

Overtime and Differentials

Overtime and differentials are automatically calculated for nonexempt employees, based upon the hours entered, employee type, time of day worked, etc. Because it is generated as part of the Time Administration process, overtime and differentials do not need to be entered as Time Reporting Codes for nonexempt employees.

Review Payable Time to see if Overtime and Differential was Earned

1. After Time Administration process has run, navigate to your [timesheet](#).

NOTE: Time Admin process runs multiple times daily (4a, 9a, 11a, 1p, 3p and around 8p)

2. Scroll to the bottom of the screen and click on the **Payable Time** tab.

-or- Click on the date **hyperlink**.

NOTE: The quantity listed for overtime or differentials are not additional hours, it is the quantity of hours that pay is earned on.

Select for Delete		Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	S
<input type="checkbox"/>		Sun	4/29		7:45:00AM	12:00:00PM	12:45:00PM	4:30:00PM	8.00		
<input type="checkbox"/>			4/29						Sick Leave (CLS)	3.00	
<input type="checkbox"/>		Mon	4/30		8:00:00AM		4:15:00PM	8.25			
<input type="checkbox"/>		Tue	5/1		8:15:00AM		2:15:00PM	6.00			
<input type="checkbox"/>		Wed	5/2		7:45:00AM		4:30:00PM	8.75			

[Summary](#)
[Payable Time](#)
[Absence Balances](#)
[Exceptions](#)

Payable Time Viewing Option

☐ By TRC and Status

☐ By TRC, Status and Day

☒ Show In Detail

[View Full Detail](#)

Payable Time
Personalize | Find |
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Date	TRC	Description	TRC Type	Payable Status	Quantity
04/29/2018	REG00	Regular Hours	Hours	Needs Approval	8.00
04/29/2018	WDN80	Weekend Differential \$0.80/hr	Hours	Needs Approval	8.00
05/04/2018	OT150	Overtime 1.5	Hours	Needs Approval	4.50
05/04/2018	REG00	Regular Hours	Hours	Needs Approval	0.50