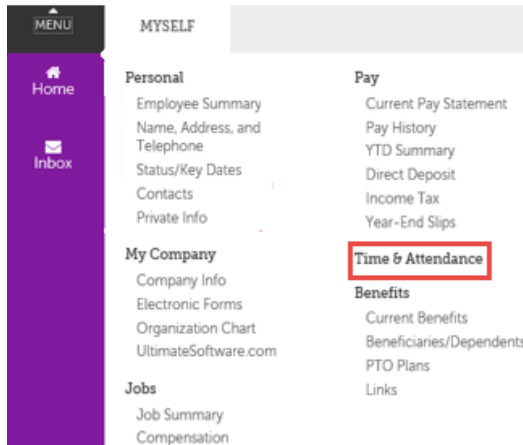


Enter Employee Overtime Hours

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

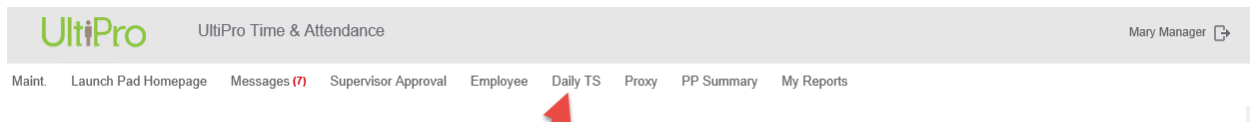
1. Click the **Time and Attendance** link in UltiPro's main menu.

Main Menu



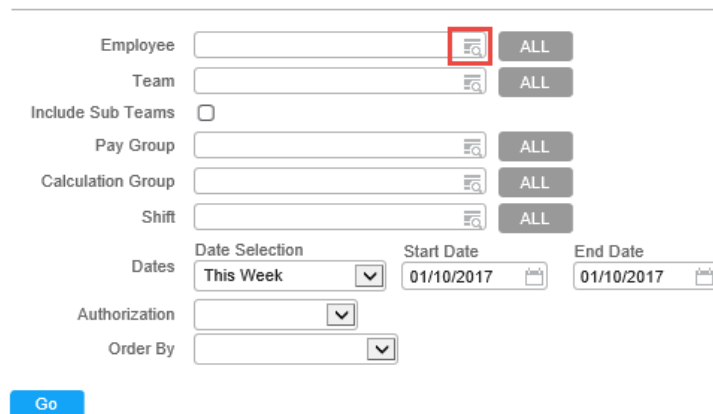
2. The **Time and Attendance Launch Pad Homepage** displays. **Note:** The options shown in the image below are what a Manager sees. A Timekeeper, working on behalf of a Manager, will not see the **Supervisor Approval** and **Employee** options.


Click **Daily TS** to access employee timesheets.




3. The **Timesheet Selection** screen displays. Click the magnify icon to see a list of employees.


Timesheet Selection





Employee 

Team 

Include Sub Teams ☐

Pay Group 

Calculation Group 

Shift 

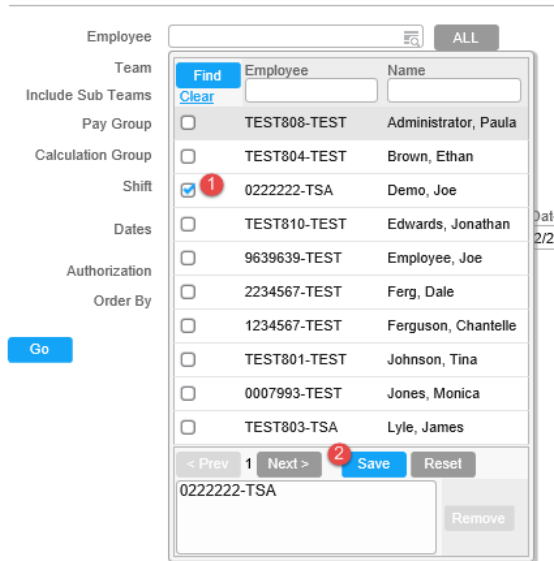
Dates Date Selection Start Date End Date

Authorization

Order By

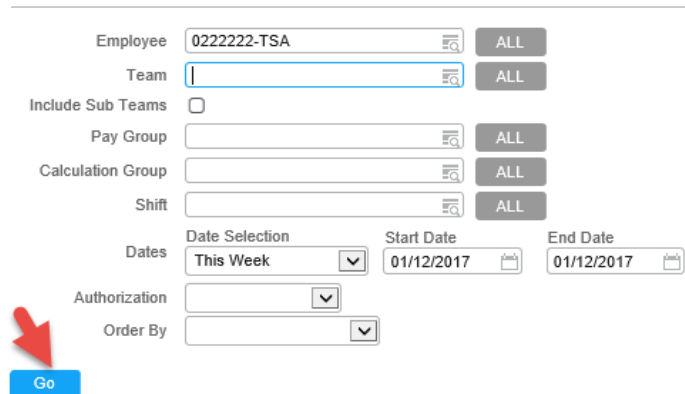
- To select an employee, click the checkbox beside the employee name. Click **Save**.

Timesheet Selection



- The name will display in the **Employee** field. The default **Date Selection** is *This Week*. Change the Date selection if needed. Start and End Date show the timesheet dates that will be displayed.

Timesheet Selection



- Click **Go** to load this timesheet.

11. Click **Save** to save the timesheet changes.


1. The OT hours are added to the last workday – Friday and an **X** is displayed indicating it requires Manager review and approval.
2. Note the **code summary** 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).

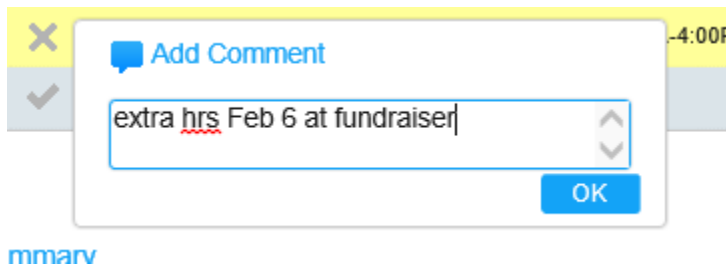
✓	✎	02/05/2017 Sun	AUTO	OFF	+				
✓	✎	02/06/2017 Mon 08:00	AUTO	8:00A-4:00P	08:00	16:00	+	08:00 22:00	WRK 14:00 REG 14:00
✓	✎	02/07/2017 Tue	AUTO	8:00A-4:00P	08:00	16:00	+		WRK 8:00 REG 8:00
✓	✎	02/08/2017 Wed 08:00	AUTO	8:00A-4:00P	08:00	16:00	+		WRK 8:00 REG 8:00
✓	✎	02/09/2017 Thu 08:00	AUTO	8:00A-4:00P	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	+				

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

12. It is good practice to add a comment to describe your entry. This helps when the Manager is reviewing and approving edits to timesheets.

Click on the comment icon  in the Friday row.
Type in comments and click OK to save.



The comment icon is now blue, indicating a comment has been entered. Click **Save** to save the comment to the timesheet.

▶	✎	✗	✎	02/10/2017 Fri	08:00	AUTO	8:00A-4:00P	08:00	16:00
▶	✓	✎	✎	02/11/2017 Sat		AUTO	OFF		

13. 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 Friday row in **Bank OT** column (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"/>

14. Click **Save** to save the edited timesheet. The details about the overtime entry change to show as unpaid as shown below. Banked OT and 1.5 will be translated to hours x 1.5, meaning if they banked 2 hrs at 1.5, when they take the time in lieu, they will be eligible for 3 hrs in total (2 x 1.5).

02/10/2017 Fri 08:00	AUTO 8:00A-4:00P 08:00 16:00	WRK 2:00 , UBNKOT1 2:00 , UBOTS 4:00 REG 2:00 , UNPAID 6:00
02/11/2017 Sat	AUTO OFF	

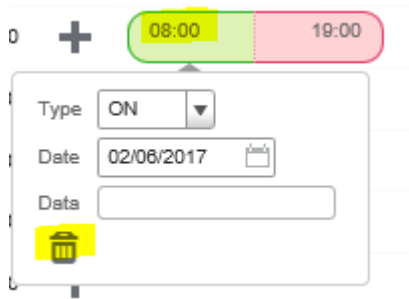
[Save](#)
[Show Edits](#)

Code Summary

	REG	UNPAID	Total
WRK	40:00		40:00
UBNKOT1		2:00	2:00
UBOTS		4:00	4:00
Total	40:00	6:00	46:00

How to Delete Overtime Entry

15. Click the green **ON** side of the pill.
Click the trash can icon. Click **Save** to save the edits to the timesheet.



The screenshot shows the 'ON' (On) side of a pill button with a green background and '08:00' text. Below the pill is a form with the following fields: 'Type' set to 'ON', 'Date' set to '02/06/2017', and an empty 'Data' field. A yellow trash can icon is visible at the bottom left of the form.

16. Click the red **OFF** side of the pill. Click the trash can icon.



The screenshot shows the 'OFF' (Off) side of a pill button with a red background and '19:00' text. Below the pill is a form with the following fields: 'Type' set to 'OFF', 'Date' set to '02/06/2017', and an empty 'Data' field. A yellow trash can icon is visible at the bottom left of the form.

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



The screenshot shows a section titled 'Bank OT?' with a dropdown menu. Below the dropdown are seven checkboxes. The second checkbox from the bottom is checked, while the others are unchecked.

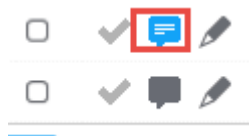
18. Click **Save** to save the edits to the timesheet. The Overtime entry is now deleted.

How to Edit Overtime Entry

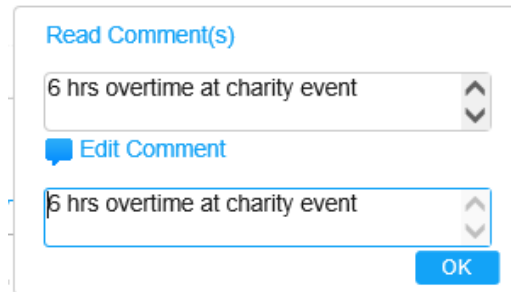
19. Delete existing entry as shown above. Create a new entry.

How to Edit or Delete Comments

20. Click on Comments icon.



21. Click in the edit box. Change or delete the comment. Click OK.



22. Click **Save** to save the edits to the timesheet.

23. The edits to the employee timesheet are now saved. You can make further edits to the same employee or:

1. Click the magnify icon to select a new employee.
2. Click the left-right arrows to view timesheets for other weeks.
3. Click **Load** to load newly selected timesheet. Begin entering edits to displayed timesheet.
4. When you are finished editing, click the icon beside your name to log out of **Time and Attendance**.

