Paying Overtime

The system is set up to move all overtime worked to comp time. If the supervisor chooses to payout the overtime rather than comp the hours, the supervisor must change the Pay Overtime Indicator prior to approval.

Overtime is hours worked in excess of 40 hours during the work week (Sunday through Saturday). Generally, an employee should not be expected to turn in hours of leave taken if the total of leave taken plus hours worked exceeds 40 hours. Instead, the hours of leave taken may be reduced so the total hours reported for the work week do not exceed 40 hours. This may be done at the end of the work week when an earlier day in the work week has hours of leave reduced so total hours do not exceed 40 hours. Reducing hours of leave taken so the total hours reported for a work week do not exceed 40 hours is considered ‘flexing’ the work schedule or ‘flex time’. Hours reported as leave taken are always paid at straight time, regardless of the total hours reported for that work week.

Pay Overtime Indicators
0 = Comp time
1 = Pay overtime hours

1. From the approval screen, click “change time record” [“change Leave Record”, for monthly nonexempt] for the employee you wish to be paid the overtime hours earned on this payroll.

2. Locate the Pay Overtime Indicator line and Total Units [Total Hours, for nonexempt monthly] field.
3. Go to any day on the week that has overtime and click on the “Enter Units” [“Enter Hours”, for nonexempt monthly] and input “1” to payout overtime worked and click save. If there is no overtime in a work week, the ‘1’ entered as the Pay Overtime Indicator is ignored for that work week. Note: This will have to be done for each week you want overtime paid. It will default to “0” which is comp time each week that is not changed.

4. If the employee has overtime on the second week of the pay period and you want the time paid on that payroll and not banked as comp time, click “next” and repeat the steps above. The indicator will have to be changed for each week you want paid out.
Review the Total Units [Total Hours, for monthly nonexempt] in the ‘Pay Overtime’ row. If there is a “0” no overtime will be paid, it will go to comp time earned. Providing ‘1’ was entered correctly in each work week, a ‘2’ in the Total line of the Pay Overtime Indicator will indicate any overtime in both weeks will be paid.

5. Once the timesheet has been reviewed and the indicator changed as you want it to be, you can then approve the timesheet.

Only the supervisor/approver will have the option to change the pay overtime Indicator.