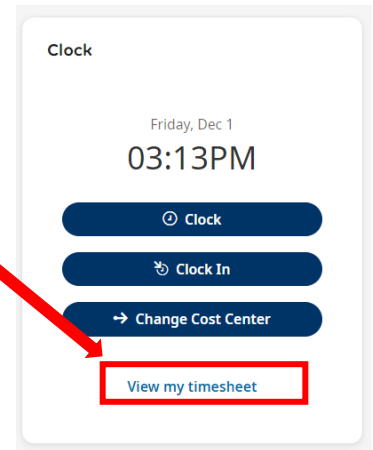


## Reviewing Overtime for Hourly Employees:

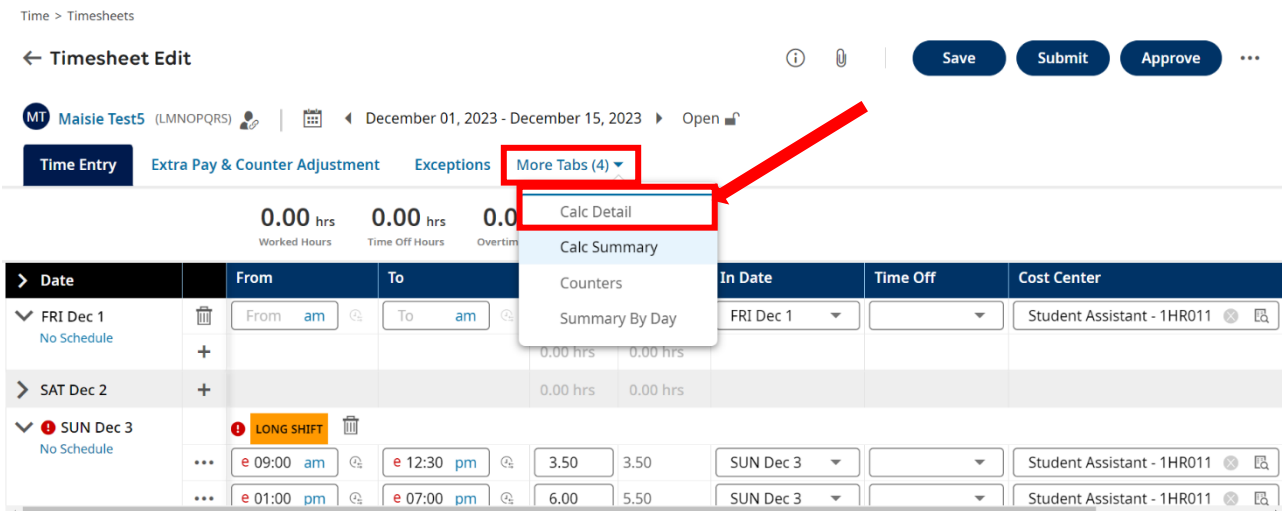
This training document is intended to provide instruction on how to review overtime in your timecard.

To access your timesheet, click on the **Current Timesheet** link located in the Clock widget on your home dashboard.



**IMPORTANT:** Overtime is calculated by week (Sunday-Saturday) and will automatically calculate on your timecard if you record over 40 working hours within that week for Part-Time or Student employees and over 35 working hours for Full-Time Non-exempt staff.

If you have worked overtime hours within a week, click on the **More Tabs** tab on your timecard and select **Calc Summary**. If you are using a bigger computer monitor, you will see the **Calc Summary** tab right away (there will be no **More Tabs** option).



You will see a row appear with your Overtime hour amount:

Time Entry   Extra Pay & Counter Adjustment   Exceptions   Calc Summary (3+) ▼

0.00 hrs   0.00 hrs   0.00 hrs  
Worked Hours   Time Off Hours   Overtime Hours

Counter	Total	Total Rate Table 1 Amount
Overtime	9.50	\$ 213.7500
Regular	41.25	\$ 618.7500
_Worked Hours	50.75	\$ 0.0000

**VERY IMPORTANT:** Overtime is paid out on a pay period lag. You will receive payment in the pay period following the period the time is recorded and approved in.