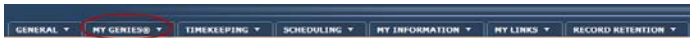




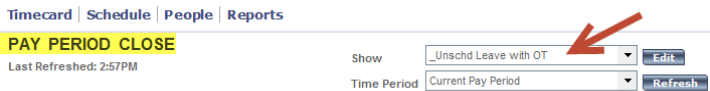
Editing Overtime Hours for an Unscheduled Absence (Java Only)

Viewing Timecards with OT & Unscheduled Absences

- From the Genies Tab (along the top) access the Pay Period Close Genie for the desired pay period.



- Select the hyperfind “_Unschd Leave with OT”.
 - Employees that meet the following conditions will display –*
 - Worked excess (overtime) hours during the period,
 - Earned OT pay or comp leave at a rate of 1.5,
 - Reported an unscheduled absence (Sick Leave–Unscheduled, Annual Leave–Unscheduled, Comp Lv Used–Unscheduled or Personal Day–Unscheduled) anywhere during the pay period, and
 - Is an employee that you have access to view and edit.



- Select all employees that display. Right click to launch the Timecard view each timecard.
- View each timecard to determine if excess (overtime) hours worked were followed by an unscheduled absence on the next day.
- Perform a **Pay Code Move (Java Only)** to change the rate of pay if an unscheduled absence was reported on the day following the day in which excess (overtime) hours were worked.

Performing the Pay Code Move

- From the timecard, click on the day that the overtime hours were worked.
- In the Totals & Schedule tab, change the view from “All” to “Daily”.
- In the Totals and Schedule tab, click on the excess (overtime) hours to move.

- Right click on the excess (overtime) hours. A **Move** box will display. Click on **Move**.

Pay Code	Amount	Wages
CL3 - Comp Lv Earned-1 hr EQ 1.5	2.0	
Regular	8.0	317.76
Total Hrs Towards Schedule	8.0	317.76

- The Move Amount dialog box will display. Enter the following:
 - In the **To: Pay Code** field, select the appropriate overtime code from the drop down list. See the *Pay Code Move Matrix* on page 2.
 - Enter the number of overtime hours to move in the **Amount** field.
 - Enter the date that the overtime was worked in the **Effective Date** field.
 - Enter the appropriate **Transfer** code, if required.

Move Amount

From

Pay Code: CL3 - Comp Lv Earned-1 hr EQ 1.5

Amount (HH.hh): 2.0

Transfer:

To

Pay Code *: CL2 - Comp Lv Earned-1 hr EQ 1.0

Amount (HH.hh) *: 2.0

Effective Date *: 8/10/2015

Transfer:

Comments →

OK Cancel Help

- Click **OK**. Click **Save**.
- Verify the timecard totals.
- Verify the Move in the **Move Amounts Tab**.



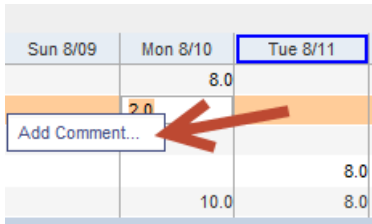
Editing Overtime Hours for an Unscheduled Absence Continued

Adding a Comment

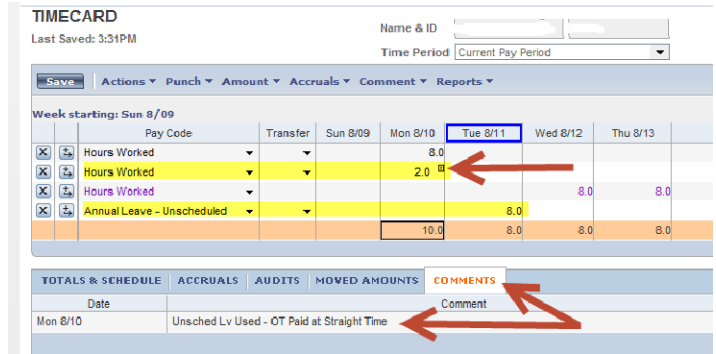
A comment should be added to the employee's timecard by the manager when overtime hours are edited. Comments look like a tiny post-it note.

Note: The best practice is to add the comment to the body of the timecard. Comments added within the Pay Code Move process will only be visible in the Moved Amounts tab, which is not visible to the employee.

1. In the timecard, click on the "Hours Worked" that were calculated as overtime.
2. Right click on the hours. An **Add Comment** box will display.



3. Click on the **Add Comment** box. A list of available comments will display.
4. Select the comment "**Unsched Lv Used - OT Paid at Straight Time**".
5. Click **OK**.
6. Click **Save**.
7. The Comment will be added to the timecard. Review the **Comments** tab.



Pay Code Move Matrix

Any excess hours (overtime) worked by an employee that is followed on the next day by an unscheduled absence should be compensated at the employee's regular rate of pay (straight time rate) for up to the number of hours of the unscheduled absence.

The Pay Code Move Matrix shown at the right should be referred to when changing the paid at time and a half (1.5) rate to the straight time rate (1.0). The form of payment (overtime pay or compensatory leave) may be changed, if needed, in the same Pay Code Move.

Overtime Pay Codes OT Paid at Time and a Half (1½)	MOVE TO	OT Pay Codes OT Paid at Straight Time (1.0)
OT at 1.5 - Overtime	➔	OT at 1.0 - Overtime
OT at 1.5 36 HR Week	➔	OT at 1.0 - Overtime
OT at 1.5 44 HR Week	➔	OT at 1.0 - Overtime
OT at 1.5 on Unscheduled Day	➔	OT at 1.0 - Overtime
CL3 - Comp Lv Earned-1 hr EQ 1.5	➔	CL2 - Comp Lv Earned- 1 hr EQ 1.0
CLE - 1.5 35 HR Week	➔	CL2 - Comp Lv Earned- 1 hr EQ 1.0
CLE - 1.5 44 HR Week	➔	CL2 - Comp Lv Earned- 1 hr EQ 1.0
CLE - 1.5 Unscheduled	➔	CL2 - Comp Lv Earned- 1 hr EQ 1.0