

End of the Pay Period 3rd Shift OT

Purpose:

This job aid is for showing you how to move 3rd shift OT at the end of the pay period from counting towards the next period to counting in the current pay period.

Steps

Screenshots

In order to make sure that the overtime worked is counted on Thursday rather than Friday, you will first need to make sure the overtime on Friday (next pay period) is not approved.

Right click on the overtime icon on 10/09.



Thu 10/08				6:53AM			3:34PM
		7:00AM-3:30PM					
Fri 10/09				4:54AM			6:59AM
		7:00AM-3:30PM		7:00AM			3:30PM
				3:31PM			9:10PM

Click on the **Approve Overtime** icon.

Date Actions

Date: Fri 10/09

Unapproved Overtime: 7.75

Approve Overtime Edit

Select **None** from the Amount dropdown, then select **OK**.

Approve Overtime

Overtime Date * 10/09/2020

Unapproved Overtime 7.75

Amount (HH.hh) *









Amount * **None**

Comments (0) [Add Comment](#)

Steps




Screenshots

On the Thursday from the previous pay period, click the ' + ' icon to add a new row.

		Thu 10/08	
			
		Fri 10/09	

Click the pay code drop down and select the overtime that the employee should be receiving ending with an M and the amount of overtime that they worked.

In this case the code would be **“Overtime at Time and One Half M”**.

Thu 10/08				6:53AM		3:34PM
	7:00AM-3:30PM					
		Overtime at Time and One Half M	2.0	11:00PM		