

Payroll Instructions for Special Rate of Pay – Mardi Gras Extended Special Event

Hourly (Non-Exempt Employees):

- Employees shall clock in and out according to their normal procedures.
- Supervisors are responsible for entering hours worked that are eligible for this Special Rate of Pay on the employee's timecard.

Classic ADP View Steps

1. For each day that an employee worked eligible hours, the supervisor should click the(+) next to the row with that date. This will create a new, blank row.
2. In the Pay Code column of the blank row, the supervisor should select "Mardi Gras Special Rate of Pay" from the drop down column and enter the number of eligible hours worked in the amount column. Only hours spent performing or directly supporting Mardi Gras field operations should be entered for the Special Rate of Pay. Please see the sample timecard below for reference.
3. In no circumstance should the hours entered for this Special Rate of Pay exceed the total number of hours worked by the employee.

Sample timecard:

	Date	Pay Code	Amount	In	Transfer	Out
+ X	Sun 2/05					
+ X	Mon 2/06			9:00AM		5:30PM
+ X	Tue 2/07			9:00AM		5:00PM
+ X	Wed 2/08	Mardi Gras Special Rate of Pay	7.30			
+ X	Thu 2/09	Mardi Gras Special Rate of Pay	3.00	9:00AM		5:00PM
+ X	Fri 2/10	Mardi Gras Special Rate of Pay	7.30	9:00AM		5:00PM
+ X	Sat 2/11			9:00AM		5:00PM

New ADP View Steps

1. For each day that an employee worked eligible hours, the supervisor should double click on the work "Hours" and then click "Add New Entry" beneath "Hours Worked" on a specific day.
2. The supervisor should select "Mardi Gras Special Rate of Pay" from the drop down Pay Code field and enter the number of eligible hours worked for that day. Only hours spent performing or directly supporting Mardi Gras field operations should be entered for the Special Rate of Pay.
3. Click Save.

- In no circumstance should the hours entered for this Special Rate of Pay exceed the total number of hours worked by the employee.
- Please see the sample timecard below for reference.

Time Entry [Undo](#)

Pay Code*

Mardi Gras Special Rate of Pay ▼

Hours

4:00

Transfer

Account

Select an account ▼

[+ Add new account](#)

[+ Add new comment](#)