



# OT on First Day of Schedule & Missed Punch-POL (Java)

**Issue:** Excess (overtime) hours worked as an extension of an overnight Saturday shift is not imported and creates a missed punch in the next pay period.

**TeleStaff View:**

**POL026-Prison.Processing OT-PAY**  
4hrs OTP3D-PATROL(4), 01:00 - 05:00 MCPD//3D GEORGE 4/Patrol 6 #6  
(right-click for options)

Date	Start Time	Duration	Activity
07/26/2015	15:00	10hrs	Beat Team EVE...MCPD//3D GEORGE 4/Patrol 6 #6
	01:00	4hrs	FO1-Field Train...
	01:00	4hrs	<b>2</b> POL026-Prison.... 3D-PATROL
	15:00	10hrs	FT1-Field Traini...
	15:00	10hrs	Regular Duty

**Solution:**

- 1) In Mctime, add a row and record the excess hours appropriately as Overtime Pay or Compensatory Leave, adding any applicable Differentials and Transfer Codes.
- 2) Refer to TeleStaff for the Transfer Codes. For help entering POL Code (Reason Code) or Cost Center, refer to Job Aid: [Manager Guide to Transfer Accounts](#). If the excess hours are funded by a grant, you must send an email to the TeleStaff Management Team for additional information.
- 3) Delete the row with the red block.
- 4) Save your changes.
- 5) If there are any questions, please send an email to the TeleStaff Management Team.

**Mctime View:**

**TOTALS & SCHEDULE**

Account	Pay Code	Amount
2/POL 47-2055-PO2/I-77353/3D-G4 SECTOR	Total Hrs Towa	10.0
2/POL 47-2055-PO2/I-77353/3D-G4 SECTOR	FO1 - Field Trai...	4.0
2/POL 47-2055-PO2/I-77353/3D-G4 SECTOR	Regular	10.0
2/POL 47-2055-PO2/I-77353/3D-G4 SECTOR	SD1 - Shift Diff...	10.0
2/POL 47-2055-PO2/I-77353/3D-G4 SECTOR	FT1 - Field Trai...	10.0

