

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.

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

Job Aid



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Step	Action		
3.	Example Week 1 – Employee wants to rece Report Time dialog box Comp Time . Verify th Save and Close .	ployee has worked Monday th ive <u>Comp Time</u> for the hours to by selecting the Assignmen at the Start and End Date and	brough Friday 9 hours each day. This worked in the first week. Complete the t Number, Position and Time Type . Select re correct. Input the Daily Hours . Select
	Report Time		<u>Save and Close</u> <u>Cancel</u>
	* Assignment Number		•
	Position	Registered Nurse Senior-Studen	▼
	* Time Type	Regular	•
	Overtime/Comptime	Comp Time	•
	Start Date	2/27/17	
	End Date	3/3/17	
	Daily Hours	9	
	Hours Selector	0 1 2 3 4 5	+ 6 7 8 ¥ 10 9
4			
4.	II reporting more than o	one time type for this week re	pear step 5 with the appropriate 11me Type.
5.	Using the arrows <	next to the date range at the	top of the timecard move to the next week.
6.	To begin entering time date.	worked or leave taken, click a	and drag the appropriate button to the desired
	Drag to Report Time	Regular Vacation Sick	Call Back Compensatory Time Taken

Job Aid



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Step	Action				
7.	Example Week 2 – Employee has worked Monday through Friday 9 hours each day. This				
	employee wants to receive Overtime Pay for the hours worked in the second week. Complete the				
	Report Time dialog box	t by selecting the Assignment Number, Position and Time Type. Select			
	Save and Close	it the Start and End Date are correct. Input the Dany Hours. Select			
	Save and Close.				
	Report Time	<u>Save and Close</u> <u>Cancel</u>			
	* Assignment Number	▼			
	Position	Registered Nurse Senior-Studen			
	* Time Type	Regular			
	Overtime/Comptime	Over Time 🔹			
	Charle Date				
	Start Date	3/0/17			
	End Date	3/10/17			
	Daily Hours	9			
	Hours Selector				
		······································			
		0 1 2 3 4 5 6 7 8 <u>9</u> 10 9			
8.	If reporting more than o	one time type for this week repeat Step 7 with the appropriate Time Type.			
9.	Select Review and Sub	omit.			
	Review and Submit				





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Step	Action
10.	Review the time card details.
	The Reported Time will show the first week line(s) with Comp Time listed as the Overtime/Comptime choice.
	*Assignment Position Overtime/Compti *Timy 7pe Sun, Feb 26 Mon, Feb 28 Wed, Mar Thu, Mar 02 Fri, Mar 03 Sut, Mar 04 Sun, Mar 05 Mon, Mar Tue, Mar 07 Wed, Mar Thu, Mar 09 Fri, Mar 10 Sut,
	Normal Hours Hours <t< th=""></t<>
	The second week will have a line(s) with Over Time listed as the Overtime/Comptime choice.
11.	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.
	Calculated Time Actors + Mest + Format + Jil Presse (These boots of Wap
	Hours Hours <th< th=""></th<>
	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.
12.	If the information is correct, select Submit .
13.	Select OK.
	<u>ок</u>
14.	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.