

Board Meeting Pay Code

An agency's board members will display in eSTART. The board members will not have regular time in the timecards, but their board pay will need to be entered. Their timecards will also need to be signed off going forward. Board members will not be required to approve their timecards, unless the agency or board requires it.

To enter pay for your board members, select the **Board Meeting** pay code from the timecard and enter the **AMOUNT OF PAY** in the Amount column. For all other pay codes, the number of hours is entered in this column, but this code requires the **dollar amount of pay, i.e. 25.00, 100.00, etc.**

Note: If the pay code is keyed into eSTART, it should not be keyed into GHRS, unless the board member is in a subset that is in PILOT mode. Also, if the pay code is added to the timecard of someone who is not a board member, it will be rejected in GHRS.

Please see the steps below on how to use the Board Meeting Pay Code.

Using the Board Meeting Pay Code in the Timecard to Record the Amount of Pay

- 1 From the **Timecard**, select **Board Members** from the **Show** drop-down.

- 2 Open the **Pay Code** drop-down list on the date the meeting was held and select **Board Meeting**.

Wed 11/18		
Thu 11/19	BOARD MEETING	\$50.00
Fri 11/20		

- 3 In the **Amount** column, key in the **AMOUNT OF PAY**. A decimal should be entered in the field to reflect a dollar amount. For instance, \$50.00 should be keyed as 50.00 in the Amount column.
- 4 Press **Save**.

Note: If your Board Members are automatically paid, disregard this process.