

## Overriding a Combo Code (Speed Type)

This topic describes the procedure for overriding a combo code (speed type).

**NOTE:** You must have authorization prior to charging hours to another department's combo code. Some time recording codes have changed, review description when choosing a code.

### Procedure

#### Consider this scenario:

You will override a combo code (speed type) and report time to a different combo code from what the employee is currently paid from.

#### Key Information:

##### Employee Id #

*Click link to review procedure for navigating to employee timesheet. ([Hyperlink](#))*

Step	Action
1.	Hit the “Apply Schedule” button and that will show the time reporting code that is used for reporting time.
2.	Click on the tab labeled “Overrides”
3.	<p>Scroll to the right and for Combo Code: enter the combo code that the hours should be charged to:</p> <p>Example: W108801</p> <p><b>NOTE: You must have authorization prior to charging hours to another department's combo code</b></p>

Timesheet - Microsoft Internet Explorer

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Override

Date	Reason Code	Business Unit	Combo Code	Combo Code	Account	Department
		UMWOR	W108801			

Done

Timesheet - Microsoft Internet Explorer

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Timesheet

Amy Spencer Employee ID: 10105362

Job Title: Payroll Supervisor Employee Record Number: 0 Department: W865080 Payroll

View By: Week Date: 02/22/2009 Refresh << Previous Week >> Next Week >>

Reported Hours: 40.000 Hours Scheduled Hours: 40.000 Hours

From Sunday 02/22/2009 to Saturday 02/28/2009

Timesheet Overrides

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup	Override Rate
2/22	2/23	2/24	2/25	2/26	2/27	2/28		40.000	REG - Regular Pay SERS Elig	UM_EXP
<input type="button" value="Submit"/>										<input type="button" value="Reported Time Status - click to view"/> <input type="button" value="Reported Hours Summary - click to hide"/>

Submit

Step	Action
4.	<p>Scroll back to the left side of the page and</p> <p>Click the <b>Submit</b> button.</p> <p><b>Submit</b></p>

**Timesheet****Submit Confirmation**

The Submit was successful.

Time for the Week of 2009-02-09 to 2009-02-14 is submitted



Step	Action
5.	<p>Click the <b>OK</b> button.</p> <p></p>

**Timesheet**

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<input type="button" value="Submit"/> <input type="button" value="Reported Time Status - click to view"/> <input type="button" value="Reported Hours Summary - click to hide"/>										<input type="button" value=""/>

Step	Action
6.	You are returned to the <b>Timesheet</b> page, where the recorded time is displayed in the <b>Reported Hours Summary</b> section.
7.	To update a combo code for a different week, click the links at the top of the page.  To update a combo code for another employee, click the “return to select employee” link at the bottom of the page. If you brought up time sheet by a group, you can select next employee.
8.	Congratulations! You have successfully done an override on a combo code. <b>End of Procedure.</b>