

How to enter standby hours in NEATS

In this example, start by recording your regular hours.

The screenshot shows the NEATS timesheet interface. At the top right, it displays 'SICK' and '479:16'. Below this are buttons for 'Save', 'Validate', 'Submit', 'Copy...', 'Print...', and 'Cancel'. To the right of these buttons, 'Hash Total: 40.00' and 'Time Total' are shown. The main table has columns for 'Line', 'Activity', 'Project/Job', 'Req#', 'Event', 'Rsn', and days of the week from 'Mon 03/07' to 'Sat 03/12'. Under the 'Standard Events' section, a row is entered with Line 1, Activity 170, Project/Job ISAGA, Event PRT, and 8.00 hours for each day from Monday to Friday, with 0.00 for Saturday. Below this are sections for 'Leave' and 'Overtime', each with a row for adding new entries.

Now add a row in the Standard Events section of the timesheet to record your standby...

This is a close-up of the 'Standard Events' section. A red circle highlights the 'Add a new row...' button, which is located below the first row of data. A mouse cursor is pointing at the button.

Use the standby event code **PSTND** in the new row.

The screenshot shows the NEATS timesheet interface with a new row added. The first row is the same as in the previous screenshot. The second row has Line 2, Activity 0170, Project/Job ISAU1, Event PRT, and 8.00 hours for each day from Monday to Wednesday. A dropdown menu is open for the 'Event' field, showing a list of event codes: ADOH, ASTND, PADRT, PCTT, PDD, PDOH, PFTO, PRAD, PRT, PRTSD, PSACC, PSD, and PSTND. The 'PSTND' option is highlighted. Below this are sections for 'Leave' and 'Overtime', each with a row for adding new entries.

Fill in the standby (PSTND) hours for each day. It might look like this...note that you should also include a valid activity and job number for the standby row.

Week 2 SV

FURLO (FY 2011) -56:00
SICK 479:00

Save Validate Submit Print... Delete Cancel

Hash Total: 58.00 Time Tot

Line	Activity	Project/Job	Req#	Event	Rsn	Mon 02/07	Tue 02/08	Wed 02/09	Thu 02/10	Fri 02/11	Sat 02/12	Su 02
Standard Events												
1	0170	ISAU		PRT		8.00	8.00	8.00	8.00	8.00	0.00	
2	0170	ISAU		PSTND		6.00	6.00	6.00	0.00	0.00	0.00	
1 * Add a new row...												
Leave [Request Leave]												
1 * Add a new Leave row...												
Overtime [Request OT]												
1 * Add a new OT row...												
Total						14.00	14.00	14.00	8.00	8.00	0.00	

One other permutation before we call it a tutorial: it's possible to be on standby the same day you're on annual...

SICK 479:16

Save Validate Submit Print... Delete Cancel

Line	Activity	Project/Job	Req#	Event	Rsn	Mon 02/07	Tue 02/08	Wed 02/09	Thu 02/10	Fri 02/11	Sat 02/12	Su 02
Standard Events												
1	0170	ISAU		PRT		8.00	8.00	8.00	0.00	8.00	0.00	
2	0170	ISAU		PSTND		6.00	6.00	6.00	6.00	0.00	0.00	
1 * Add a new row...												
Leave [Request Leave]												
3				UAL		0.00	0.00	0.00	8.00	0.00	0.00	
1 * Add a new Leave row...												
Overtime [Request OT]												

This hardy employee took a day of annual and then went into standby mode that evening.