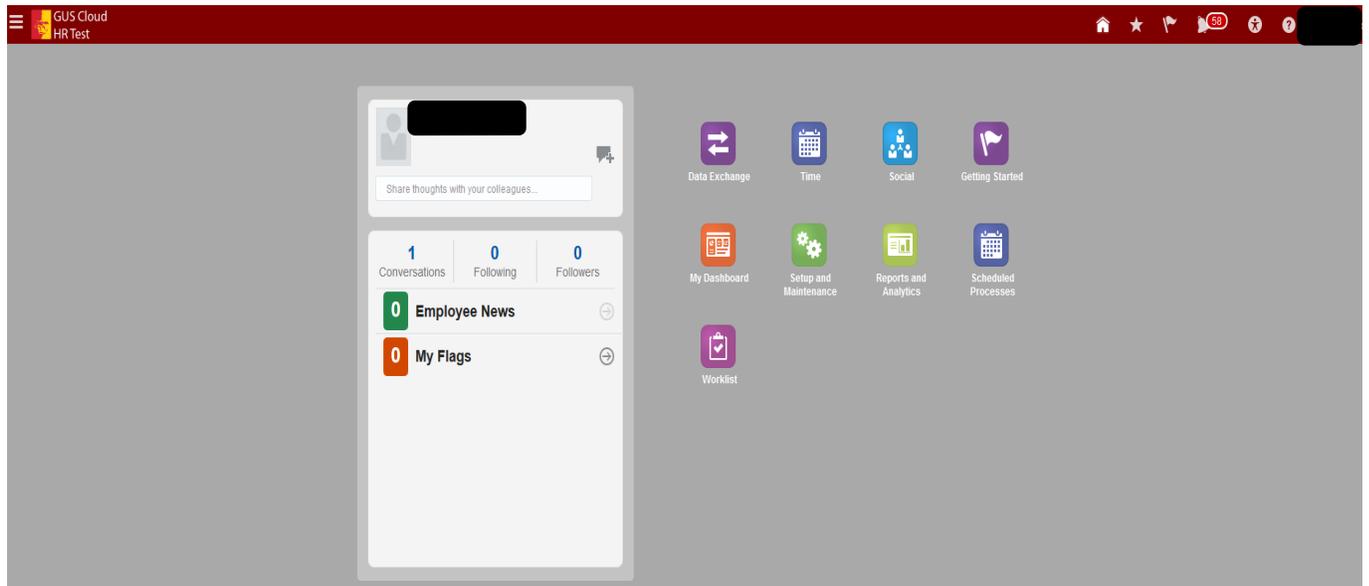


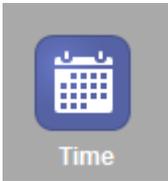
Job Aid

Entering Overtime & Comp Time in the Same Pay Period



This Job Aid walks through the process of entering Overtime and Comp Time in the same pay period. This job aid can be used by hourly employees with benefits.



Step	Action
1.	<p>Click Time.</p> 
2.	<p>To begin entering time worked or leave taken, click and drag the appropriate button to the desired date.</p> <p>Drag to Report Time Regular Vacation Sick Call Back Compensatory Time Taken</p>

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Step	Action
3.	<p>Example Week 1 – Employee has worked Monday through Friday 9 hours each day. This employee wants to receive <u>Comp Time</u> for the hours worked in the first week. Complete the Report Time dialog box by selecting the Assignment Number, Position and Time Type. Select Comp Time. Verify that the Start and End Date are correct. Input the Daily Hours. Select Save and Close.</p> <div data-bbox="321 680 1414 1388" style="border: 1px solid #ccc; padding: 10px;"> <p>Report Time Save and Close Cancel</p> <p>* Assignment Number <input type="text" value="██████████"/></p> <p>Position Registered Nurse Senior-Studer</p> <p>* Time Type Regular</p> <p>Overtime/Comptime Comp Time</p> <p>Start Date 2/27/17</p> <p>End Date 3/3/17 </p> <p>Daily Hours <input type="text" value="9"/></p> <p>Hours Selector </p> </div>
4.	If reporting more than one time type for this week repeat Step 3 with the appropriate Time Type.
5.	Using the arrows < > next to the date range at the top of the timecard move to the next week.
6.	<p>To begin entering time worked or leave taken, click and drag the appropriate button to the desired date.</p> <div data-bbox="326 1829 1479 1871" style="border: 1px solid #ccc; padding: 5px;"> <p>Drag to Report Time Regular Vacation Sick Call Back Compensatory Time Taken</p> </div>

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Step	Action
7.	<p>Example Week 2 – Employee has worked Monday through Friday 9 hours each day. This employee wants to receive <u>Overtime Pay</u> for the hours worked in the second week. Complete the Report Time dialog box by selecting the Assignment Number, Position and Time Type. Select Over Time. Verify that the Start and End Date are correct. Input the Daily Hours. Select Save and Close.</p> <div data-bbox="321 688 1414 1402"><p>Report Time Save and Close Cancel</p><p>* Assignment Number <input type="text" value="██████████"/></p><p>Position Registered Nurse Senior-Studer</p><p>* Time Type Regular</p><p>Overtime/Comptime Over Time</p><p>Start Date 3/6/17</p><p>End Date 3/10/17 </p><p>Daily Hours <input type="text" value="9"/></p><p>Hours Selector </p></div>
8.	If reporting more than one time type for this week repeat Step 7 with the appropriate Time Type.
9.	Select Review and Submit .

Review and Submit

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Step	Action
10.	<p>Review the time card details.</p> <p>The Reported Time will show the first week line(s) with Comp Time listed as the Overtime/Comptime choice.</p> <p>Reported Time</p> <p>The second week will have a line(s) with Over Time listed as the Overtime/Comptime choice.</p>
11.	<p>The Calculated Time is where you will see the Time Type of Comp Time Earned for week one. This amount has already been calculated times 1 1/2 and is the total amount of Comp Time that will be earned.</p> <p>Calculated Time</p> <p>The Time Types of Overtime and OT Premium will be listed for week 2. Overtime Time Type is calculated times 1 and OT Premium is calculated times .5.</p>
12.	<p>If the information is correct, select Submit.</p> <p>Submit</p>
13.	<p>Select OK.</p> <p>OK</p>
14.	<p>In this job aid week 1 was Comp Time and week 2 was Over Time. If you are wanting to have Over Time for week 1 and Comp Time for week 2 make sure that week 1 Time Types have Over Time selected and week 2 Time Types have Comp Time selected. You cannot earn overtime and comp time during the same week.</p>