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.