

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

- 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.

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
A20020622	Wesley Crusher 702387 - 00 Stu Wkr-Filing	Approve	16.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Clock Time Adjusted Leave Balance
A20020621	Queen Mum 630337 - 00 Exec Admin Ast	Approve	115.75	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Clock Time Adjusted Comments Leave Balance

- Locate the Pay Overtime Indicator line and Total Units [Total Hours, for nonexempt monthly] field.

Department and Number:

Time Selection Conditions: 100000

Time Sheet Period:

May 22, 2016 to Jun 04, 2016

Submit By Date:

Open until Jun 07, 2016, 3:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 03, 2016	Monday Jul 04, 2016	Tuesday Jul 05, 2016	Wednesday Jul 06, 2016	Thursday Jul 07, 2016	Friday Jul 08, 2016	Saturday Jul 09, 2016
☺	Regular Hourly Pay	1		115.50	0	Enter Hours	Enter Hours	Enter Hours	8.75	8.75	9.5	13.25
	Compensatory Leave Taken	1	0	.25		Enter Hours	Enter Hours	Enter Hours	.25	Enter Hours	Enter Hours	Enter Hours
	Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Leave	1	0	9		Enter Hours	Enter Hours	9	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Holiday Pay	1	0	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Unpaid Leave-Leave Report	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Family Medical Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Pay Overtime Indicator	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
	Total Hours:			115.75	0	0	8	9	9	8.75	9.5	13.25
	Total Units:				0	0	0	0	0	0	0	0

- 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.

Department and Number: _____ Time Sheet Period: May 22, 2016 to Jun 04, 2016
 Submit By Date: Open until Jun 07, 2016, 3:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 03, 2016	Monday Jul 04, 2016	Tuesday Jul 05, 2016	Wednesday Jul 06, 2016	Thursday Jul 07, 2016	Friday Jul 08, 2016	Saturday Jul 09, 2016
	Regular Hourly Pay	1	0	115.50	0	Enter Hours	Enter Hours	Enter Hours	8.75	8.75	9.5	13.25
	Compensatory Leave Taken	1	0	.25	0	Enter Hours	Enter Hours	Enter Hours	.25	Enter Hours	Enter Hours	Enter Hours
	Annual Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Leave	1	0	9	0	Enter Hours	Enter Hours	9	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Holiday Pay	1	0	8	0	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Administrative Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Military Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Unpaid Leave-Leave Report	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Family Medical Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Pay Overtime Indicator	1	0	0	0	1	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
	Total Hours:			115.75	0	0	8	9	9	8.75	9.5	13.25
	Total Units:				0	0	0	0	0	0	0	0

Note that for nonexempt Leave Report the value in the Pay Overtime Indicator row is entered as ‘Hours’ and is added to ‘Total Hours’; this is not an error, but is how the system functions for paying overtime.

Earning: Pay Overtime Indicator
 Date: Feb 27, 2017
 Hours: 1

Earning	Total Hours	Total Units	Sunday Feb 26, 2017	Monday Feb 27, 2017	Tuesday Feb 28, 2017	Wednesday Mar 01, 2017	Thursday Mar 02, 2017	Friday Mar 03, 2017	Saturday Mar 04, 2017
Hours Worked	46.5		Enter Hours	9	9	10.5	9	9	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Pay Overtime Indicator	1		Enter Hours	1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	47.5	0	0	10	9	10.5	9	9	0
Total Units:		0	0	0	0	0	0	0	0

- 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.**

Time Sheet Period:

May 22, 2016 to Jun 04, 2016

Submit By Date:

June 07, 2016 by 3:00 pm

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 03, 2016	Monday Jul 04, 2016	Tuesday Jul 05, 2016	Wednesday Jul 06, 2016
	Regular Hourly Pay	1	0	115.50		Enter Hours	Enter Hours	Enter Hours	8.75
	Compensatory Leave Taken	1	0	.25		Enter Hours	Enter Hours	Enter Hours	
	Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Leave	1	0	9		Enter Hours	Enter Hours	9	Enter Hours
	Holiday Pay	1	0	8		Enter Hours	8	Enter Hours	Enter Hours
	Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Unpaid Leave-Leave Report	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Family Medical Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Pay Overtime Indicator	1	0		1	1	Enter Units	Enter Units	Enter Units
	Total Hours:			115.75		0	8	9	
	Total Units:				0	0	0	0	

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.

Department and Number:

Employee Name and Number:

Time Sheet Period:

May 22, 2016 to Jun 04, 2016

Submit By Date:

Open until Jun 07, 2016, 3:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 03, 2016	Monday Jul 04, 2016	Tuesday Jul 05, 2016	Wednesday Jul 06, 2016	Thursday Jul 07, 2016	Friday Jul 08, 2016	Saturday Jul 09, 2016
	Regular Hourly Pay	1	0	115.50		Enter Hours	Enter Hours	Enter Hours	8.75	8.75	9.5	13.25
	Compensatory Leave Taken	1	0	.25		Enter Hours	Enter Hours	Enter Hours	.25	Enter Hours	Enter Hours	Enter Hours
	Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Leave	1	0	9		Enter Hours	Enter Hours	9	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Holiday Pay	1	0	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Unpaid Leave-Leave Report	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Family Medical Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Pay Overtime Indicator	1	0		2	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
	Total Hours:			115.75		0	8	9	9	8.75	9.5	13.25
	Total Units:				0	0	0	0	0	0	0	0

- 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.