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.

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
	8	10	8	10	8		44	REG
ill calcul			1					
ill calcula Sun	ate as: Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
		Tue 10	Wed 8	Thu 10	Fri 4	Sat	Total 40	Time Reporting Code REG

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)							HOL	

Holiday is	s on a wo	rk day and	ı ob uoy t	not work !	but get ov	vertime			
You Ente	r:								
		Holiday							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
			10	12	8	12		42	REG
ſ		8	(DO N	NOT ENTER S	، ystem 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	ОТР
	8						8	HOL

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Jsing Va	cation or	Sick Leave	e and Ove	ertime		*Leave ca	nnot be utili	zed if it will	result in pay or time accrued	
'ou Ente	r:				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	
ystem w	vill calcula	ate as:						8	SIC	
ystem w	vill calcula	ate as: Mon	Tue	8 Wed	Thu	Fri	Sat	8 Total	SIC Time Reporting Code	
ystem w			Tue 10		Thu 8	Fri 10	Sat			

Using Lea	ave and N	ot Eligible	e for Over	time		*Leave ca	nnot be utili	zed if it will	result in pay or time accrue	d in exc
You Ente	r:						of the emp	loyee's norr	mally scheduled workweek	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	
	12 10 8							38	REG	ĺ
				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