Overtime to be Paid

Overtime occurs after physically working more than 40 hours in a work week

1. Enter all hours worked as Regular hours (REG or RET).
2. After 'Submit' the system will calculate the overtime due and your supervisor will approve.

Normal Shift is Monday through Friday

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
	8	10	8	10	8		44	REG

System will calculate as:

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
	8	10	8	10	4		40	REG
					4		4	OTP

Holiday is on a work day and you do not work - Not Eligible for Overtime

Sun	Holiday Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
		10	8	10	8		36	REG
	8	(DO NOT ENTER System will add 8)					8	HOL

Holiday is on a work day and you do not work but get overtime
You Enter:

Sun	Holiday Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
		10	12	8	12		42	REG
	8	(DO NOT ENTER System will add 8)					8	HOL

System will calculate as:

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
		10	12	8	10		40	REG
					2		2	OTP
	8						8	HOL

Overtime to be Paid

Overtime occurs after physically working more than 40 hours in a work week

1. Enter all hours worked as Regular hours (REG or RET).
2. After 'Submit' the system will calculate the overtime due and your supervisor will approve.

Using Vacation or Sick Leave and Overtime
You Enter:
*Leave cannot be utilized if it will result in pay or time accrued in excess of the employee's normally scheduled workweek

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
	12	10		8	12		42	REG
			8				8	SIC

System will calculate as:

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
	12	10		8	10		40	REG
					2		2	OTP

Using Leave and Not Eligible for Overtime
You Enter:
*Leave cannot be utilized if it will result in pay or time accrued in excess of the employee's normally scheduled workweek

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
	12	10		8	8		38	REG
			8				8	SIC

System will calculate as:

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
	12	10		8	8		38	REG
			2				2	SIC