERRS**
4. Time Entered Report: **ZTM_922LM**
5. Time Statement: **PT61**

To add these to your favourites:

Favourites – Insert transactions – Enter transaction code

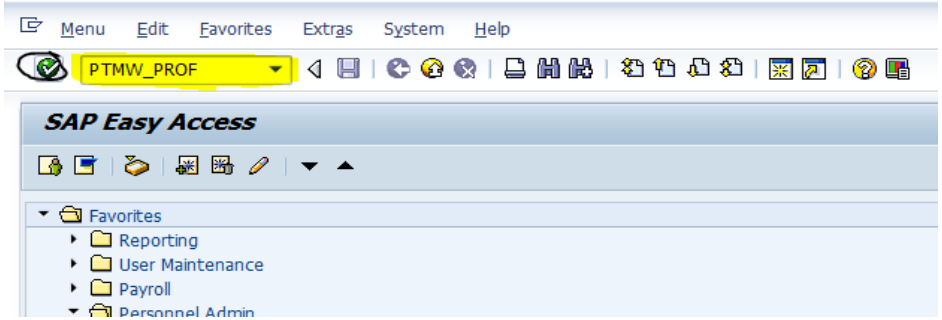




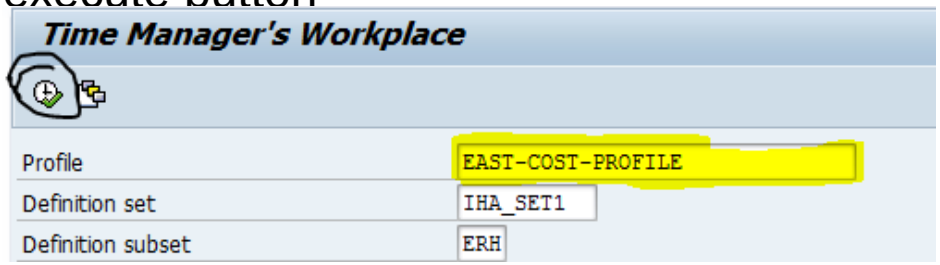
How to change a Time Profile

Step 1: Log into SAP

Step 2: In the command box in the top left of your SAP screen type in **PTMW_PROF** and click the green tick as shown below. You may wish to add this transaction code to your favourites.



Step 3: Input the profile name into the yellow text box as shown below and click the execute button



Time Managers Workplace – Most Commonly used Time IDs

Time IDs / Codes (TRO can use to enter the absence IDs if it has not gone through Self Service)	Description	Comment
A001	Annual Leave	
A006	Parental Leave	Once the Quota is set up the TRO can return the PL day(s) or hours
A004	Self Certified Sick Leave	Limit of 7 days self certified SL in a rolling 24 month period
A003	Certified Sick Leave	It is important that for the overall SL count that the correct code is used regardless of whether the EE is on full, half pay or nil pay
A027	Pregnancy Related Illness (PRI)	
A028	PRI pay extension	EE remains on half pay
A029	Sick Leave after Maternity Leave	EE may have access to additional SL at h al pay (HR circular 24/2015 refers) ***Please contact your local HR Dept for guidance on eligibility***
B001	Overtime Paid	Overtime rates paid in line with the T & Cs
B003	Extra hours	This pays flat rate
B005	Extra hours with Premiums	This code should be used on Sat, Sun or PH
B007 **A015**	TOIL Accrue TOIL Absence	An EE must have the time worked up before the absence can be availed of
B008	Sleepover	Sleepovers are returned in units not hours 1 unit = 1 sleepover
B025	Hours worked while on Carer's Leave	An EE can work up to 18.5 hours while on CL Select B025 – and enter start & end times

Daily Work Schedules

- Daily Work Schedules (DWS) are codes that are defined to include a daily shift pattern

e.g. 12 hour shift 08:00 to 20:00. The DWS is set up to include night duty hours, unsocial hours & unpaid breaks

- When a DWS is used night duty and unsocial hours rules are built in the background

therefore **do not use B codes (B006 or B010)** to pay unsocial or night duty as these payments

will be generated automatically and it will result in an overpayment to the employee.

Time Entry for Rest Days

- An employee on a free WSR requires time to be entered for them each week. This means entering a Daily Work Schedule (DWS) for each day on a continuous basis.
- If the employee is on a Free 5/7 Roster e.g. AR39 5/7 it is imperative that **REST** is entered on the days the EE is not scheduled to work.
- In the example below Free 5/7 Roster time entry has not been complete for the Saturday and Sunday. This causes a **red error** and can result in incorrect payment to employees. A DWS or REST will need to be entered in order to correct the record.
- If the employee is on a Free 5/5 Roster e.g. AR39 5/5 **REST** will be prepopulated for Saturday and Sunday.

W..	Date	ID	Subtype text	Start	End	Dai...	Num...	Deci...	P..	L..	M...	S...
MO	02.11.2020	PWT	Roster	00:00	00:00	REST	0,00	0,00				
TU	03.11.2020	PWT	Roster	08:00	17:30	DM05	0,00	8,50				
WE	04.11.2020	PWT	Roster	08:00	17:30	DM05	0,00	8,50				
TH	05.11.2020	PWT	Roster	08:00	18:00	DM09	0,00	9,00				
FR	06.11.2020	PWT	Roster	08:00	17:30	DM05	0,00	8,50				
SA	07.11.2020	PWT		00:00	24:00	AR39		7,80				
SU	08.11.2020	PWT		00:00	24:00	AR39		7,80				

Public Holidays

The Public Holiday rules are configured in the system in line with T&Cs

5/5 EEs:

These staff are prescheduled off on a PH. This is pre populated in TMW and the EEs will be paid as normal

5/7 EEs have the liability to work on a PH therefore they are 3 scenarios here:

1. If rostered to work the TRO returns the planned roster, the EE will receive PH premium and the hours **(1/5th weekly working hours)** will accrue in the background and are available to take at a later date.
2. If the EE is not rostered to work they are returned for REST in TMW, the system will not generate PH premium but the PH hours **(1/5th weekly working hours)** will accrue in the background and are available to take at a later date
3. If the EE is scheduled to work but availing of leave the TRO returns the planned roster and enters the leave against the shift examples certified sick leave is returned using time id A003. The system will not generate PH premium but the PH hours **(1/5th weekly working hours)** will accrue in the background and are available to take at a later date

Public Holidays continued

Casual (HRPD) Staff 5/7:

A positive time entry is required and if the EE is scheduled to work on the PH the system will pay the PH premium and in terms of the accrual of PH hours the system will automatically compensate the EE instead of accruing the hours provided they meets the criteria i.e. have worked 40 hours in the previous 5 weeks. Likewise if a 5/7 EE is not required to work on the PH the system will look to see if the meet the criteria to benefit from the PH and will compensate accordingly.

How to record OT and extra hours

When to use Overtime Code B001

If an EE is has worked standard contracted hours for the grade and is working a extra approved overtime shift then use B001

E.g. a staff nurse has worked 37.5 hours and is working a extra shift - expand record select B001 and enter start & finish time

When to use Extra hours without premium code B003 / Extra hours with premiums code B005 (Sat / Sun / PHs)

These codes will pay flat rate

If an EE on reduced hours is working extra hours these codes must be used until the standard contracted hours for the grade has been worked.

E.g. a staff nurse works 25 hours per week and is working a extra shift

expand the record select B003 / B005 enter start & finish times. If unsocial hours or night duty hours are associated with the shift they need to be coded also expand - select B010 or B006 and in the numbers column populate the number of hours to be paid

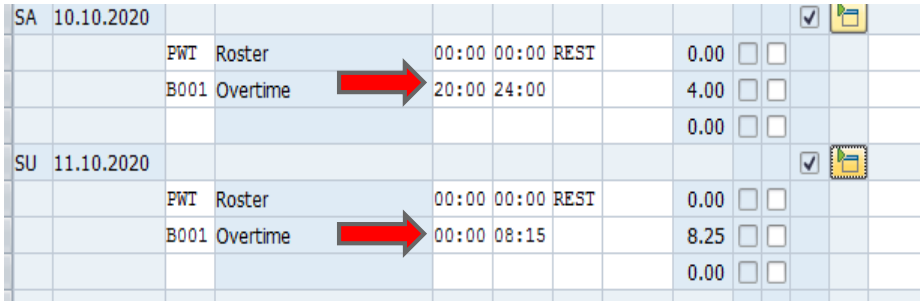
NiSRP - Entering an overtime shift at night

TRO Daily Tip

The following is an example of how an overtime shift at night is entered in TMW:

A nurse works an overtime shift on Saturday night 10.10.2020 from 20:00 to 08:15. To ensure the correct rates are applied, it is important that you split the record as follows:

- **Expand record**
- **Saturday 10.10 - Select B001 & enter 20:00 to 24:00**
- **Sunday 11.10 - Select B001 & enter 00:00 to 08:15**
- **Enter & Save**



SA	10.10.2020										
		PWT	Roster	00:00	00:00	REST		0.00			
		B001	Overtime	20:00	24:00			4.00			
								0.00			
SU	11.10.2020										
		PWT	Roster	00:00	00:00	REST		0.00			
		B001	Overtime	00:00	08:15			8.25			
								0.00			

Overtime

General Principle governing overtime arrangements

Employees may be paid overtime rates for hours worked in excess of the whole time hours for the category / grade. Overtime is calculated on basic pay only.

Overtime for Part-time Employees

Part-time employees who work additional hours, i.e. hours over and above their contracted hours on a pre-arranged basis, will be paid at their normal rates until the standard weekly working hours for the grade have been worked. Part-time employees are entitled to earn overtime payments once they have worked over and above the standard weekly working hours of the whole time equivalent in the given week.

Overtime Rates

Overtime rates may vary depending on the category or grade of employee involved.

Overtime continued

The T&C of Employment sets out the categories of staff that have an overtime rule and the rates applicable. The table below demonstrates how overtime is paid on SAP:

Category of Staff	Overtime rule set out in T&Cs	Payment Method
Nursing Grades	Yes	Time Manager Workplace
Support Grades E.g. HCAs, MTAs, Domestics, Catering staff, Porters, Security Guards	Yes	Time Manager Workplace
NCHDs	Yes	Time Manager Workplace
Clerical & Admin (Incl. EHOs)	Yes	Time Manager Workplace
Craftworkers & Craftmen's Mates	Yes	Time Manager Workplace
Ambulance Personnel	Yes	Time Manager Workplace
Radiographers	Yes HSE HR circular 006/2012 & CERS Memo dated 27/9/2012 refers	Time Manager Workplace
Allied Health Professionals E.g. Medical Scientists, Physiotherapists, Occupational Therapists,	No	STPD Sheet

Recording of Sick Leave

Certified Sick Leave is entered from the first date of absence and should include rest period / weekend if the sick leave absence spans the rest period / weekend i.e. the employee must be absent both before and after the rest period / weekend

The following are examples to assist you:

- *An employee works 5/5 roster Monday to Friday. He/she goes sick on Monday and resumes duty the following Monday. Sick leave in this instance should be recorded Monday – Friday and the rest days Sat & Sun are not recorded as sick leave. The sick leave in this case did not span the rest period as the employee resumed duty on Monday (next rostered day on duty)*
- *If however the employee did not resume duty on the next rostered day then the weekend must be recorded as sick leave*

For sick leave that spans a number of weeks you must extend the SL record do not create a new SL record each week

The enhanced SL schemes will be pre-populated. These include CIP, TRR, SAPS Injury at Work. If you find that they have not been pre-populated please contact NPA immediately as this will result in an overpayment.

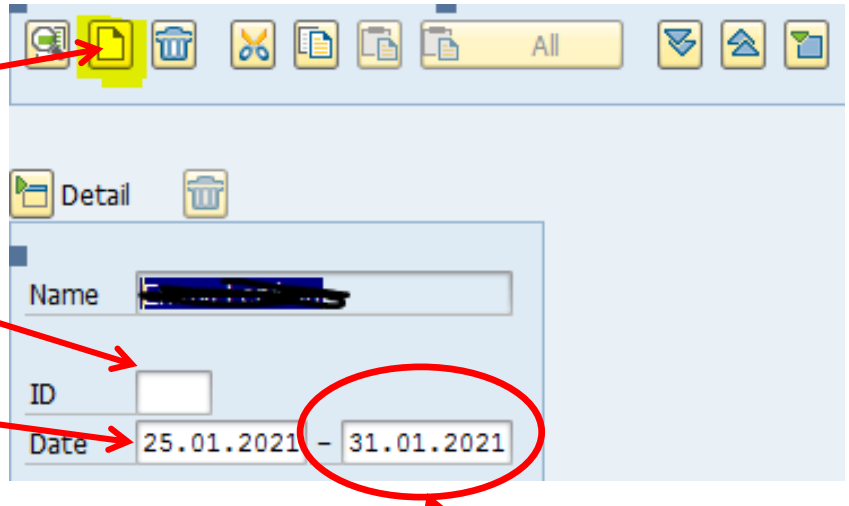
Sick Leave Codes

Code	SL type	Comment
A004	Self-Certified Sick Leave	Limit of 7 days Self certified SL in a rolling 24 month period.
A003	Certified Sick Leave	It is important that for the overall sick leave count that the correct code is used regardless of whether the EE is on full pay, half pay or nil pay
	Enhanced schemes i.e. CIP, TRR, serious physical assault scheme or injury at work	Pre-populated by NPR
A027	Pregnancy Related Illness (PRI)	
A028	PRI pay extension	EE remains on half pay
A029	SL after ML	EE may have access to additional sick leave at half pay (HR circular 24/2015 refers) Please contact your local HR Dept. for guidance on eligibility

How to enter sick leave in a block

How to create a new episode of SL

- Click Create Button(bottom of screen)
- 2. Enter ID – A003 (Certified Sick Leave)
- 3. Fill in Date Range (Update the date range accordingly)



W..	Date	ID	Subtype text	Start	End	Dai...	Num...	Deci...
MO	25.01.2021	A003	Sick Leave (Certified)	09:00	17:00	D090		7.40
TU	26.01.2021	A003	Sick Leave (Certified)	09:00	17:00	D090		7.40
WE	27.01.2021	A003	Sick Leave (Certified)	09:00	17:00	D090		7.40
TH	28.01.2021	A003	Sick Leave (Certified)	09:00	17:00	D090		7.40
FR	29.01.2021	A003	Sick Leave (Certified)	09:00	17:00	D090		7.40
SA	30.01.2021	A003	Sick Leave (Certified)	00:00	00:00	REST		0.00
SU	31.01.2021	A003	Sick Leave (Certified)	00:00	00:00	REST		0.00

NB: *If the Employee continues to be on Sick Leave after this period you need to go back to this record and extend the end date as required.*

How to record hours worked during Carer's Leave absence

Carer's Leave absence will be pre populated and if the EE works
(up to 18.5 hours allowable from 01.01.2020) this is entered in TMW using code B025
Expand record – select B025 - enter start & finish times
Select B006 or B010 to pay unsocial or night duty if applicable

If the EE is on SL or AL, enter the time they were scheduled to work as above

Note: *The AL balance/quota can be updated at the end of the AL year via the self service app – leave carried forward tile*

Once the EE submits request via self service and it is approved by the line manager, the AL balance will update

How to record hours worked during Carer's Leave absence

With regard to **Sick Leave**, there is no facility to reduce the sick leave allowance so the local area should keep a note of sick leave absences to ensure that sick leave is paid where the employee still has a quota and to ensure that paid sick leave absences are included in the rolling 1 Year and 4 Year count when calculating the off pay and ½ pay dates.
It is not possible to be on 2 different leaves at the same time on SAP.

Do not delete Carer's Leave absence and replace it with Sick Leave or Annual Leave

On-Call/Call-Outs Time Ids:

Call out / On call Time Ids	Payment	Category of Staff
C001	This will pay the ***on call*** rate	Theatre Nurses Physiotherapists Maintenance Staff
C006	This will pay the ***on call*** rate	NCHDs
C007	This will pay ***callout*** rates	Theatre Nurses Maintenance Staff NCHDs
C010	***On-Call Sunday*** Frequent (Standard On Call + 3/4T for first 8 hours)	NCHDs
C011	***On-Call Sunday*** Infrequent (Standard On Call + 0.6T for first 8 hours)	NCHDs
C064	This will pay the ***on call*** rate	Radiography Staff
C063	This will pay ***callout*** rates	Radiography Staff
C061	This will pay the ***on call*** rate	Laboratory Staff
C062	This will pay ***callout*** rates	Laboratory Staff
S013 S014	Fee per Call (per ½ hour) with Standby Fee per Call (per ½ hour) without Standby	Physiotherapists

How to return On Call & Call outs in Time Managers Workplace

In Time Managers Workplace

- Expand record
- Select the relevant Time ID – please refer to slide 2
- Enter Start & End times for on call & callout (***note***: for Physiotherapists the number of callouts are entered in the numbers column)

NCHD:

C007	Call-out with Standby	17:00	08:00	
C006	On Call with Stb Mon-Sat	17:00	22:00	

Physiotherapist:

C001	On Call with Standby Sess	17:00	08:00		
S013	Fee per call				3.00

In numbers column return the number of callouts

Theatre Nurse:

C001	On Call with Standby	20:00	08:00
C007	Call-out with Standby	24:00	02:00

Medical Scientist:

C061	On Call off-site Med Lab	20:00	08:00
C062	Call-out On-site Med Lab	22:00	24:00

How to return Weekend Working for Consultants

B Factor is a recurring allowance paid for the on call liability at weekends
This fee is set up as a recurring payment in the employees PA record and will automatically be generated each pay period i.e. no time entry required.

C Factor is recorded through TMW in hours

- Expand record
- Select the appropriate time ID (see table below)
- Enter start & end time
- Save

ID	PTMW Description	Id Description	Recorded in
C008	Call-out with Stb (1:1)	Call-out while on-call-Rota 1:1	Hours
C009	Call-out with Stb (1:2)	Call-out while on-call-Rota 1:2	Hours
C014	Call-out with Stb (= or >1:3)	Call-out while on-call-Rota = or > 1:3	Hours

Time off in Lieu (TOIL)

TOIL can be recorded on SAP using codes below:

- ❑ **B007 – Toil Accrue**
- ❑ **A015 Toil Absence**

Hours must be accrued (B007 entry in TMW) before hours can be taken

(A015 entry in TMW)

To enter B007 TOIL - Accrue:

- Expand the record
- Enter B007 along with start & end time
- Enter & save

When the batch programme runs overnight the records are all updated and the accrual / quota is available

To enter A015 TOIL - Absence:

- Expand the record
- Enter A015 along with Start & finish time
- Enter & Save

How to assign a different cost centre in TMW

In some instances you may need to cost hours to a different cost centre on Time Managers Workplace.

Examples:

- A nurse from ICU works Overtime in A&E and this overtime should be costed to Accident & Emergency.
- An employee on reduced hour works additional hours in a different department/ward. This should be costed to the correct area.

To assign the cost centre in TMW:

1. Enter the appropriate Time ID e.g. B001 – Overtime, B003 – Extra hours without premium, B005 - Extra hours with premium
2. Enter the Start and End Time
3. Enter the appropriate cost centre

W..	Date	ID	Subtype text	Start	End	Dai...	Num...	Deci...	P..	L..	M...	S...	Cost cen...
MO	16.03.2020												
		PWT	Roster	08:00	12:00	E118		4.00					
		B001		13:00	20:00			0.00					XXXXXXXXX

Selected Time ID
e.g. B001 – Overtime

Start & Finish time
e.g. 13:00 – 20:00

Assign appropriate
Cost Centre.

NiSRP HRPD Setup

TRO Daily Tip

HRPD (Hourly Paid)

- Casual
- Cover on a casual if & when basis
- Positive time entry required

Work schedule rule	
Work schedule rule	HRPD 5/7 Hourly Paid Employees 5/7
Time Mgmt status	9 - Time evaluation of planned times
Working week	EE: 5 over 7

Setup in HR Master Data

⇩

Feeds into TMW

W..	Date	ID	Subtype text	Start	End	Dai...	Num...	Deci...	P
MO	10.02.2020	PWT		00:00	00:00	OFF		0.00	[
TU	11.02.2020	PWT		00:00	00:00	OFF		0.00	[
WE	12.02.2020	PWT		00:00	00:00	OFF		0.00	[
TH	13.02.2020	PWT		00:00	00:00	OFF		0.00	[
FR	14.02.2020	PWT		00:00	00:00	OFF		0.00	[
SA	15.02.2020	PWT		00:00	00:00	OFF		0.00	[
SU	16.02.2020	PWT		00:00	00:00	OFF		0.00	[

Note: In above screenshot unless time is entered EE will receive no payment

NiSRP Fees/Sessions

TRO Daily Tip

Fees / Sessions

- Do not return time
- Time Mgmt Status is set to 0
- Hours / Sessions must be return to payroll on the Short Term Payment & Deduction sheet
- Email Address southstpds@hse.ie

Payroll Entry

If you see the following entry in TMW:

?10

This is a payroll entry and should not be deleted

TRO Support

For Support:

Please contact our time entry support desk @ timequeries.south@hse.ie

1. Email your query & one of the team will revert to you with a solution
2. Email with your contact details & request a call-back, one of the team will phone you back and walk you through your query

Or alternatively please contact your Project Lead

Additional Support:

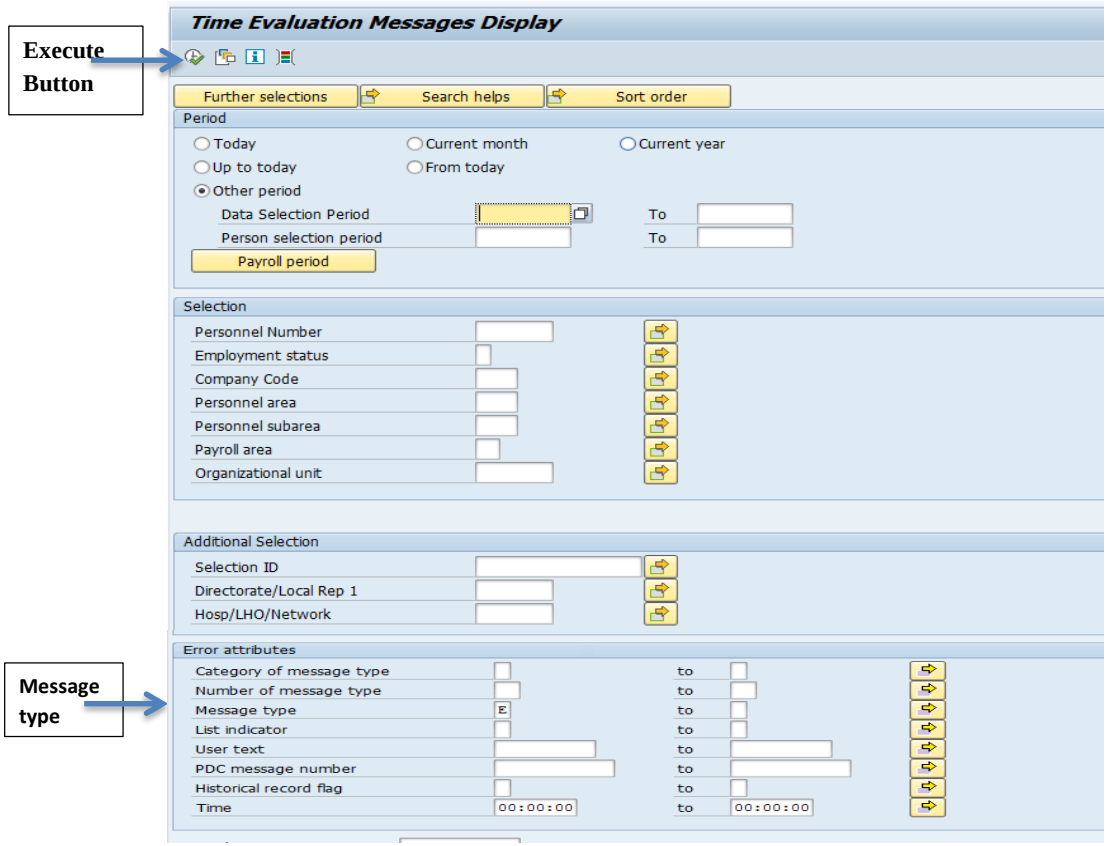
SAP Hub: http://hpsa.healthirl.net/moodle/mod/book/view.php?id=1104

Error Report

Once all time has been entered the TRO must run the errors report – ***Transaction Code: ZTMERRS***
(This is done on a Tuesday once Time eval has run overnight)

1. In the other period date field enter the date range – remember the report should be run from the ***go-live date***
2. Enter the Company Code in the Company code field = ***102***
3. Enter the Organisational Unit number in to org unit field
4. In the error attributes box enter ***E*** in the message type, this will display red errors only
5. Click ***Execute*** Button to run the time evaluation message display report.

Error report continued



Common Errors

- Enter a DWS – no time / shift has been entered on a particular date
- Absence hours overlap attendance
- Uncertified Sick Leave limits exceeded
- Contract end date expired (Temporary EEs)

You must **clear all red errors** to ensure staff are paid correctly and on time.

Once all errors are cleared the time entered report must be run

(this is done on a Wednesday once time evaluation has run overnight)

NiSRP Top 6 Red Errors

REMEMBER: PAY WILL BE IMPACTED UNLESS RED ERRORS ARE CLEARED

	Message as appears on error report	Explanation	Solution
1	Enter a Daily Work Schedule (DWS)	EE (Employee) has no DWS entered on that day For example EE on a Free roster 39 hours per week No start & End times entered	Enter a DWS from the drop down
2	EE must have contract end on I0041	Temporary EE's contract end date has expired	Contact Line Manager or HR to confirm if the EE has ceased employment or extend contract end date. Relevant forms to be completed & submitted to NPR for processing
3	Planned hours overlap attendance	Attendance time recorded overlaps with EEs planned working hours For example: Overtime entered during planned hours	For this example clarify with Line Manager the correct start & end time of OT shift
4	Not enough Quota for att/abs for pers no 870***	The EE has not enough quota available to take this leave For example Parental leave requires a quota in order to avail of this leave	In this example revert to Line Manager and complete & submit HR108(j) to NPR to have PL quota set up
5	Please remove absence on Public Hol	5/5 EEs are pre-scheduled off on a Public Holiday therefore a second absence cannot be recorded on that same day For example Annual Leave entered on a Public Holiday	The annual leave will need to be deleted on that day
6	Force Majeure limit exceeded Trade union leave entitlement exceeded	EE has exceeded the max entitlement for these absences	Revert to Line Manager for clarification / instruction and amend accordingly

Time Entered Report

TRO

You must run your Time Entered Report on Wednesday to validate that the time you have entered in Time Managers Workplace is accurate and correctly reflects shifts/rosters/overtime worked by staff.

This information is provided by the Line Manager/Supervisor for the TRO to enter.

LINE MANAGER

Must review and sign off on the Time Entered Report as per the audit requirements.

This is also your check and validation that the Time Entry is correct & must be file for audit purposes.

Transaction Code for Time Entered Validation Report: ZTM_922LM

Create and save a variant

Creating a variant is building a report and saving it so the user can pull it up at any stage to run it.

A TRO should build a variant for their error report & time entered report

Below sets out the steps to create a variant using the error report as an example

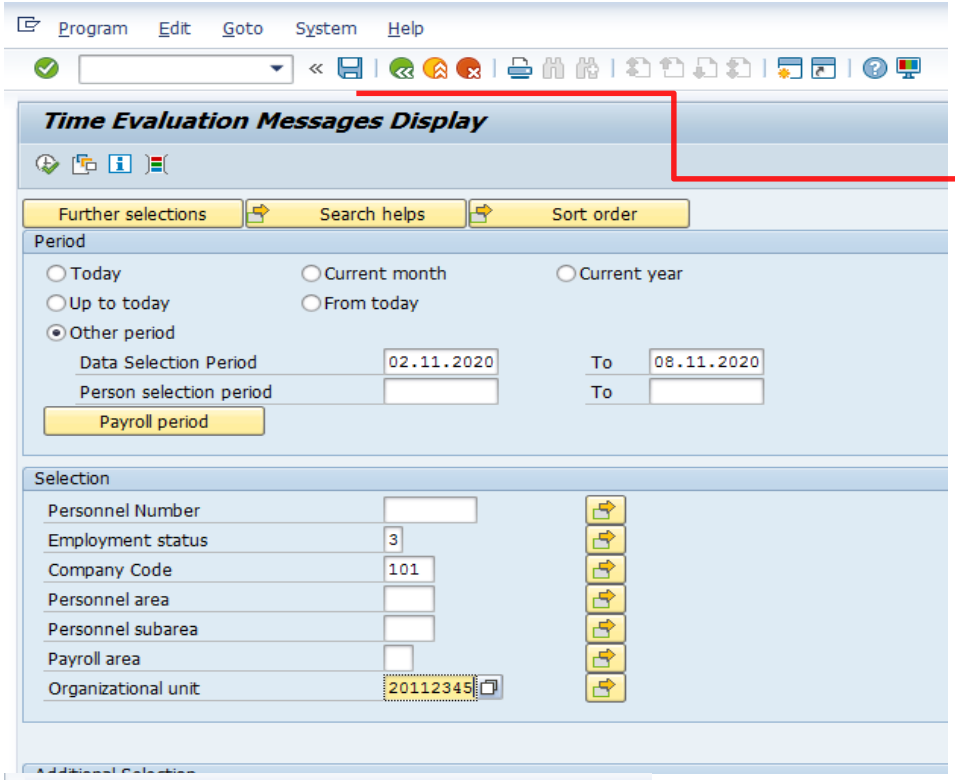
Open report (Transaction codes: ZTMERRS) and populate the following fields:

- Date range (error report should always be ran from the go-live date)
- Employment status = 3
- Company Code
- Depending on whether you are building the report by Personnel Number or Org Unit – populate appropriate field
- Message type = E - this will display red errors only

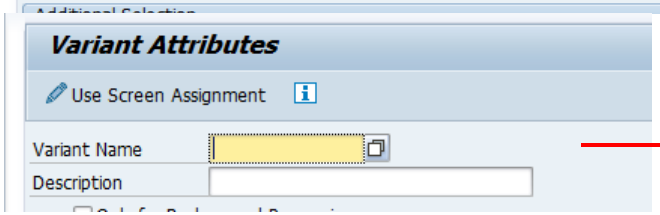
  (if you leave this blank it will bring up any red error and yellow warning)

Create and save a variant

To save variant



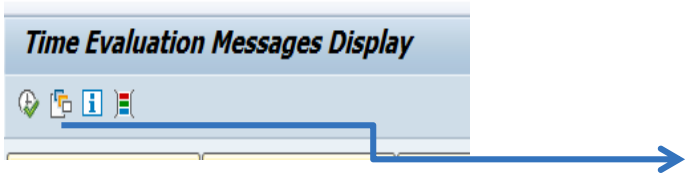
Hit Save Icon



Name the Variant & give it a meaningful description

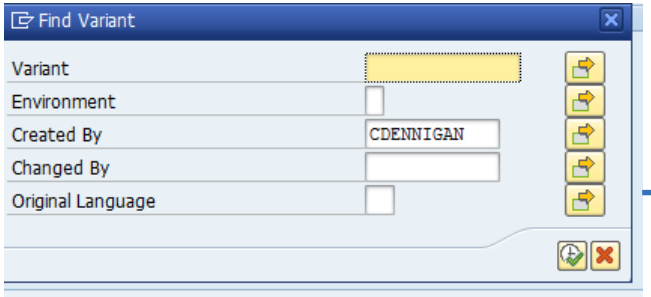
How to recall a variant

Time Entered Report



At the top of the report

Select
Get variant button



This box will appear, your name will be prepopulated in the created by field, click the execute button

This will open your report and if you have more than one variant saved all saved variants will be displayed , you can select the one you require

Note: Before running the report update the date range

PT61 Time Statement

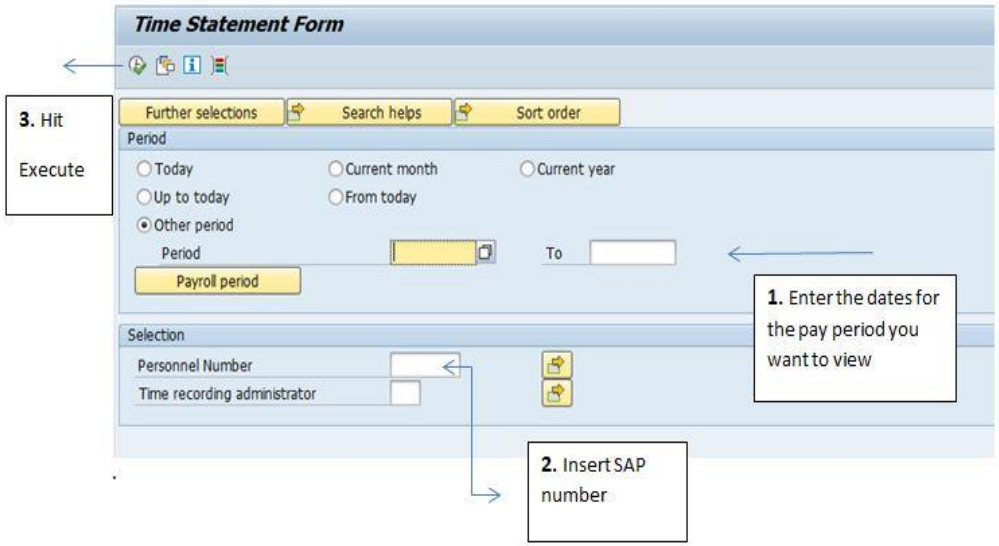
***Use*:** Creates an output that provides an overview of the time entered by the TRO. It is up to date after Time Evaluation runs overnight. For example, it gives an overview of time balances and time wage types for each employee. Please use this report to check the that the Rosters, Overtime, Sat, Sunday , Night Duty , Leave that you entered have pulled through time and will generate pay correctly.

NiSRP PT61 – Time Statement

This report provides an overview of the time entered. It is up to date after Time Evaluation runs overnight.

You can use this report to check that the Roster, Overtime, Saturday, Sunday, Night Duty, absences that you entered have pulled through time and will generate pay correctly.

HOW TO RUN PT61



SAMPLE OUTPUT

Time wage types

Day	Wage type	Number	M/S/A (M=overtime)
25	0902 Night Duty Hrs	12.50	
26	0902 Night Duty Hrs	12.50	
27	0902 Night Duty Hrs	12.50	
28	0902 Night Duty Hrs	12.50	
29	0902 Night Duty Hrs	12.50	
30	0901 Sun Hrs	8.50	
30	0902 Night Duty Hrs	12.50	
30	0905 Sat Alow	1.00	
31	0900 P/Hol hrs	8.50	
31	0901 Sun Hrs	4.00	
31	0902 Night Duty Hrs	12.50	

Absence quotas

Short Term Payment and Deduction Form (STPD)

- The STPD sheet is used for **short term payments and deductions** that cannot be done in TMW
- Examples of what is returned on a STPD sheet
  - Fees & Sessional payment
  - Assisted admissions
  - Double Jobbers
  - Once of payments
- Each form requires **two signatures** - whoever prepares the form and the Administrator/Approver
- The sheet is in excel format and **must** be returned in the same format.
- All forms to be **e-mailed** to South.STPDS@hse.ie
- The completed sheet will then be input on SAP by **Central Payroll** in Aras Slainte
- A separate sheet should be used for each **Payroll Area**
- Sap is **date driven** so it is imperative that the correct dates are entered

Recording Planned Essential Services (PES) in TMW

Codes to use:

Enter **C021** with a start & finish time – this will generate the fixed payment for being on-call over the weekend

Enter **C022** and the number of call outs (units) – this will pay the rate for the 1st call out on Sat/Sun and the lower rate for subsequent call outs

In the example below the follow pay will generate:

Fixed payment

Two 1st call outs – for Sat & Sun

One subsequent call out for Sunday

SA	31.08.2019										☑	
		PWT		00:00	00:00	REST		0.00	☐	☐		
		C021	Essential Serv - Paid	09:00	17:00			0.00	☐	☐		
		C022	Sub calls sat/sun				1.00	0.00	☐	☐		
								0.00	☐	☐		
SU	01.09.2019										☑	
		PWT		00:00	00:00	REST		0.00	☐	☐		
		C022	Sub calls sat/sun				2.00	0.00	☐	☐		
								0.00	☐	☐		