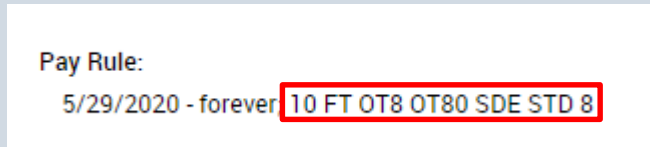
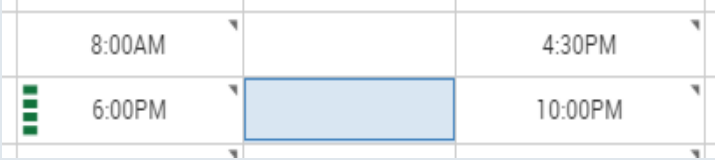


# Mandated OT

## Purpose:

This job aid will help you enter Mandated OT, which will pay out as OT Double Time.

Steps	Screenshots
Use the QuickFind to select the employee that you want to edit.	 A screenshot of the Genies QuickFind search bar. The word "Genies" is at the top. Below it, there is a "QuickFind" label, a search input field containing an asterisk (*), and a magnifying glass search button.
Double click on the employee's name to open their timecard.	 A screenshot of a table with two columns: "Name" and "ID". The first row contains the text "Test, Employee 1" and "200031".
Right click on the employee's name to see the pay rule assigned to them.  This pay rule will need to be kept in mind in order to add the Mandated OT work rule transfer.	 A screenshot showing a "Pay Rule:" configuration. The text "5/29/2020 - forever" is followed by a red-bordered box containing the text "10 FT OT8 OT80 SDE STD 8".
Find the day where the employee wants to use Mandated OT and click on the transfer cell between their OT punches.	 A screenshot of a timecard grid. The top row shows "8:00AM" and "4:30PM". The bottom row shows "6:00PM" and "10:00PM". A blue rectangular cell is highlighted between the 6:00PM and 10:00PM columns.
On the transfer drop down click on the <b>Search</b> button.	 A screenshot of a dropdown menu. The menu items are: ";DOC-DOC88000-DOC", ";;11 FT OT8 OT40 SD", ":///PG941///", ":///PG970///", and ":///PG939///". A red-bordered box highlights a "Search..." input field at the bottom of the menu.

## Steps

In the Work Rule tab, type in “**Mand**” and found the appropriate rule that matches your pay rule.

Match this according to the Bargaining Unit, FT/PT, OT earnings, and shift diff eligibility.

## Screenshots

Job Transfer | Labor Account | Work Rule

**Add Work Rule**

mand

10 FT OT8 OT40 SDE STD 8 MandOT

10 FT OT8 OT80 SDE STD 8 MandOT

10 PT OT40 SDE STD 8 MandOT

After adding the correct work rule transfer, the timecard will look as shown below.

7:53AM		4:30PM
6:00PM	::10 FT OT8 OT80 SDE STD 8 MandOT	10:00PM

Click on the icon [here](#).



Switch the totals section to a **Daily** view.

Totals | Accruals | Audits | Historical Corrections

Daily Pay Code

Click on the date of the OT, after approving the OT you will see the Double Time reflected to the right.

Totals | Accruals | Audits | Historical Corrections

Daily Pay Code

Pay Code	Amount
Overtime at Double Time	4.0
Regular	8.0