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.

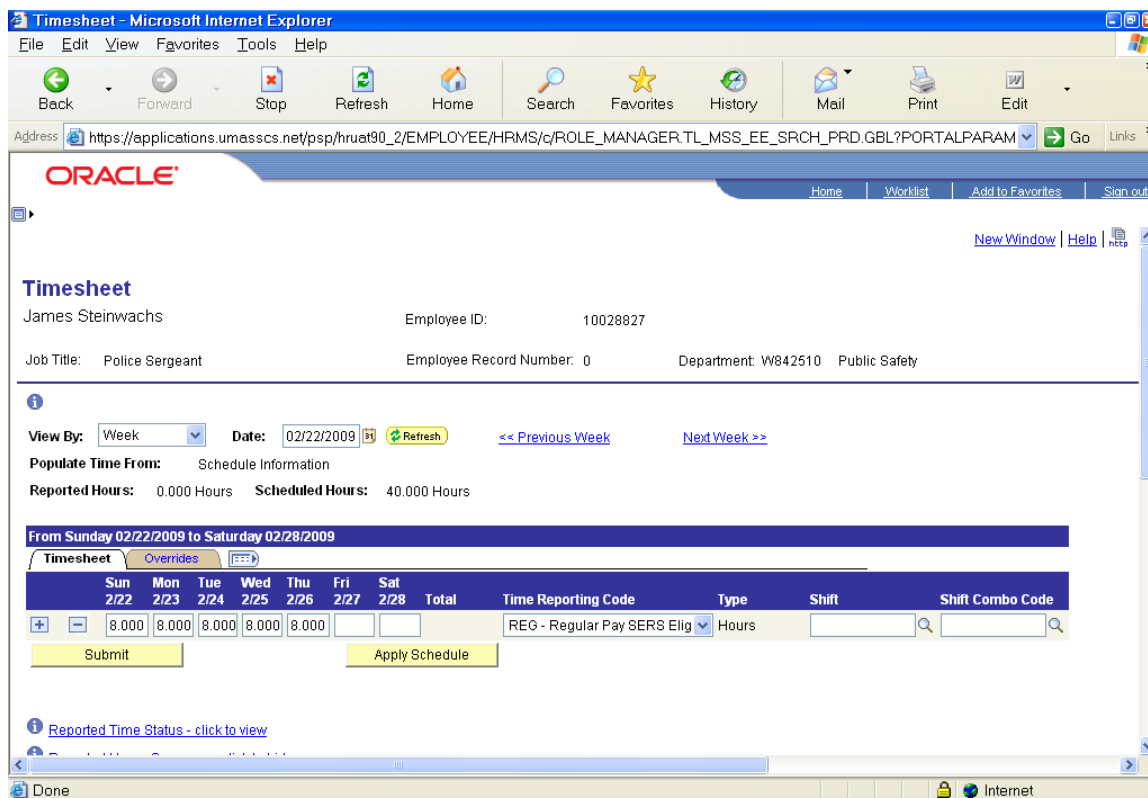NOTE: Some time recording codes have changed, review description when choosing a code.
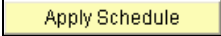
Procedure

Consider this scenario:

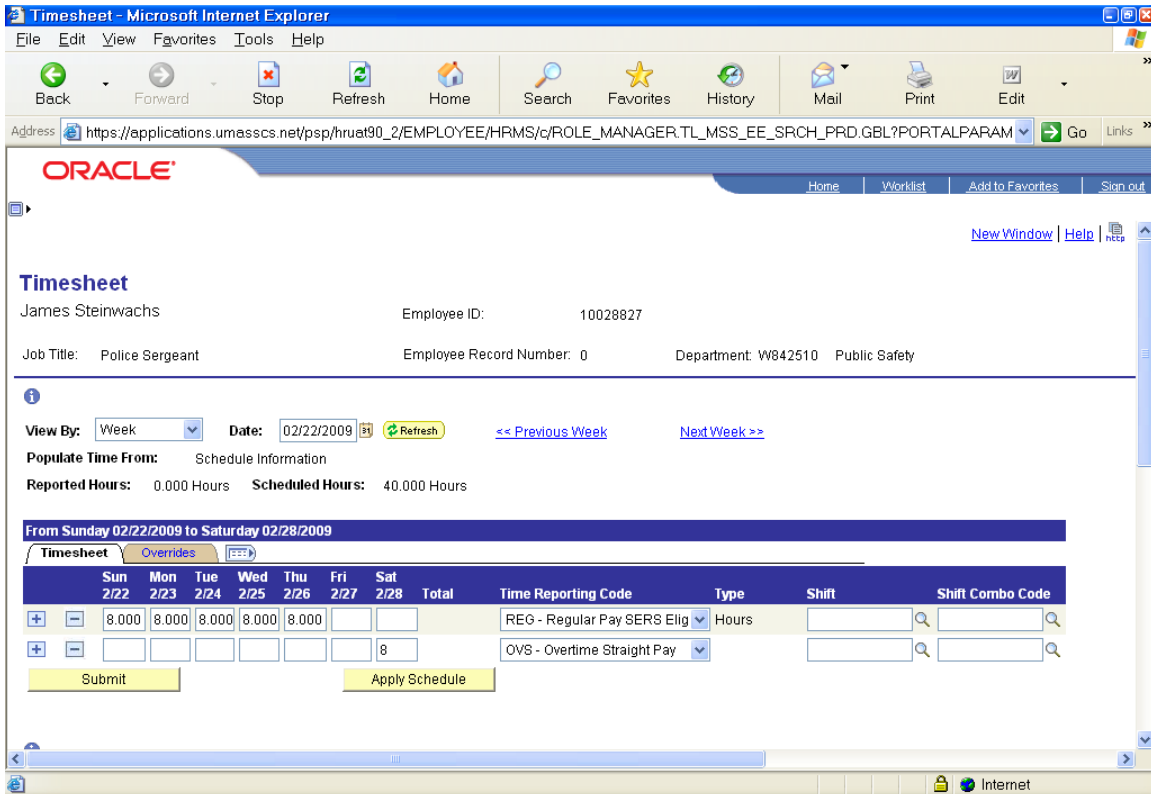You will record time for a university police officer who has worked overtime.
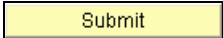
Key Information:

Employee Id #
Click link to review procedure for navigating to employee timesheet. **(Hyperlink)**

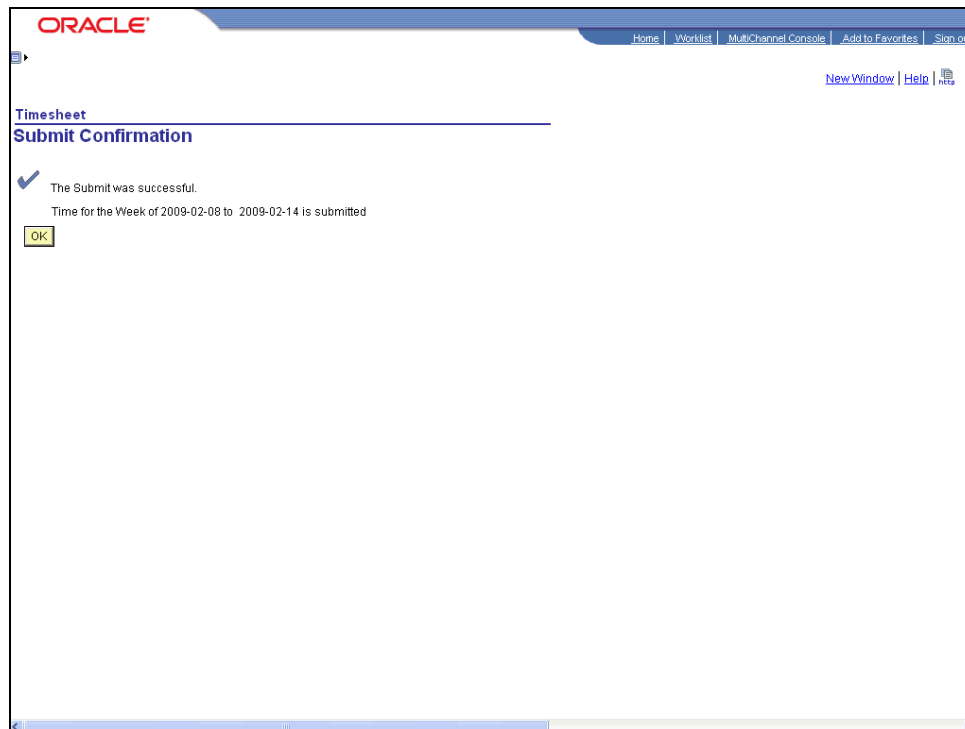| Step	Action
1.	To populate the grid with the employee's scheduled time, click the **Apply Schedule** button. ![Apply Schedule]
2.	The employee's regular schedule displays with the appropriate **Time Reporting Code**. Click the **Add a Row** button. ![+]

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

Step	Action
5.	Click the **OVS - Overtime Straight Pay** list item. **OVP is not input on the time sheet. The system will determine what hours will be paid as OVP.** OVS - Overtime Straight Pay
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 **Submit** button. Submit

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New Window | Help |

Timesheet
Submit Confirmation

✔ The Submit was successful.
   Time for the Week of 2009-02-08 to 2009-02-14 is submitted

OK

Step	Action
8.	Click the **OK** button. OK

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

Step	Action
10.	Click the **Reported Time Status - click to view** link. Reported Time Status - click to view

Step	Action
11.	The reported time has a status of Submitted and the Time Reporting Codes are listed.
12.	To enter time for a different week, click the links at the top of the page.

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. |
| 13. | Congratulations! You have recorded overtime for a time reporter.
End of Procedure. |