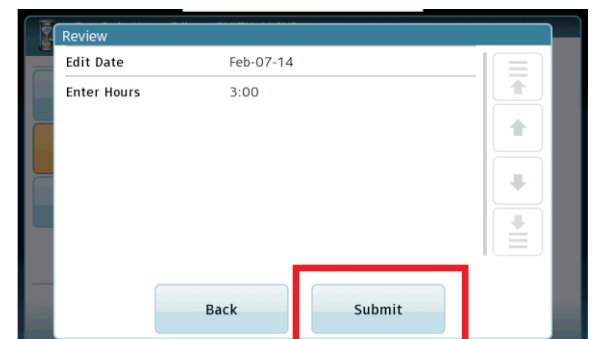
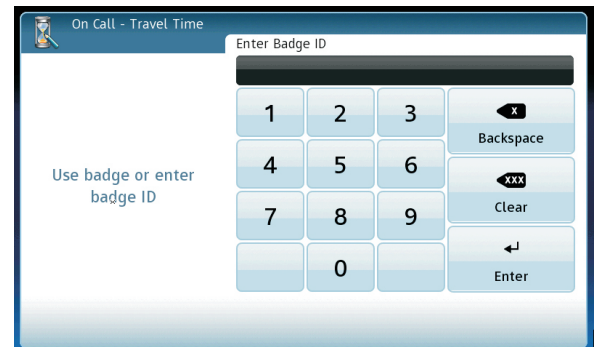


## Adding Travel Time when On Call using the InTouch

- 1** Press the **Travel Time** soft key.
- 2** Swipe your **ID Card** OR enter your **Badge ID** AND **Scan Finger**.
- 3** Choose the **Date**, enter the **Time** and choose the **Amount (Hour)** of travel time involved that included round trip travel for the on call situation.
- 4** Verify the information is correct on the review screen and click **Submit**.



*Note: The Travel Time soft key is only utilized by non-exempt, classified employees whose job required them to respond after hours or off-contract to a situation. The purpose of this transaction is to account for any travel involved from your current location when the call is made to the work site.*

*Examples would include:*

- Responding to alarm calls*
- Making daily deposits after you are clocked out*
- Responding to maintenance emergencies*

*You should follow these steps when you are in an On Call situation:*

1. Clock In when you arrive to the work site
2. Clock Out when you are complete with the job.
3. Follow Steps 1-5 above to add any **round trip** travel hours to your time for the particular on call situation.