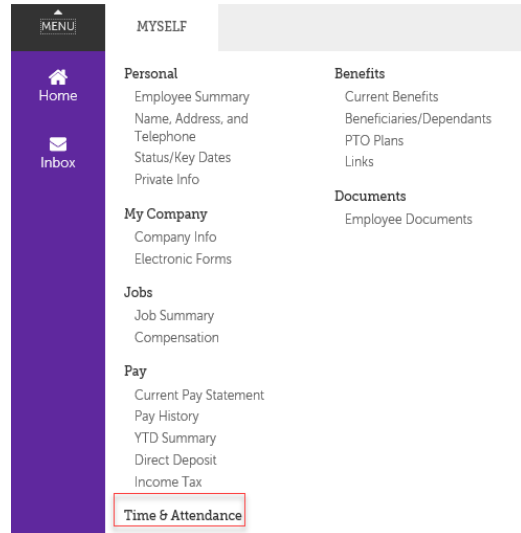


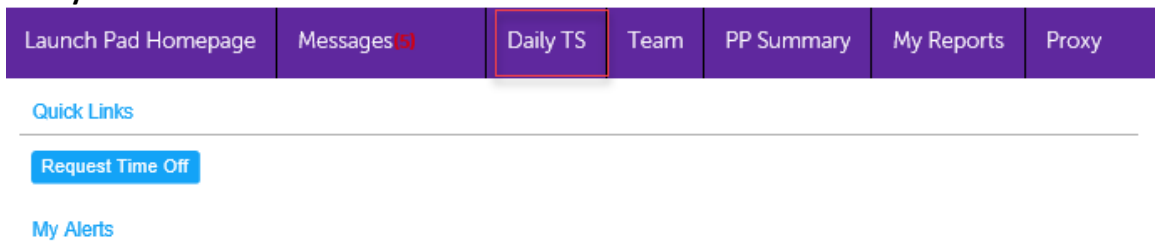
## Enter Employee Overtime Hours

**Overview:** When an employee works overtime (OT) hours, these are entered into **UltiPro Time and Attendance** by a Manager or Timekeeper.

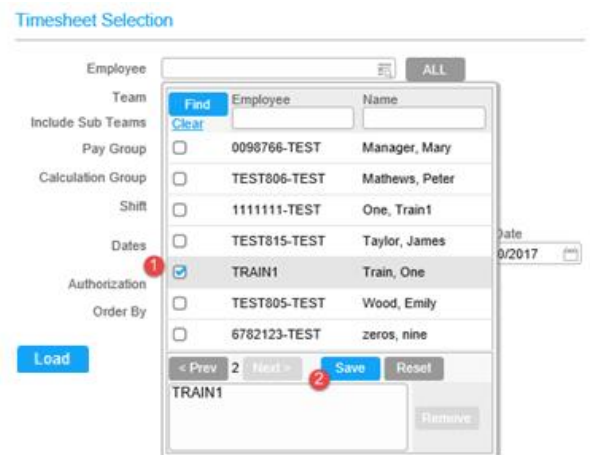
1. Click **Time and Attendance** in the **UltiPro** menu.



2. The **Time and Attendance Launch Pad Homepage** displays.  
**Note:** The display below shows options available to a timekeeper, working on behalf of a manager. A Manager has more options available.
3. Click **Daily TS**.



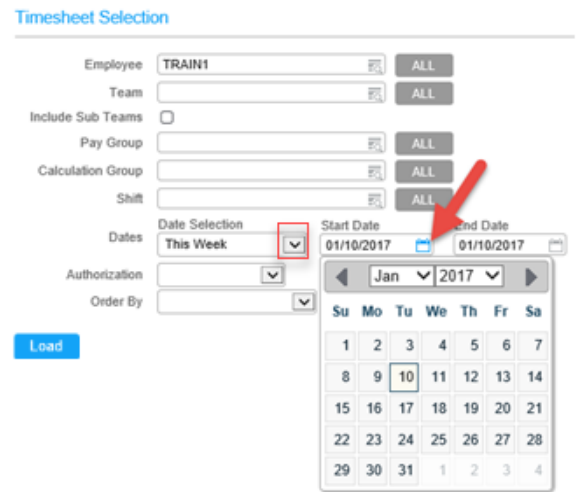
4. The **Timesheet Selection** screen displays. Click the Employee search icon to see a list of employees.
5. Click the checkbox for an employee.
6. Click **Save**.



7. Select a date range from the **Date Selection** droplist. Select Start and End Date for the timesheet you want to edit.

8. Click **Load**.

9. The requested timesheet displays. Click the Clock **+** icon beside the day the overtime hours occurred.



Employee: demo, jim

	Scheduled	Auth By	Shift	Start	End	Clock
01/22/2017 Sun		AUTO	OFF			+
01/23/2017 Mon 08:00		AUTO	8:00A-4:00P	08:00	16:00	+
01/24/2017 Tue		AUTO	8:00A-4:00P	08:00	16:00	+
01/25/2017 Wed 08:00		AUTO	8:00A-4:00P	08:00	16:00	+
01/26/2017 Thu 08:00		AUTO	8:00A-4:00P	08:00	16:00	+
01/27/2017 Fri 08:00		AUTO	8:00A-4:00P	08:00	16:00	+
01/28/2017 Sat		AUTO	OFF			+

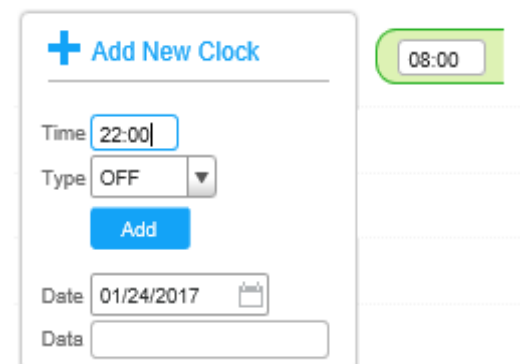
10. The **Add New Clock** box displays. Type in the start of their work time. Type is **ON**.

11. Click **Add**. The start time appears in green oval on the timesheet.



12. A new **Add New Clock** box displays. Type in the end of their shift and select **OFF**. **Note:** System uses a 24 hour clock. Enter time with a 'p' for p.m., e.g. 10p = 22:00.

13. Click **Add**.



14. Note the green and red oval showing the start and end time of the shift.

Employee: demo, jim

	Scheduled	Auth By	Shift	Start	End	Clocks	Time Code Summary
02/05/2017 Sun		AUTO	OFF			+	
02/06/2017 Mon	08:00	AUTO	8:00A-4:00P	08:00	16:00	+	WRK 8:00
02/07/2017 Tue		AUTO	8:00A-4:00P	08:00	16:00	+	WRK 8:00
02/08/2017 Wed	08:00	AUTO	8:00A-4:00P	08:00	16:00	+	WRK 8:00
02/09/2017 Thu	08:00	AUTO	8:00A-4:00P	08:00	16:00	+	WRK 8:00
02/10/2017 Fri	08:00	AUTO	8:00A-4:00P	08:00	16:00	+	WRK 8:00
02/11/2017 Sat		AUTO	OFF			+	

15. Click **Save** at bottom left of the screen.

- The Overtime (OT) hours are displayed on the day the employee reaches their overtime threshold (in this example 40 hours, which is achieved on the Friday). An **X** is displayed indicating it requires Manager review and approval. It is grey in this example as the Timekeeper cannot approve.
- The **code summary** at the bottom of the timesheet now includes the extra hours. In this example, codes are applied based on Ontario law: Hours up to 44 use the standard (Overtime Standard, OTS) wage for the employee. OT hours exceeding 44 hours are calculated at 1.5 times the hourly rate (OT1.5).


02/05/2017 Sun		AUTO	OFF			+		
02/06/2017 Mon	08:00	AUTO	8:00A-4:00P	08:00	16:00	+	08:00 22:00	WRK 14:00 REG 14:00
02/07/2017 Tue		AUTO	8:00A-4:00P	08:00	16:00	+		WRK 8:00 REG 8:00
02/08/2017 Wed	08:00	AUTO	8:00A-4:00P	08:00	16:00	+		WRK 8:00 REG 8:00
02/09/2017 Thu	08:00	AUTO	8:00A-4:00P	08:00	16:00	+		WRK 8:00 REG 8:00
02/10/2017 Fri	08:00	AUTO	8:00A-4:00P	08:00	16:00	+		WRK 8:00 OT1.5 2:00 , REG 2:00 , OTS 4:00
02/11/2017 Sat		AUTO	OFF			+		

Save

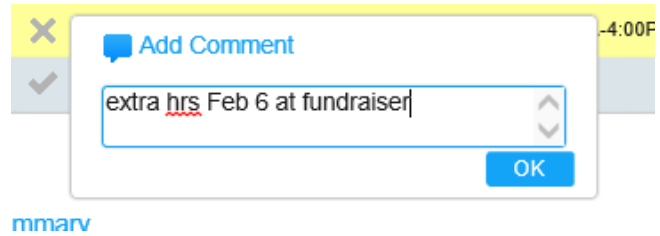
Show Edits

### Code Summary

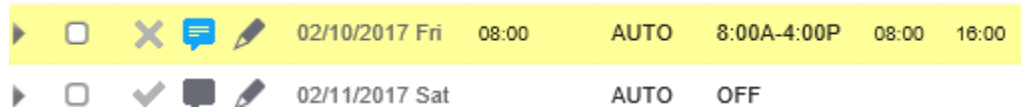
	REG	OTS	OT1.5	Total
WRK	40:00	4:00	2:00	46:00
Total	40:00	4:00	2:00	46:00

16. Add a comment to describe your entry. This helps the manager when reviewing and approving changes. Click the comment icon  for the overtime entry.

17. Type comments and click **OK** to save.



18. The comment icon is now blue, indicating a comment has been entered.



19. If you stop here, the overtime hours will be paid out on the next pay cycle. If the employee wants the OT hours banked rather than paid out – click the box in the **Bank OT** column beside the row where overtime hours display (you may need to scroll to the right).

Time Code Summary	Hour Type Summary	Calculation Group	Summary Error	Bank OT?
WRK 8:00	REG 8:00	ON SALARY NON-EXEMPT		<input type="checkbox"/>
WRK 8:00	REG 8:00	ON SALARY NON-EXEMPT		<input type="checkbox"/>
WRK 8:00	REG 8:00	ON SALARY NON-EXEMPT		<input type="checkbox"/>
WRK 8:00	REG 8:00	ON SALARY NON-EXEMPT		<input type="checkbox"/>
WRK 8:00	REG 8:00	ON SALARY NON-EXEMPT		<input type="checkbox"/>
WRK 4:00 , UBNKOT1 4:00	OTS 4:00 , UNPAID 4:00	ON SALARY NON-EXEMPT		<input checked="" type="checkbox"/>
		ON SALARY NON-EXEMPT		<input type="checkbox"/>

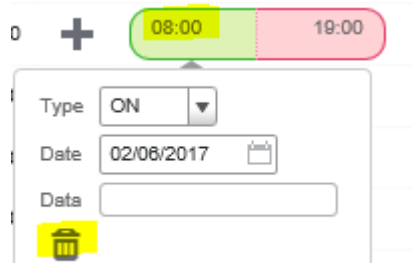
20. Click **Save**. The details about the overtime entry show as unpaid. UBNKOT means unbanked overtime. There are 6 hours that will be added to the employee's lieu time.

#### Code Summary

	REG	UNPAID	Total
WRK	40:00		40:00
UBNKOT1		2:00	2:00
UBOTS		4:00	4:00
<b>Total</b>	<b>40:00</b>	<b>6:00</b>	<b>46:00</b>

### How to Delete an Overtime Entry

1. Click the green **ON** time of the oval. Click the trash icon.



2. Click the red **OFF** time. Click the trash icon.



3. If Overtime was banked, click on check mark to uncheck the box.

Bank OT?

4. Click **Save**.

### How to Change an Overtime Entry

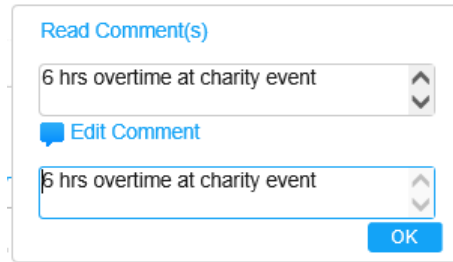
1. Delete the existing entry and create a new entry.

### How to Edit or Delete Comments

1. Click the Comments icon.



2. Click in the edit box. Change or delete the comment.
3. Click **OK**.



4. Click **Save**.