

# Overtime to Accrue Comp Time

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

1. Enter all hours worked as Regular hours (REG or RET) up to 40
2. Add a line to enter remaining hours over 40 as OTA

Normal Shift is Monday through Friday

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

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

Holiday		Sun	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

Holiday		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
				10	12	8	10		40	REG
							2		2	OTA
			8	(DO NOT ENTER System will add 8)					8	HOL

Using Vacation or Sick Leave and Overtime

\*Leave cannot be utilized if it will result in pay or time accrued in excess of the employee's normally scheduled workweek

You Enter:

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