

### Recording Overtime

This topic describes the procedure for recording overtime.

NOTE: All overtime will be input as OVS and the system will determine what hours should be paid as OVP. OVP will only show as payable time.

NOTE: Some time recording codes have changed, review description when choosing a code.

#### Procedure

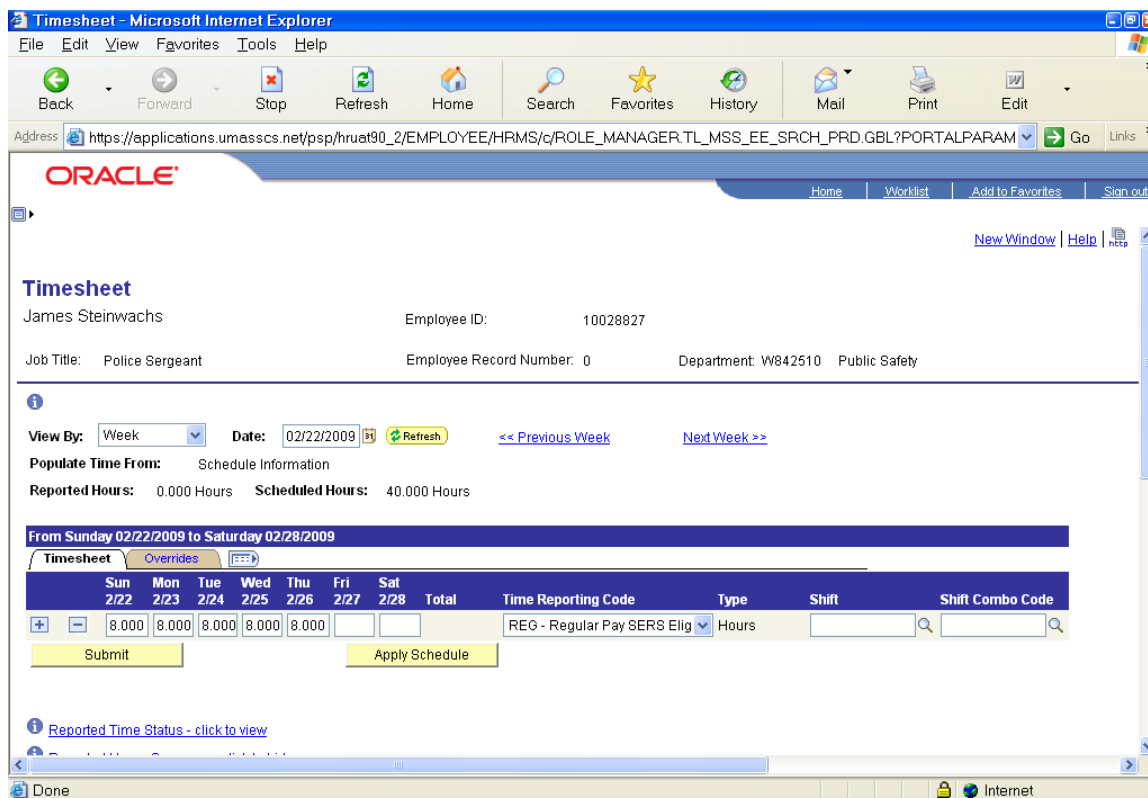
##### Consider this scenario:

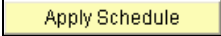

You will record time for a university police officer who has worked overtime.

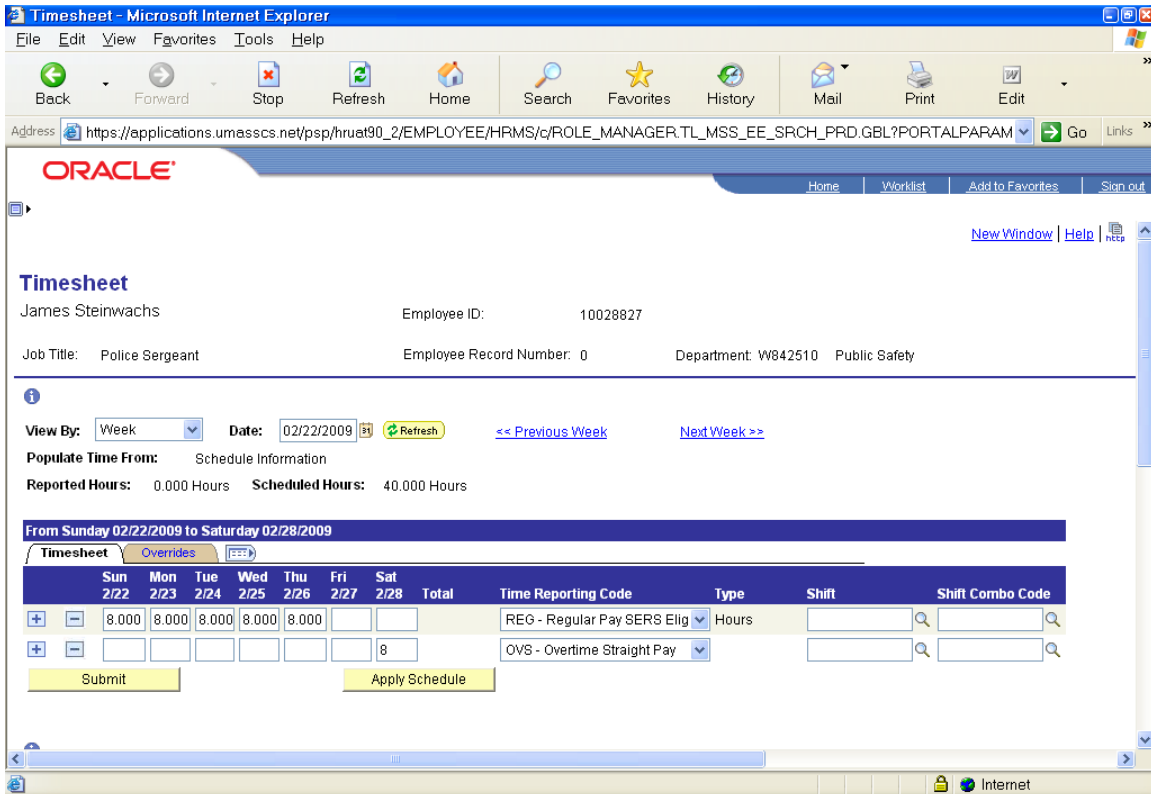
##### Key Information:


Employee Id #


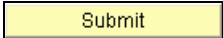
*Click link to review procedure for navigating to employee timesheet.* [\(Hyperlink\)](#)

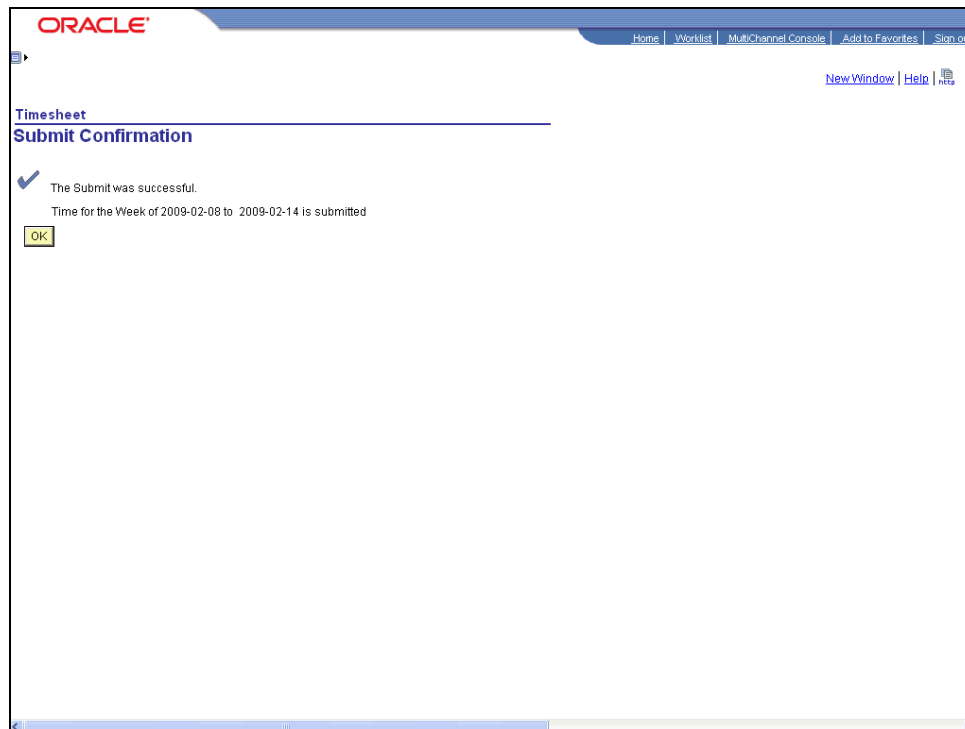



Step	Action
1.	To populate the grid with the employee's scheduled time, click the <b>Apply Schedule</b> button. 
2.	The employee's regular schedule displays with the appropriate <b>Time Reporting Code</b> .  Click the <b>Add a Row</b> button. 



Step	Action
3.	In this example, the employee has worked 8 hours overtime.  Enter the desired information in to the <b>first Saturday</b> field.  Enter <b>"8"</b> .
4.	Click the <b>Time Reporting Code</b> list. 

Step	Action
5.	Click the <b>OVS - Overtime Straight Pay</b> list item. <b>OVP is not input on the time sheet. The system will determine what hours will be paid as OVP.</b> 
6.	Note: You will be able to view premium overtime once reported time becomes payable time. This happens when the process of time administration runs (run by system), rules will be applied and any eligible premium overtime will be changed to OVP.
7.	Click the <b>Submit</b> button. 



Step	Action
8.	Click the <b>OK</b> button. 

**Menu**

- Manager Self Service
  - Time Management
    - Manage Schedules
    - Approve Time and Exceptions
    - Report Time
      - Timesheet
      - Mass Time
    - View Time
      - Manager Search Options
    - Job and Personal Information
    - Compensation and Stock
    - Learning and Development
      - Review Transactions
  - Recruiting
  - Workforce Administration
  - Benefits
  - Compensation
  - Time and Labor
  - Payroll for North America
  - Workforce Development
  - Organizational Development
  - Enterprise Learning
  - Set Up HRMS
  - Set Up SACR
  - Worklist
  - Tree Manager
  - Reporting Tools
  - UMass Custom
  - PeopleTools

**Timesheet**

View By: Week Date: 02/22/2009 Refresh << Previous Week Next Week >>

Reported Hours: 48.000 Hours Scheduled Hours: 40.000 Hours

From Sunday 02/22/2009 to Saturday 02/28/2009

	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Total	Time Reporting Code	Type	Shift
							8.000	8.000	OVS - Overtime Straight Pay	Hours	
	8.000	8.000	8.000	8.000	8.000			40.000	REG - Regular Pay SERS Elig	Hours	

Submit

**Reported Time Status - click to view**

**Reported Hours Summary - click to hide**

Category	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Total
Total Reported Hours	8.000	8.000	8.000	8.000	8.000		8.000	48.0
Total Scheduled Hours	8.000	8.000	8.000	8.000	8.000			40.0
Schedule Deviation							8.000	8.0

Step	Action
9.	You are returned to the <b>Timesheet</b> page, where the recorded time is displayed in the <b>Reported Hours Summary</b> section.

**Timesheet**

James Steinwachs Employee ID: 10028827

Job Title: Police Sergeant Employee Record Number: 0 Department: W842510 Public Safety

View By: Week Date: 02/22/2009 Refresh << Previous Week Next Week >>

Reported Hours: 48,000 Hours Scheduled Hours: 40,000 Hours

From Sunday 02/22/2009 to Saturday 02/28/2009

	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Total	Time Reporting Code	Type	Shift	Shift Combo Code
							8,000	8,000	OVS - Overtime Straight Pay	Hours		
	8,000	8,000	8,000	8,000	8,000			40,000	REG - Regular Pay SERS Elig	Hours		

Submit

[Reported Time Status - click to view](#)

Step	Action
10.	<p>Click the <b>Reported Time Status - click to view</b> link.</p> <p><a href="#">Reported Time Status - click to view</a></p>

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Home Worklist Add to Favorites Sign out

reported hours: 48.000 HOURS scheduled hours: 40.000 HOURS

From Sunday 02/22/2009 to Saturday 02/28/2009

**Timesheet** Overrides

	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Total	Time Reporting Code	Type	Shift	Shift Combo Code
							8.000	8.000	OVS - Overtime Straight Pay	Hours		
	8.000	8.000	8.000	8.000	8.000			40.000	REG - Regular Pay SERS Elig	Hours		

Submit

[Reported Time Status - click to hide](#)

Date	Status	Total Time Reporting Code	Sched Hrs	Comments
02/22/2009	Submitted	8.000 REG	8.00	
02/23/2009	Submitted	8.000 REG	8.00	
02/24/2009	Submitted	8.000 REG	8.00	
02/25/2009	Submitted	8.000 REG	8.00	
02/26/2009	Submitted	8.000 REG	8.00	
02/28/2009	Submitted	8.000 OVS	0.00	

Step	Action
11.	The reported time has a status of Submitted and the Time Reporting Codes are listed.
12.	<p>To enter time for a different week, click the links at the top of the page.</p> <p>To enter time for another employee, click the “return to select employee” link at the bottom of the page. If you brought up time sheet by a group, you can select next employee.</p>
13.	<p>Congratulations! You have recorded overtime for a time reporter.</p> <p><b>End of Procedure.</b></p>