



How to Enter Overtime or Comp Time (Adding a Row)

New Supervisor and Timekeeper
Training 2015-2016



Overtime Exception Message on Dashboard

A screenshot of a web application window titled "Exceptions". The window has a header bar with a tab labeled "Exceptions" and a toolbar with icons for a red dot, a checked box, a yellow dot, an unchecked box, a blue dot, an unchecked box, and a gear. The main content area shows a list of messages for two employees. The first employee is "ANDREW JACKSON", with messages for "Thu 12/03" (two "Missing In or Out time." entries) and "Fri 12/11" (one "Straight Overtime has been calculated. Supervisor must indic..."). The second employee is "THOMAS JEFFERSON", with a message for "Mon 12/07". A red arrow points to the "Fri 12/11" message for Andrew Jackson.



Overtime / Comp Time Entry – follow the messages

Manager Time Entry: JACKSON, ANDREW(9935007)

12/01/2015 - 12/31/2015 Save Save and Close Close Time Sheet More Table View Data saved.

Timesheet 170.81 total ho

T W T F S S M T W T F S S M T W T F S S M T W T Dec 5, 2015 to Dec 11, 2015 Show All Weeks

Pay Code	Location	Task	U	Extra Duty GL	Sat 12/05	Sun 12/06	Mon 12/07	Tue 12/08	Wed 12/09	Thu 12/10	Fri 12/11	Total
Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS			08:00 am 01:30 pm		07:30 am 11:30 am	07:30 am 11:30 am	07:30 am 11:30 am	07:30 am 11:30 am	07:30 am 11:30 am	25.50
Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS					12:00 pm 04:00 pm		12:00 pm 04:00 pm	12:00 pm 04:30 pm	12:00 pm 04:00 pm	16.50
Jury Duty/Subpoena Paid	116 SAGELAND ELEMENTARY	SEC ES/MS						4.00				4.00
Total					5.50	0.00	8.00	8.00	8.00	8.50	8.00	46.00

Exceptions Time Off Balance Results Schedule

Filter exceptions by day [

Date	Exception Message	Severity
Sat 12/05 - Fri 12/11	OverTime has been calculated. Supervisor must indicate 2.0 hours of OTPAY or OTCOMP time	Error (not paid)
Tue 12/01	Employee has worked over 8.5 hours in day.	Warning



Look Carefully at Data

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Exceptions Time Off Balance Results Schedule

Date	Exception Message	Severity
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Tue 12/01	Employee has worked over 8.5 hours in day.	Warning

Filter exceptions by day [

Employee has 46 hours for the week but message only is asking for 2 hours of Overtime





Understanding Overtime Calculations

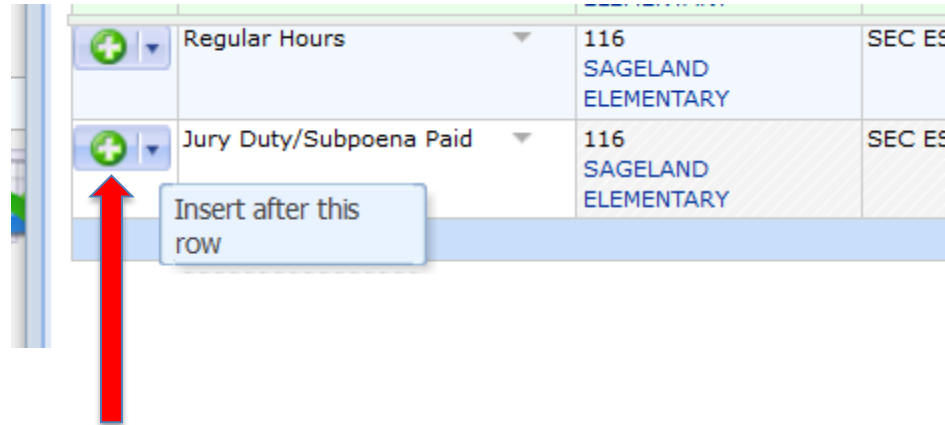
- Overtime calculations are Federally Determined in the Fair Labor Standards Act.
- Hours *worked* over 40 in a week must be paid at time and a half.
- Governmental entities may chose to grant comp time instead of paying overtime.
- Ysleta's work week is defined in Board Policy as Saturday through Friday.
- Paid sick time, jury duty and other absences do not count as *worked* time.

- In the example shown, the employee worked 42 hours and had jury duty of 4 hours totaling 46 hours to be compensated for the week. Only 2 hours would be Overtime.

- EmpCenter will ask for OVERTIME first, then for STRAIGHT overtime after the first question has been answered correctly. See following pages.



First Step: Insert a Row



Click on the green plus sign to insert a row below the final entry of the week.



Step Two: Edit New Row

- The new row will replicate the one immediately above it.
- Click on the grey inverted triangle to display and select the appropriate pay code from a list

A screenshot of a software interface for editing a row in a table. The table has columns for school name, pay code, and grade level. The current row is highlighted in green and shows "Jury Duty/Subpoena Paid" as the pay code. A dropdown menu is open, listing various pay codes such as "Regular Hours", "Overtime Comp Earned", "Straight Overtime Pay", etc. A red arrow points to the grey inverted triangle at the end of the dropdown list. Below the table, there are buttons for "Exceptions" and "Schedule", and a "Message" section with a warning about hours worked.



Determine the Pay Code

Date	Exception Message
Sat 12/05 - Fri 12/11	OverTime has been calculated. Supervisor must indicate 2.0 hours of OTPAY or OTCOMP time
Tue 12/01	Employee has worked over 8.5 hours in day

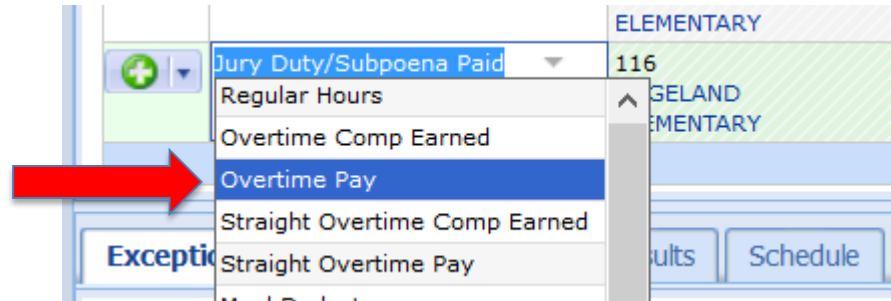
The Exception is calling for 2.0 hours of OTPay or OTComp.

Extra Duty is normally paid while extra time at the primary job is normally granted comp time. However, the Supervisor decides in all situations. You chose pay or comp. EmpCenter will know if the pay should be at time and a half (OT) or straight rate (SOT).

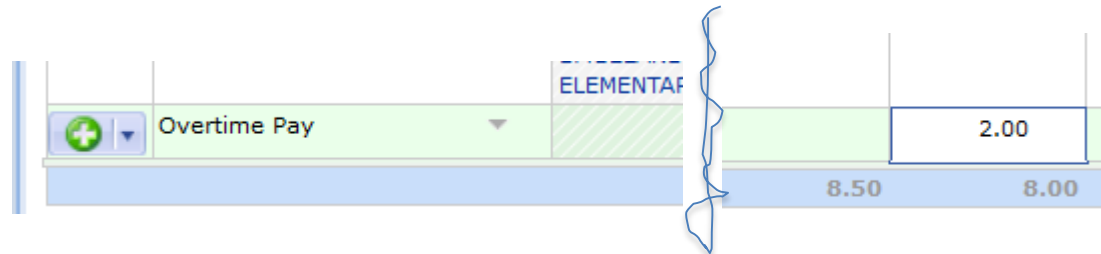


Enter Pay Code, Hours, and Save

Highlight the selection by hovering over the words then click or enter.



Enter the hours in the "time" column and SAVE.





New Error Message

The screenshot shows a web application interface with a navigation bar containing tabs for "Exceptions", "Time Off Balance", "Results", and "Schedule". Below the navigation bar is a table with two columns: "Date" and "Exception Message".

Date	Exception Message
Sat 12/05 - Fri 12/11	Straight Overtime has been calculated. Supervisor must indicate 4.0 hours of SOTPAY or SOTCOMP time.
Tue 12/01	Employee has worked over 8.5 hours in day

After saving, a new error message appears. Now the system is asking for 4.0 hours of Straight Overtime.

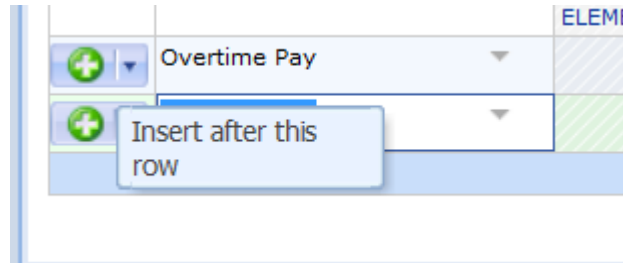
Do not replace the 2.0 hours of Overtime already entered. This is a new message. If the last entry was in error, the new message would indicate your answer was not what was asked for.

The computer is only asking one question at a time. It can not ask a compound question. See slide 5 where it was determined under FLSA that 2.0 hours would be paid at time and a half and 4.0 hours would be straight pay.

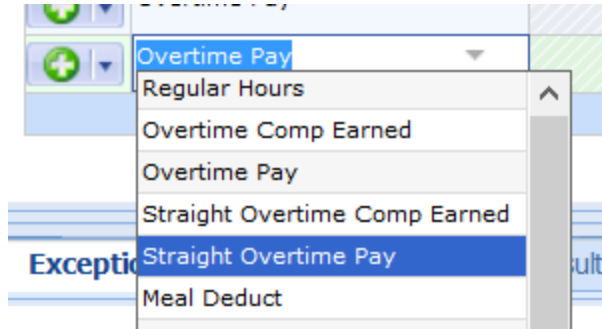


Repeat all Steps Again

1. Insert a Row



2. Select Straight pay code for new row



3. Enter 4.0 hours in the "time" column

	2.00	0.00
	4.00	0.00
8.50	8.00	46.00

4. SAVE



After Save, No Exceptions

Timesheet

T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Dec 5, 2015 to Dec 11, 2015 <input type="checkbox"/> Show All Weeks																														
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Exceptions Time Off Balance Results Schedule

Date	Exception Message
Tue 12/01	Employee has worked over 8.5 hours in day.



Contact Payroll

We are here to help you. Call if we can assist in any way.

434-0270