

CONVERTING OVERTIME AND DESIGNATING COMP TIME IN HRIS

Converting Overtime & Designating Comp Time

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This manual is designed to instruct employees and supervisors how to enter overtime correctly in the HRIS Time Reporting Module. It does not include employees that are covered by the State Police Officer Council (SPOC) Collective Bargaining Agreement or those on PAYN time reporting. Additional detailed information and instructions for time reporting and PAYN reporting can be found in the manuals located at:

<https://das.iowa.gov/state-accounting/centralized-payroll/payroll-manuals>

Converting Overtime & Designating Comp Time

Default Timesheet

It is important for an employee's default timesheet to be set up correctly. The default timesheet is used in the edits for overtime, compensatory time, and holiday time. To access the default timesheet, when in the individual timesheet, type 'D' in the header ACT field and press enter. A typical default timesheet will look like the example below:

D3313262 ACT: +---			TIME SHEET DEFAULTS		APPROVALS	
+-WEEK---	REG----	OVT--	FIRST NAME: JOHN		EMPL SUPR PROC	
1	40.00	0.00	LAST NAME : SMITH		MON-FRI WEEK.....: Y	
2	40.00	0.00	COST CENT : 005-410010		MANDATORY SCHED..: NO	
+-----+-----+-----+						
					PAGE 0001 OF 0001	
ACT	HOURS	---	TYPE OF TIME	----	--DAY OF PP--	----- MESSAGE -----
=== > WEEK ONE < ===						
_	8.00	010	- REGULAR TIME		01 FRIDAY	
_	12.00	800	- SICK LEAVE CNVRT		01 FRIDAY	
_	8.00	010	- REGULAR TIME		04 MONDAY	
_	8.00	010	- REGULAR TIME		05 TUESDAY	
_	8.00	010	- REGULAR TIME		06 WEDNESDAY	
_	8.00	010	- REGULAR TIME		07 THURSDAY	
=== > WEEK TWO < ===						
_	8.00	010	- REGULAR TIME		08 FRIDAY	
_	8.00	010	- REGULAR TIME		11 MONDAY	
_	8.00	010	- REGULAR TIME		12 TUESDAY	
_	8.00	010	- REGULAR TIME		13 WEDNESDAY	
_	8.00	010	- REGULAR TIME		14 THURSDAY	

Mandatory schedule – The mandatory schedule flag is typically set to 'no'. This flag should be set to 'yes' ONLY when management directs the schedule is mandatory, not when the employees requests a flexible work schedule. For example the employee is required to work 10 hour days as part of accepting the position, the mandatory schedule would be set to YES.

Important! When the mandatory schedule is set to 'no', the default timesheet will revert back to five 8-hour days in the week of the holiday. The mandatory schedule should always be set to 'yes' for statutory employees scheduled to work 56 hour weeks.

Mon-Fri Week – This flag should be set to 'Y' when the employee is scheduled to work a M-F week. If the employee is scheduled to work a schedule different from M-F, (for example they work Sat – Wed) this flag should be set to 'N'. If the flag is set to 'Y', any holiday during the weekend will be recognized on either Friday (a Saturday Holiday) or Monday (a Sunday Holiday). If the flag is set to 'N', they holiday will be recognized on the actual calendar day of the holiday, when applicable. For example, Independence Day is July 4th. If the flag is set to 'N' and July 4th is on a Saturday, the holiday will show on the timesheet on Saturday for that employee.

The timesheet default should have the days and hours the employee is typically scheduled to work in a pay period. When the timesheet is automatically written each pay period, the timesheet will be written based on how the timesheet default is set up.

The default timesheet is used for edits on the pay period timesheet, especially in the week in which a holiday falls. When both the default timesheet and the hours per week are set up correctly on an employee scheduled to work less than 40 hours per week, the holiday hours will be calculated using the correct holiday hour proration.

Converting Overtime & Designating Comp Time

Converting Overtime

It is not necessary to keep track of which hours are regular time and which hours are overtime for employees. The employee **must** enter all hours worked as time type 010 Regular Time. **Do not enter overtime hours as time type 020 Overtime on a day when hours are worked over what is scheduled.** For most employees, overtime is not earned based on a daily schedule, but earned after *working* 40 hours in a week.

After an employee has entered all hours worked as regular time, the employee should proofread the timesheet. To proofread the timesheet, the employee enters a 'P' in the header action field and presses enter. Upon proofing, the employee will receive a message that they must convert overtime, when applicable.

For example, an employee is entitled to overtime after 40 hours actually worked in a week. The employee will see a message that states 'WEEK X REG HRS (XX.XX) GREATER THAN LIMIT OF 40.00 CONVERT OVT (CO)'. The employee would type a 'CO' in the header action field and the timesheet will automatically populate the time type 020 Overtime Pay for all hours to be paid as overtime. If the employee does not proofread their timesheet, rather simply approves the time sheet, any regular hours in a week, after 40 hours, will be converted to overtime hours. If comp time is desired, the employee must first convert to overtime and then modify the line by changing the overtime time type (020) to comp time earned (030).

Example 1:

Employee eligible for overtime after 40 hours in a week works three 10 hour days and two 8 hour days in week one and five 8 hour days in week two. Those hours should be entered as follows:

D3313261		ACT: _	+---- PAYROLL TIME SHEET ----+		APPROVED BY -----+	
			SMITH, JOHN		EMPL SUPR PROC	
+WK	REG	OVT	HOLI	FOR 10/23/20XX - 11/05/20XX	NO	NO
1	46.00	0.00	0.00	TIME SHEET: 3-446329	PENDING EMPL APPRVAL	
2	40.00	0.00	0.00	COST CENT : 005-410010 001	PROOFREAD: NO	
+-----+-----+						
REMARKS:					PAGE 0001 OF 0001	
ACT	HOURS	----	TYPE OF TIME	----	----	DATE----
---	10.00	010	- REGULAR TIME	---	---	FRI 10/23/20XX
---	10.00	010	- REGULAR TIME	---	---	MON 10/26/20XX
---	10.00	010	- REGULAR TIME	---	---	TUE 10/27/20XX
---	8.00	010	- REGULAR TIME	---	---	WED 10/28/20XX
---	8.00	010	- REGULAR TIME	---	---	THU 10/29/20XX
=== > WEEK TWO < ===						
---	8.00	010	- REGULAR TIME	---	---	FRI 10/30/20XX
---	8.00	010	- REGULAR TIME	---	---	MON 11/02/20XX
---	8.00	010	- REGULAR TIME	---	---	TUE 11/03/20XX
---	8.00	010	- REGULAR TIME	---	---	WED 11/04/20XX
---	8.00	010	- REGULAR TIME	---	---	THU 11/05/20XX

Important note: Notice that on the first 3 days, even though the employee worked over 8 hours each day, the overtime is not calculated until the employee reached 40 hours for that week.

Converting Overtime & Designating Comp Time

When the employee proofreads their timesheet, they will receive the Convert Overtime Message.

```

D3313261  ACT: P +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
                SMITH, JOHN | EMPL SUPR PROC
WK REG OVT HOLI | FOR 10/23/20XX - 11/05/20XX | NO NO NO
1 46.00 0.00 0.00 | TIME SHEET: 6-446329 | PENDING OFFI APPRVAL
2 40.00 0.00 0.00 | COST CENT : 005-410015 001 | PROOFREAD: NO
-----+-----+-----+-----+-----+
REMARKS: PAGE 0001 OF 0001
TS82044E WEEK 1 REG HRS (46.00) GREATER THAN LIMIT OF 40.00. CONVERT OVT (CO)
CT HOURS ---- TYPE OF TIME ---- -DATE----- -MESSAGE -
- 10.00 010 - REGULAR TIME FRI 10/23/20XX
- 10.00 010 - REGULAR TIME MON 10/26/20XX
- 10.00 010 - REGULAR TIME TUE 10/27/20XX
- 8.00 010 - REGULAR TIME WED 10/28/20XX
- 8.00 010 - REGULAR TIME THU 10/29/20XX
- === > WEEK TWO < ===
- 8.00 010 - REGULAR TIME FRI 10/30/20XX
- 8.00 010 - REGULAR TIME MON 11/02/20XX
- 8.00 010 - REGULAR TIME TUE 11/03/20XX
- 8.00 010 - REGULAR TIME WED 11/04/20XX
- 8.00 010 - REGULAR TIME THU 11/05/20XX
? ACTION HELP PF7 BKWD PF8 FWD PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT
    
```

The employee types a 'CO' in the header action field and presses enter. The regular time after 40 hours has been converted to overtime pay.

```

D3313261  ACT: CO +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
                SMITH, JOHN | EMPL SUPR PROC
+WK REG OVT HOLI | FOR 10/23/20XX - 11/05/20XX | YES NO NO
|1 40.00 6.00 0.00 | TIME SHEET: 6-446329 | PENDING SUPV APPRVAL
|2 40.00 0.00 0.00 | COST CENT : 005-410015 001 | PROOFREAD: YES
-----+-----+-----+-----+-----+
REMARKS: PAGE 0001 OF 0001
TS81005I TIME SHEET APPROVED
ACT HOURS ---- TYPE OF TIME ---- -DATE----- -MESSAGE -
- 10.00 010 - REGULAR TIME FRI 10/23/20XX
- 10.00 010 - REGULAR TIME MON 10/26/20XX
- 10.00 010 - REGULAR TIME TUE 10/27/20XX
- 8.00 010 - REGULAR TIME WED 10/28/20XX
- 2.00 010 - REGULAR TIME THU 10/29/20XX
- 6.00 020 - OVERTIME PAY THU 10/29/20XX
- === > WEEK TWO < ===
- 8.00 010 - REGULAR TIME FRI 10/30/20XX
- 8.00 010 - REGULAR TIME MON 11/02/20XX
- 8.00 010 - REGULAR TIME TUE 11/03/20XX
- 8.00 010 - REGULAR TIME WED 11/04/20XX
- 8.00 010 - REGULAR TIME THU 11/05/20XX
? ACTION HELP PF7 BKWD PF8 FWD PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT
    
```

By typing a "Y" in the header action field to approve the timesheet, it will proofread and approve the timesheet at the same time. The timesheet will automatically convert the hours worked over 40 to overtime.

Converting Overtime & Designating Comp Time

If the employee would like to comp any of the overtime hours, after proofing the timesheet, the employee can change the overtime to comp time by changing the time type from 020 to 030.

D3313261 ACT: _ +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+				SMITH, JOHN		EMPL SUPR PROC	
+WK	REG	OVT	HOLI	FOR 10/23/20XX - 11/05/20XX	YES	NO	NO
1	40.00	6.00	0.00	TIME SHEET: 6-446329	PENDING SUPV APPRVAL		
2	40.00	0.00	0.00	COST CENT : 005-410015 001	PROOFREAD: YES		
REMARKS:				PAGE 0001 OF 0001			
ACT	HOURS	----	TYPE OF TIME	----	----	DATE----	----- MESSAGE -----
-	10.00		010 - REGULAR TIME			FRI 10/23/20XX	
-	10.00		010 - REGULAR TIME			MON 10/26/20XX	
-	10.00		010 - REGULAR TIME			TUE 10/27/20XX	
-	8.00		010 - REGULAR TIME			WED 10/28/20XX	
-	2.00		010 - REGULAR TIME			THU 10/29/20XX	
-	6.00		030 - COMP TIME EARNED			THU 10/29/20XX	
			=== > WEEK TWO < ===				
-	8.00		010 - REGULAR TIME			FRI 10/30/20XX	
-	8.00		010 - REGULAR TIME			MON 11/02/20XX	
-	8.00		010 - REGULAR TIME			TUE 11/03/20XX	
-	8.00		010 - REGULAR TIME			WED 11/04/20XX	
-	8.00		010 - REGULAR TIME			THU 11/05/20XX	

The Employee should **NOT** be entering comp time and/or overtime on each individual day.

D3313261 ACT: _ +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+				SMITH, JOHN		EMPL SUPR PROC	
+WK	REG	OVT	HOLI	FOR 10/23/20XX - 11/05/20XX	YES	YES	YES
1	40.00	6.00	0.00	TIME SHEET: 6-446329	PROCESSED		
2	40.00	6.50	0.00	COST CENT : 005-410015	PROOFREAD: YES		
REMARKS:				PAGE 0001 OF 0001			
TS61006I USE ACTION "W" TO VIEW WARNINGS							
ACT	HOURS	----	TYPE OF TIME	----	----	DATE----	----- MESSAGE -----
-	8.00		010 - REGULAR TIME			FRI 10/23/20XX	
-	2.00		020 - OVERTIME PAY			SUN 10/25/20XX	
-	8.00		010 - REGULAR TIME			MON 10/26/20XX	
-	2.00		020 - OVERTIME PAY			MON 10/26/20XX	
-	8.00		010 - REGULAR TIME			TUE 10/27/20XX	
-	2.00		020 - OVERTIME PAY			TUE 10/27/20XX	
-	8.00		010 - REGULAR TIME			WED 10/28/20XX	
-	8.00		010 - REGULAR TIME			THU 10/29/20XX	
			=== > WEEK TWO < ===				
-	8.00		010 - REGULAR TIME			FRI 10/30/20XX	
-	2.50		020 - OVERTIME PAY			SUN 11/01/20XX	
-	8.00		010 - REGULAR TIME			MON 11/02/20XX	
-	2.50		020 - OVERTIME PAY			MON 11/02/20XX	
-	8.00		010 - REGULAR TIME			TUE 11/03/20XX	
-	1.50		030 - COMP TIME EARNED			TUE 11/03/20XX	
-	8.00		010 - REGULAR TIME			WED 11/04/20XX	
-	8.00		010 - REGULAR TIME			THU 11/05/20XX	
? ACTION HELP PF7 BKWD PF8 FWD PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT							

THIS IS AN
EXAMPLE OF THE
INCORRECT WAY
TO ENTER TIME

Converting Overtime & Designating Comp Time

Example 2:

Employee works two 10 hour days each week and eight 8 hour days the remainder of the pay period. The employee would like to comp a portion of their overtime.

D3313261 ACT: _ +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+								
SMITH, JOHN								
+WK	REG	OVT	HOLI	FOR 10/23/20XX - 11/05/20XX	EMPL SUPR PROC			
1	44.00	0.00	0.00	TIME SHEET: 3-446329	NO NO NO			
2	44.00	0.00	0.00	COST CENT : 005-410010 001	PENDING EMPL APPRVAL			
					PROOFREAD: NO			
REMARKS:				PAGE 0001 OF 0001				
ACT	HOURS	----	TYPE OF TIME	----	DATE	-----	MESSAGE	-----
-	10.00	010	- REGULAR TIME		FRI 10/23/20XX			
-	8.00	010	- REGULAR TIME		MON 10/26/20XX			
-	10.00	010	- REGULAR TIME		TUE 10/27/20XX			
-	8.00	010	- REGULAR TIME		WED 10/28/20XX			
-	8.00	010	- REGULAR TIME		THU 10/29/20XX			
=== > WEEK TWO < ===								
-	8.00	010	- REGULAR TIME		FRI 10/30/20XX			
-	8.00	010	- REGULAR TIME		MON 11/02/20XX			
-	10.00	010	- REGULAR TIME		TUE 11/03/20XX			
-	10.00	010	- REGULAR TIME		WED 11/04/20XX			
-	8.00	010	- REGULAR TIME		THU 11/05/20XX			
? ACTION HELP PF7 BKWD PF8 FWD PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT								

The employee should enter the hours each day as worked and when they proofread or approve the timesheet, the system will convert those hours over 40 to over time.

D3313261 ACT: _ +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+								
SMITH, JOHN								
+WK	REG	OVT	HOLI	FOR 10/23/20XX - 11/05/20XX	EMPL SUPR PROC			
1	40.00	4.00	0.00	TIME SHEET: 6-446329	YES NO NO			
2	40.00	4.00	0.00	COST CENT : 005-410015 001	PENDING SUPV APPRVAL			
					PROOFREAD: YES			
REMARKS:				PAGE 0001 OF 0001				
TS61115I REGULAR TIME PAST 40 HOURS IN EACH WEEK CONVERTED TO OVERTIME								
ACT	HOURS	----	TYPE OF TIME	----	DATE	-----	MESSAGE	-----
-	10.00	010	- REGULAR TIME		FRI 10/23/20XX			
-	8.00	010	- REGULAR TIME		MON 10/26/20XX			
-	10.00	010	- REGULAR TIME		TUE 10/27/20XX			
-	8.00	010	- REGULAR TIME		WED 10/28/20XX			
-	4.00	010	- REGULAR TIME		THU 10/29/20XX			
-	4.00	020	- OVERTIME PAY		THU 10/29/20XX			
=== > WEEK TWO < ===								
-	8.00	010	- REGULAR TIME		FRI 10/30/20XX			
-	8.00	010	- REGULAR TIME		MON 11/02/20XX			
-	10.00	010	- REGULAR TIME		TUE 11/03/20XX			
-	10.00	010	- REGULAR TIME		WED 11/04/20XX			
-	4.00	010	- REGULAR TIME		THU 11/05/20XX			
-	4.00	020	- OVERTIME PAY		THU 11/05/20XX			
? ACTION HELP PF7 BKWD PF8 FWD PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT								

Converting Overtime & Designating Comp Time

Once the overtime has been converted, the employee can change any portion of the overtime to comp time by adding a line. If the employee wants to comp only a portion of the over time, they will need to reduce the overtime line by the hours they want to comp.

D3313261		ACT: _	+---- PAYROLL TIME SHEET ----+		+----- APPROVED BY -----+	
			SMITH, JOHN		EMPL SUPR PROC	
+WK	REG	OVT	HOLI	FOR 10/23/20XX - 11/05/20XX	YES	NO NO
1	40.00	4.00	0.00	TIME SHEET: 6-446329	PENDING SUPV APPRVAL	
2	40.00	4.00	0.00	COST CENT : 005-410015 001	PROOFREAD: YES	
+-----+-----+-----+						
REMARKS:				PAGE 0001 OF 0001		
TS61007I TIME SHEET HAS BEEN PROOFREAD						
ACT	HOURS	----	TYPE OF TIME	----	----	DATE-----
---	10.00	010	- REGULAR TIME			FRI 10/23/20XX
---	8.00	010	- REGULAR TIME			MON 10/26/20XX
---	10.00	010	- REGULAR TIME			TUE 10/27/20XX
---	8.00	010	- REGULAR TIME			WED 10/28/20XX
---	4.00	010	- REGULAR TIME			THU 10/29/20XX
---	2.00	020	- OVERTIME PAY			THU 10/29/20XX
---	2.00	030	- COMP TIME EARNED			THU 10/29/20XX
=== > WEEK TWO < ===						
---	8.00	010	- REGULAR TIME			FRI 10/30/20XX
---	8.00	010	- REGULAR TIME			MON 11/02/20XX
---	10.00	010	- REGULAR TIME			TUE 11/03/20XX
---	10.00	010	- REGULAR TIME			WED 11/04/20XX
---	4.00	010	- REGULAR TIME			THU 11/05/20XX
---	3.00	020	- OVERTIME PAY			THU 11/05/20XX
---	1.00	030	- COMP TIME EARNED			THU 11/05/20XX
? ACTION HELP PF7 BKWD PF8 FWD PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT						

If an employee needs to make a correction or addition to their timesheet after they have proofread and converted overtime, the employee must remove all overtime/comp time and reenter their original time on the timesheet. The employee would then proofread and convert overtime, if applicable, based on the new entries. The time sheet will not automatically remove any overtime or comp time that was added before corrections or additions were made. If the employee does not reenter their time and re-proofread the time sheet, they could receive overtime or comp time in error.

Converting Overtime & Designating Comp Time

Calculation of Holiday

State employees are granted 9 legal public holidays per Iowa Code 1C. These 9 legal holidays will be referred to as “holiday” in this manual. Hours worked on a legal holiday will be referred to as “holiday worked” in this manual.

The value of a holiday for full-time employees shall be eight hours or the number of hours the employee is scheduled to work on that day, whichever is greater. The value of a holiday that falls on a full-time employee’s scheduled day off shall be eight hours. Compensation for holidays shall be prorated for employees who are scheduled to work less than 80 hours in a pay period.

If the employee is in an overtime-exempt job class and the holiday is on their day off, the holiday must be banked to be used at a later date by changing time type 250 Holiday to 830 Banked Holiday. An overtime-exempt employee will not be paid for more than 80 regular hours in a pay period. If the employee is in an overtime-covered job class and the holiday is on their day off, the employee may choose to be paid for the holiday or bank the holiday to be used at a later date.

Calculation of Holiday Worked

If a state employee is required to work on one of the 9 legal public holidays, they must be paid for the hours they actually work.

If the employee is in an overtime-exempt job class, all hours actually worked on the holiday will be paid at straight time (hour for hour). If the employee is in an overtime-covered job class, all hours actually worked on the holiday will be paid at premium time (time and a half). The premium time for the holiday worked can be paid in cash or put in a holiday compensatory time balance to be used at a later date.

Converting Overtime & Designating Comp Time

Converting Overtime during the week of a holiday

Example 1

In the example below, the holiday was on the employee's regular scheduled day to work. The employee worked 8 hours on the holiday and was eligible for premium overtime. They should enter 8 hours of time type 050 Holiday Worked and the system will automatically add the 4 hours of premium time. The employee can choose to be paid the premium time or can change it to time type 040 Holiday Comp Earned to be used at a later date. The employee can also choose to be paid for the holiday (time type 250) or bank the holiday to be used at a later date by changing time type 250 to time type 830.

D3313261 ACT: _				+---- PAYROLL TIME SHEET ----+				----- APPROVED BY -----+			
				SMITH, JOHN				OFFI PROC			
+WK REG OVT HOLI				FOR 06/30/20XX - 07/13/20XX				NO NO			
1 40.00 0.00 12.00				TIME SHEET: 17-07077930				PENDING OFFI APPRVAL			
2 40.00 0.00 0.00				COST CENT : 005-410015 002				PROOFREAD: YES			
-----+-----											
REMARKS:								PAGE 0001 OF 0001			
TS61006I USE ACTION "W" TO VIEW WARNINGS											
ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----	-----	MESSAGE	-----	
-	8.00	010	- REGULAR TIME		FRI	06/30/20XX					
-	8.00	010	- REGULAR TIME		MON	07/03/20XX					
-	8.00	050	- HOLIDAY WORKED		TUE	07/04/20XX					
-	8.00	250	- HOLIDAY		TUE	07/04/20XX					
-	4.00	650	- HOLI PREM PAY		TUE	07/04/20XX					
-	8.00	010	- REGULAR TIME		WED	07/05/20XX					
-	8.00	010	- REGULAR TIME		THU	07/06/20XX					
=== > WEEK TWO < ===											
-	8.00	010	- REGULAR TIME		FRI	07/07/20XX					
-	8.00	010	- REGULAR TIME		MON	07/10/20XX					
-	8.00	010	- REGULAR TIME		TUE	07/11/20XX					
-	8.00	010	- REGULAR TIME		WED	07/12/20XX					
-	8.00	010	- REGULAR TIME		THU	07/12/20XX					

Converting Overtime & Designating Comp Time

Example 2

Same as example 1 except the employee worked additional hours during the week. Even though they worked more than their regularly scheduled hours on Friday, the employee did not actually 'work' over 40 hours in the week (Holiday time type 250, Holiday Worked time type 050, and Holiday Premium Pay time type 650 are not included in the calculation of overtime). The employee will be paid 36 hours of regular time and 8 hours of holiday at the straight rate. They will also be paid the 8 hours of holiday worked and 4 hours of holiday premium, for a total of 12 holiday hours.

+WK	REG	OVT	HOLI	FOR 06/30/20XX - 07/13/20XX	OFFI PROC
D3313261 ACT: _ +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+					
SMITH, JOHN					
1	44.00	0.00	12.00	TIME SHEET: 17-07077930	PENDING OFFI APPRVAL
2	40.00	0.00	0.00	COST CENT : 005-410015 002	PROOFREAD: YES
+-----+-----+-----+-----+-----+-----+					
REMARKS: PAGE 0001 OF 0001					
TS61006I USE ACTION "W" TO VIEW WARNINGS					
ACT	HOURS	----	TYPE OF TIME	----	DATE
-	12.00	010	- REGULAR TIME	FRI	06/30/20XX
-	8.00	010	- REGULAR TIME	MON	07/03/20XX
-	8.00	050	- HOLIDAY WORKED	TUE	07/04/20XX
-	8.00	250	- HOLIDAY	TUE	07/04/20XX
-	4.00	650	- HOLI PREM PAY	TUE	07/04/20XX
-	8.00	010	- REGULAR TIME	WED	07/05/20XX
-	8.00	010	- REGULAR TIME	THU	07/06/20XX
=== > WEEK TWO < ===					
-	8.00	010	- REGULAR TIME	FRI	07/07/20XX
-	8.00	010	- REGULAR TIME	MON	07/10/20XX
-	8.00	010	- REGULAR TIME	TUE	07/11/20XX
-	8.00	010	- REGULAR TIME	WED	07/12/20XX
-	8.00	010	- REGULAR TIME	WED	07/12/20XX

Converting Overtime & Designating Comp Time

Example 3

In the example below, the holiday for an overtime eligible employee was on their regularly scheduled day off. The employee worked their normal schedule, plus worked 8 hours on the holiday. They should enter 8 hours of time type 050 Holiday Worked on their time sheet and the system will automatically add the 4 hours of time type 650 holiday premium pay. In week one, the system will pay 48 hours at the straight rate (40 hours actually worked + 8 hours holiday) and will also pay 12 hours Holiday pay (8 hours worked + 4 hours at premium rate). The employee can be paid for all hours, or may choose to 'bank' the 8 hours of holiday and/or 'comp' the 4 hours of holiday premium pay to be used at another time.

D3313261 ACT: _				+---- PAYROLL TIME SHEET ----+				----- APPROVED BY -----+			
				SMITH, JOHN				OFFI PROC			
+WK	REG	OVT	HOLI	FOR 06/30/20XX - 07/13/20XX				NO NO			
1	48.00	0.00	12.00	TIME SHEET: 17-07077930				PENDING OFFI APPRVAL			
2	40.00	0.00	0.00	COST CENT : 005-410015 002				PROOFREAD: YES			
+-----+-----+-----+											
REMARKS:								PAGE 0001 OF 0001			
TS61006I USE ACTION "W" TO VIEW WARNINGS											
ACT	HOURS	----		TYPE OF TIME		----		DATE		----- MESSAGE -----	
-	8.00	010	-	REGULAR TIME				FRI 06/30/20XX			
-	8.00	010	-	REGULAR TIME				SAT 07/01/20XX			
-	8.00	010	-	REGULAR TIME				MON 07/03/20XX			
-	8.00	050	-	HOLIDAY WORKED				TUE 07/04/20XX			
-	8.00	250	-	HOLIDAY				TUE 07/04/20XX			
-	4.00	650	-	HOLI PREM PAY				TUE 07/04/20XX			
-	8.00	010	-	REGULAR TIME				WED 07/05/20XX			
-	8.00	010	-	REGULAR TIME				THU 07/06/20XX			
=== > WEEK TWO < ===											
-	8.00	010	-	REGULAR TIME				FRI 07/07/20XX			
-	8.00	010	-	REGULAR TIME				MON 07/10/20XX			
-	8.00	010	-	REGULAR TIME				TUE 07/12/20XX			
-	8.00	010	-	REGULAR TIME				WED 07/12/20XX			
-	8.00	010	-	REGULAR TIME				THU 07/12/20XX			

Converting Overtime & Designating Comp Time

Example 4

Same as example 3 except the employee worked the holiday and also worked additional hours during the week. Once the time sheet is proof read, the system will automatically convert any hours actually worked over 40 to overtime. Holiday time type 250, Holiday Worked time type 050, and Holiday Premium Pay time type 650 are not included in the calculation of overtime.

Timesheet before converting overtime

D3313261 ACT: _ +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+							
SMITH, JOHN							
OFFI PROC							
+WK	REG	OVT	HOLI	FOR 06/30/20XX - 07/13/20XX	NO NO		
1	52.00	0.00	12.00	TIME SHEET: 17-07077930	PENDING OFFI APPRVAL		
2	40.00	0.00	0.00	COST CENT : 005-410015 002	PROOFREAD: YES		
REMARKS:				PAGE 0001 OF 0001			
TS61006I USE ACTION "W" TO VIEW WARNINGS							
ACT	HOURS	----	TYPE OF TIME	----	DATE	----	MESSAGE
-	12.00	010	- REGULAR TIME		FRI 06/30/20XX		
-	8.00	010	- REGULAR TIME		SAT 07/01/20XX		
-	8.00	010	- REGULAR TIME		MON 07/03/20XX		
-	8.00	050	- HOLIDAY WORKED		TUE 07/04/20XX		
-	8.00	250	- HOLIDAY		TUE 07/04/20XX		
-	4.00	650	- HOLI PREM PAY		TUE 07/04/20XX		
-	8.00	010	- REGULAR TIME		WED 07/05/20XX		
-	8.00	010	- REGULAR TIME		THU 07/06/20XX		
=== > WEEK TWO < ===							
-	8.00	010	- REGULAR TIME		FRI 07/07/20XX		
-	8.00	010	- REGULAR TIME		MON 07/10/20XX		
-	8.00	010	- REGULAR TIME		TUE 07/12/20XX		
-	8.00	010	- REGULAR TIME		WED 07/12/20XX		
-	8.00	010	- REGULAR TIME		THU 07/12/20XX		

Time sheet after converting overtime

D3313261 ACT: _ +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+							
SMITH, JOHN							
OFFI PROC							
+WK	REG	OVT	HOLI	FOR 06/30/20XX - 07/13/20XX	NO NO		
1	48.00	4.00	12.00	TIME SHEET: 17-07077930	PENDING OFFI APPRVAL		
2	40.00	0.00	0.00	COST CENT : 005-410015 002	PROOFREAD: YES		
REMARKS:				PAGE 0001 OF 0001			
TS61006I USE ACTION "W" TO VIEW WARNINGS							
ACT	HOURS	----	TYPE OF TIME	----	DATE	----	MESSAGE
-	12.00	010	- REGULAR TIME		FRI 06/30/20XX		
-	8.00	010	- REGULAR TIME		SAT 07/01/20XX		
-	8.00	010	- REGULAR TIME		MON 07/03/20XX		
-	8.00	050	- HOLIDAY WORKED		TUE 07/04/20XX		
-	8.00	250	- HOLIDAY		TUE 07/04/20XX		
-	4.00	650	- HOLI PREM PAY		TUE 07/04/20XX		
-	8.00	010	- REGULAR TIME		WED 07/05/20XX		
-	4.00	010	- REGULAR TIME		THU 07/06/20XX		
-	4.00	010	- OVERTIME		THU 07/06/20XX		
=== > WEEK TWO < ===							
-	8.00	010	- REGULAR TIME		FRI 07/07/20XX		
-	8.00	010	- REGULAR TIME		MON 07/10/20XX		
-	8.00	010	- REGULAR TIME		TUE 07/12/20XX		
-	8.00	010	- REGULAR TIME		WED 07/12/20XX		
-	8.00	010	- REGULAR TIME		THU 07/12/20XX		