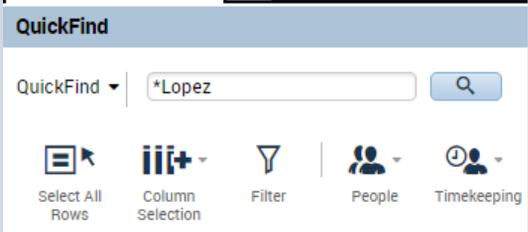
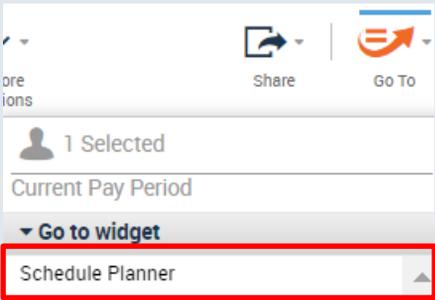
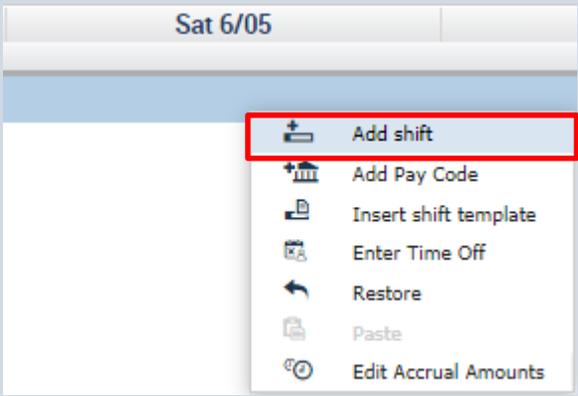


Entering VOT

Purpose:

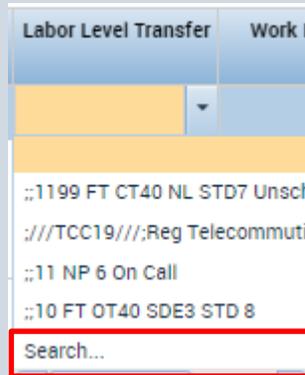
This job aid will help you get started with entering voluntary overtime in Kronos.

Steps	Screenshots
<p>Search for the employee that you want to edit using the quickfind.</p>	
<p>Select their name, then use the Go To button to navigate to the schedule planner.</p>	
<p>Find the day where the employee will be working voluntary overtime, right click and select Add Shift.</p>	
<p>Change the type to Transfer and select the hours that they are working.</p>	

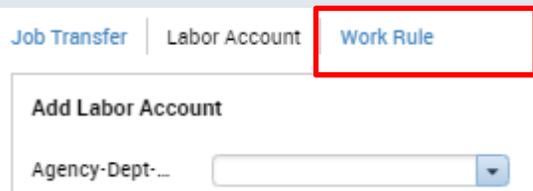
Steps

Click on the Labor Level Transfer drop down and click **Search**.

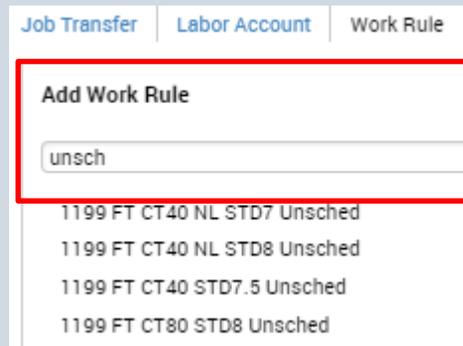
Screenshots



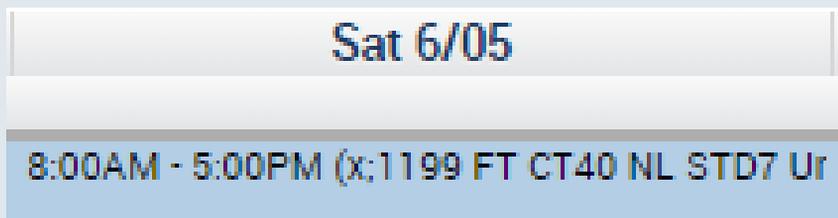
Here, switch to the **Work Rule** tab to find the correct work rule you need to use.



Enter "Unsched" in the search and it will show you all the unscheduled time work rule transfers.



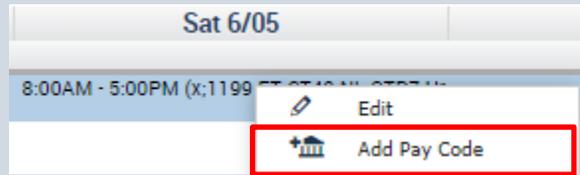
This is what the entry will look like on the schedule planner.



Steps

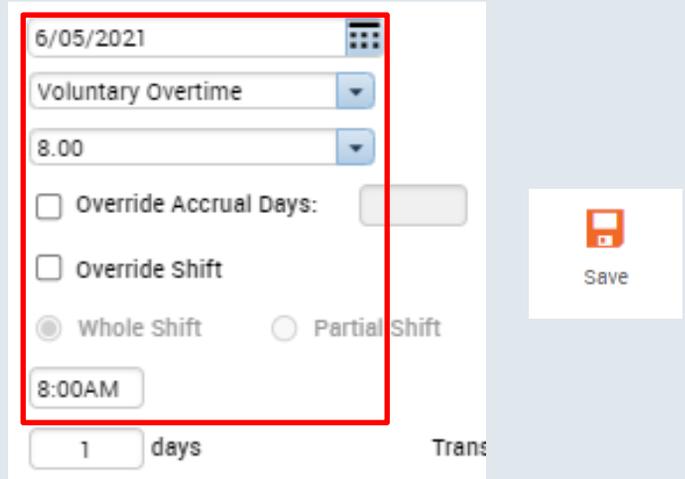
Screenshots

Now that the transfer is added, a pay code will need to be added so that the system recognizes this as Voluntary Overtime.

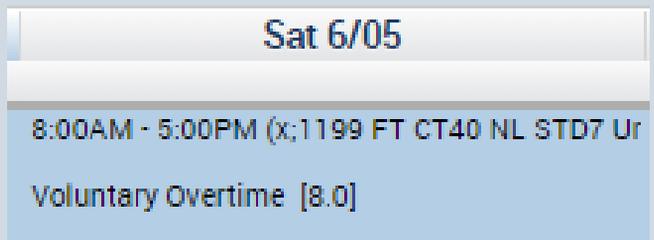


Click on the Voluntary Overtime code and select how many hours you want to use. Make sure override shift is not selected, then fill in the start time at the bottom.

Click Save.



After you save this is the appearance of the voluntary overtime on the schedule planner.



This is what the entry will look like on the timesheet.

8:00AM-5:00PM			8:00AM	...199 FT CT40 NL STD7 Unsched	5:00PM
	Voluntary Overtime	8.0	8:00AM		

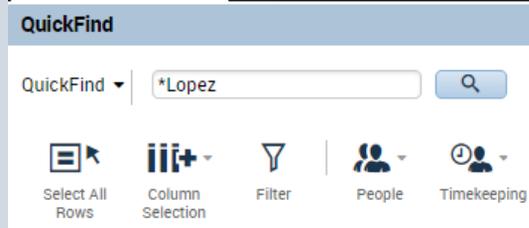
Entering MOT

Purpose:

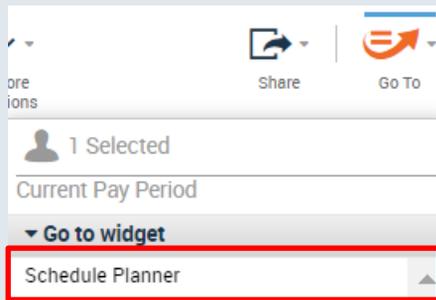
This job aid will help you get started with entering mandated overtime in Kronos.

Steps	Screenshots
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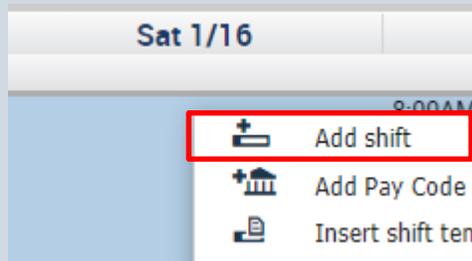
Search for the employee that you want to edit using the quickfind.



Select their name, then use the Go To button to navigate to the schedule planner.



Find the day where the employee will be working mandated OT and select Add Shift.



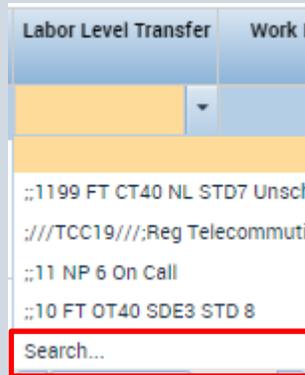
Change the type to Transfer and select the hours that they are working.

Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
7/25/2021	Transfer	7:00am	3:30pm	7/25/2021	8.50			

Steps

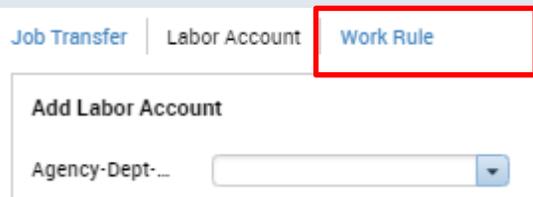
Screenshots

Click on the Labor Level Transfer drop down and click **Search**.



The screenshot shows a dropdown menu for 'Labor Level Transfer'. The menu is open, displaying several options: '::1199 FT CT40 NL STD7 Unsch', '::///TCC19///:Reg Telecommuti', '::11 NP 6 On Call', and '::10 FT OT40 SDE3 STD 8'. Below the list is a search bar with the text 'Search...' highlighted by a red box.

Here, switch to the **Work Rule** tab to find the correct work rule you need to use.



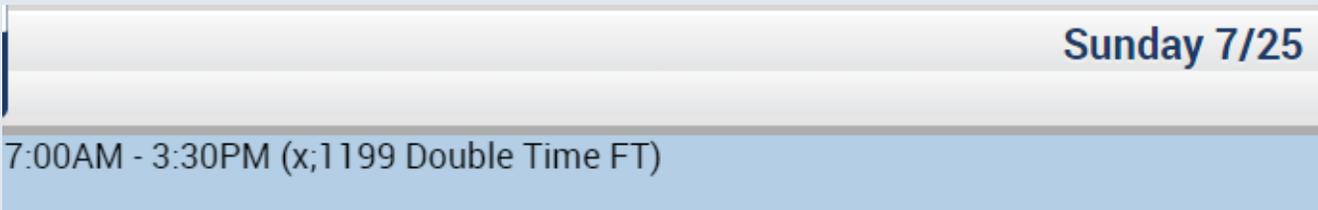
The screenshot shows the 'Work Rule' tab selected in a navigation bar. Below the navigation bar, there is a section titled 'Add Labor Account' with a dropdown menu labeled 'Agency-Dept...'.

Enter "Double" in the search and it will show you all the Double Time work rule transfers.



The screenshot shows the 'Work Rule' tab selected. Below it, there is a search bar with the text 'double' entered. A list of search results is displayed below the search bar, including: '1199 Double Time FT', '1199 Double Time FT ESOS NL', '1199 Double Time FT ND', '1199 Double Time FT NL', '1199 Double Time FT NL ND', '1199 Double Time OT-ST PT', '1199 Double Time OT-ST PT ND', '1199 Double Time OT-ST PT NL', '1199 Double Time OT-ST PT NL ND', and '1199 Double Time PT'. The search bar and the list of results are highlighted with a red box.

This is what the entry will look like on the schedule planner.

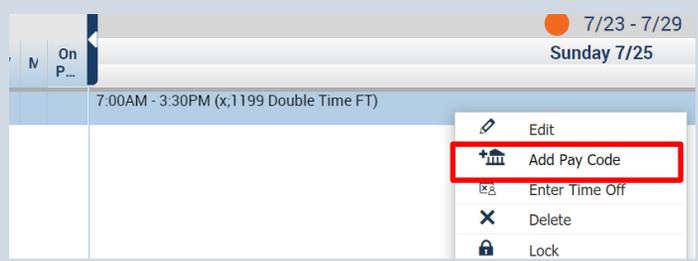


The screenshot shows a schedule planner entry for Sunday 7/25. The entry is a blue bar with the text '7:00AM - 3:30PM (x;1199 Double Time FT)'.

Steps

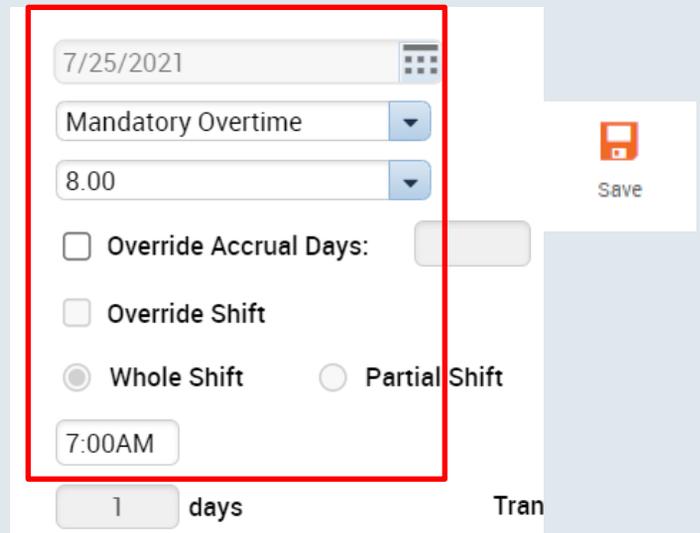
Right Click on the day and select Add Pay Code.

Screenshots

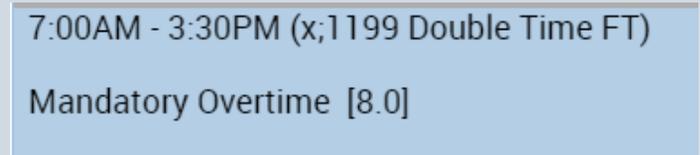


Click on the Mandatory Overtime code and select how many hours you want to use. Make sure override shift is not selected, then fill in the start time at the bottom.

Click Save.



After you save this is the appearance of the mandatory overtime on the schedule planner.



Entering ESOS

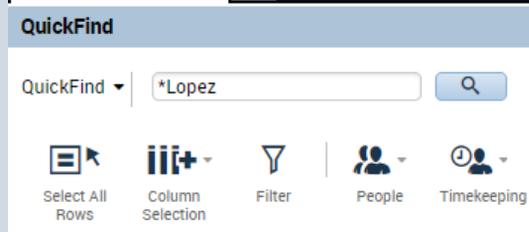
Purpose:

This job aid will help you get started with entering ESOS in Kronos.

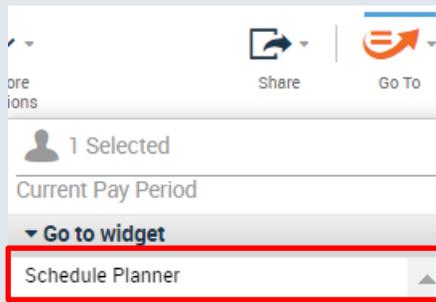
Note: This is for DOC only.

Steps	Screenshots
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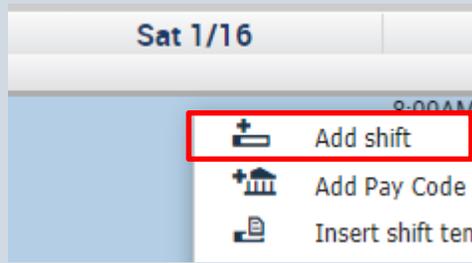
Search for the employee that you want to edit using the quickfind.



Select their name, then use the Go To button to navigate to the schedule planner.



Find the day where the employee will be working mandated OT and select **Add Shift.**



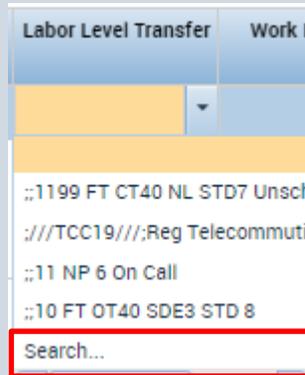
Change the type to Transfer and select the hours that they are working

Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
7/25/2021	Transfer	7:00am	3:30pm	7/25/2021	8.50			

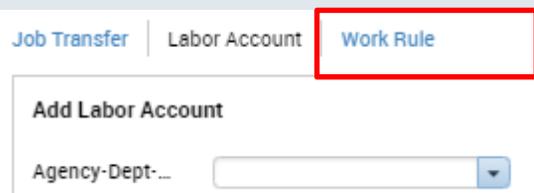
Steps

Click on the Labor Level Transfer drop down and click **Search**.

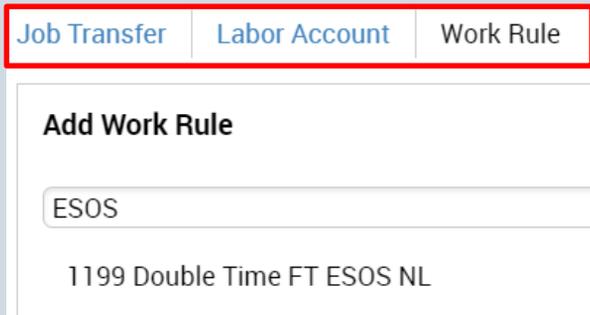
Screenshots



Here, switch to the **Work Rule** tab to find the correct work rule you need to use.



Enter "ESOS" in the search and it will show you all the Double Time work rule transfers.



This is what the entry will look like on the schedule planner.

7:00AM - 3:30PM (x;1199 Double Time FT ESOS NL)

Steps

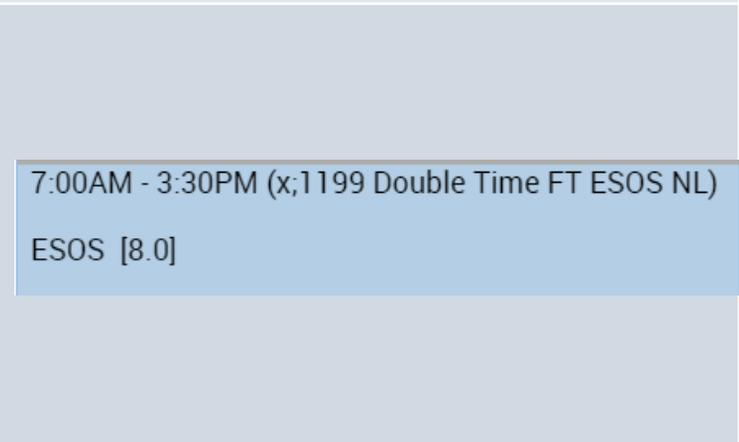
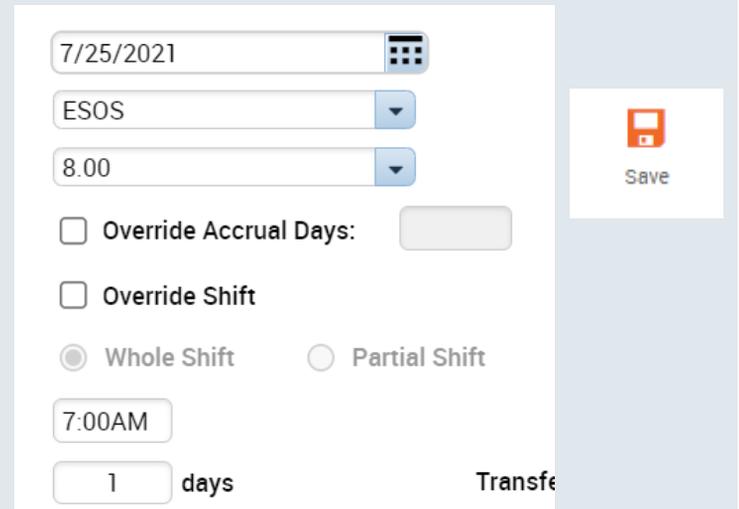
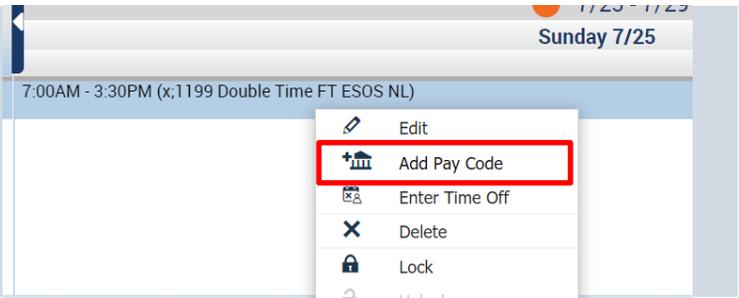
Right Click on the day and select Add Pay Code.

Click on the ESOS code and select how many hours you want to use. Make sure override shift is not selected, then fill in the start time at the bottom.

Click Save.

After you save this is the appearance of ESOS on the schedule planner.

Screenshots



Pay Code	Work Rules
<p>Voluntary Overtime (VOT) for Full Time Employees</p>	<p>The Voluntary Overtime work rule to use directly correlates and matches the employee's pay rule, with the addition of the word 'Unsched.' To determine which VOT work rule to apply, type Unsched in the work rule search and find the employee's pay rule.</p> <p>Example: The pay rule 10 FT OT8 OT80 SDE STD 8 would have the VOT work rule 1199 FT OT8 OT80 STD8 Unsched applied to their transfer</p>
<p>Mandatory Overtime (MOT) for Full Time Employees</p>	<p>1199 Double Time FT</p> <p>1199 Double Time FT ND</p> <p>1199 Double Time FT NL</p> <p>1199 Double Time FT NL ND</p> <p>*NL = No Lunch</p> <p>*ND = Non-Direct (DVA only)</p>
<p>Mandatory Overtime (MOT) for Part Time Employees being paid Double Time</p>	<p>1199 Double Time PT</p> <p>1199 Double Time PT ND</p> <p>1199 Double Time PT NL</p> <p>1199 Double Time PT NL ND</p> <p>*NL = No Lunch</p> <p>*ND = Non-Direct (DVA only)</p>
<p>Mandatory Overtime (MOT) for Part Time Employees being paid OTST or OT1.5</p>	<p>1199 Double Time OT-ST PT</p> <p>1199 Double Time OT-ST PT ND</p> <p>1199 Double Time OT-ST PT NL</p> <p>1199 Double Time OT-ST PT NL ND</p> <p>*NL = No Lunch</p> <p>*ND = Non-Direct (DVA only)</p>
<p>ESOS for Full Time Employees only at DOC</p>	<p>1199 Double Time FT ESOS NL</p> <p>*NL = No Lunch</p>