

Overtime Hours - HRS3300

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Human Resources > Maintenance > Hours/Pay Transmittals > Ovtm Hours

This tab is used to create and maintain the overtime hours transmittal records for overtime hours worked by an individual employee. The district has the option to use the default overtime object code from District HR Options or the object code of the budget codes. The system uses the overtime hours is defaults set on the Create Hours tab, unless other values are entered on the current tab. Note that transmittal records cannot be changed after a payroll has been run.

This tab consists of a grid at the top and a free-form area at the bottom.

Note: Entries on this tab are not processed when selecting Supplemental Payroll on the Run Payroll process page. They are only processed with regularly scheduled payroll processing.

Change overtime hours:

Under **Retrieval Options**, enter any of the following criteria:

Field	Description
Pay Date	Click ⌄ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
Department	Type the correct department code, or leave blank to select all.
Campus	Click ⌄ to select a campus code.
Job Code	Click ⌄ to select a job code.

Click **Retrieve**. The selected employee information is displayed in the grid area and the free form area at the bottom of the tab.

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

Job Code	Displays the code for the employee's job assignment. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Ovtm Rate	Displays the overtime rate for the employee that was assigned on the Maintenance > Staff Job/Pay Data > Hourly/Substitute tab.
Account Code	Type an account code against which the employee's overtime pay is charged. As the user types the data, a drop-down list of corresponding account codes is displayed. Select an account code.
Ovtm Hrs	Type a new value for overtime hours the selected employee can work.
Ovtm Amt	This field is equal to Ovtm Hrs x Ovtm Rate.
Ovtm Code for W/C	Displays the code used to calculate the employee's overtime for workers' compensation. The system is set to 1 (time and a half of regular pay). Click ⌄ to select a different code to apply to the employee's record.

Actual Hrs	Type the number of actual hours worked for the variable hour employee. The actual hours worked value can be a negative or positive number. **Notes**: The requirements for determining the actual hours worked by an employee should be defined by an LEA policy. The **Ovtm Amt** field and the **Actual Hrs** field values must reflect the same sign (+/-). Positive actual hours are added to the total hours and negative actual hours are subtracted from the total hours.
Actual Date	Type the actual date that represents the pay period as defined by district policy in the MMDDYYYY format for employees with pay type 3 or 4.
Reason	Type a description of the transaction. The reason can be a maximum of 30 characters.
Work Comp	Click to select the workers' compensation code that applies to this employee (e.g., A, B).
Grant Cd	Automatically populated based on the grant code associated to the fund as defined on the Salaries, Fund to Grant tab.
Expense 373	Select if the employee is eligible for the expense 373 state minimum expenditure. Otherwise, leave blank.
Suppl Tax	Select to cause the amount to be taxed at the supplemental tax rate rather than the regular tax rate. This applies to the taxable amount only. Otherwise, leave blank.
Campus	Displays the number of the primary campus where the employee is assigned. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Dept	Displays the department code where the employee is assigned. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Type	Displays the type of pay for the selected employee. This code is assigned on the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Rate	Displays the employee's hourly pay rate from the Salaries table.
User ID	Displays the name of the employee who last changed and saved the employee record.

To retrieve another employee, click **+Add**. A new row is provided, with the cursor in the **Emp Nbr** field.

Emp Nbr	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory.

Click **Duplicate Selected** to duplicate overtime hours transactions for all employees highlighted for future pay dates. The link displays after you click **+Add** or after existing transactions are retrieved. A list of available pay dates from the pay date table is displayed on the left side of the page. Use the following buttons to select which pay dates to move to the right side of the page:

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

Click **OK** to duplicate the overtime hours transactions for those pay dates.

Click **Save**.

Click **Duplicate All** to duplicate overtime hours transactions for all employees listed for future pay dates. This link displays after clicking on **+Add** in the grid or after retrieving existing transactions. A list of available pay dates from the pay date table is displayed on the left side of the page. Use the following buttons to select which pay dates to move to the right side of the page:

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

Click **OK** to duplicate the overtime hours transactions for those pay dates.

Click **Save**.

Click **Unselect All** to unselect all highlighted employees. The link displays after you click **+Add** or after existing transactions are retrieved.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.

Print	Print the Ovtm Hours Transmittal List. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.