

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 calcualte 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).

Clock

Friday, Dec 1

03:13PM

Olock

ెస్ Clock In ↔ Change Cost Center

View my timesheet

Time > Timesheets												
← Timesheet Edit							(j)	O	Save		Submit Approve	•••
M Maisie Test5 (LMNOPQRS) 🧞 🗰 ◀ December 01, 2023 - December 15, 2023 Open 🔐												
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	•••• e 0	9:00 am 🔍	e 12:30	om 🖭	3.50	3.50	SUN Dec 3	•		r [Student Assistant - 1HR011	🔊 Eq.

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 Worked Hours Time Off	hrs 0.00 hrs 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.