

TIME & ATTENDANCE

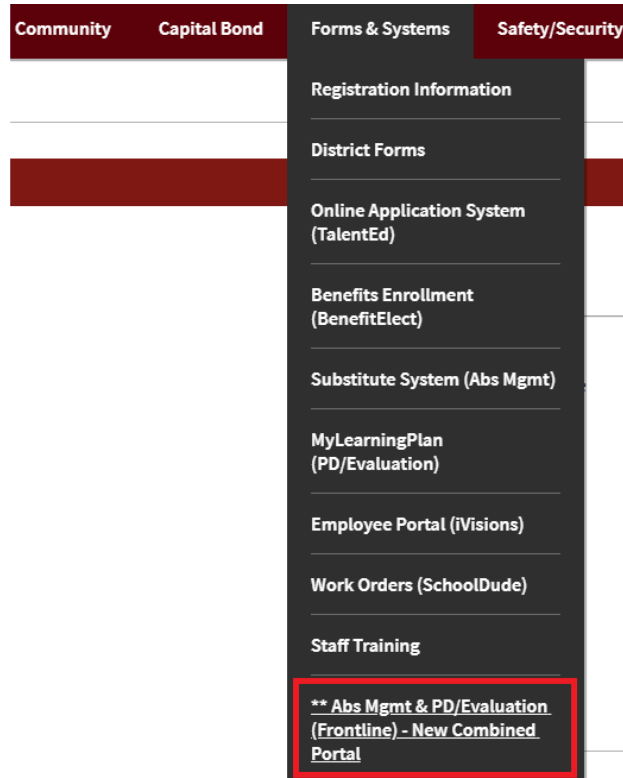
I. Access Time & Attendance

There are 2 ways to access Time & Attendance

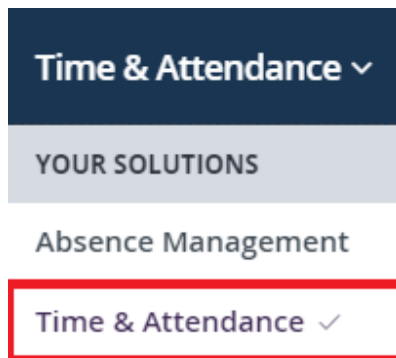
1. Web address

Veritime.aesoponline.com

2. Go to the district web site under Forms & Systems menu select the “Abs Mgmt” item from the menu

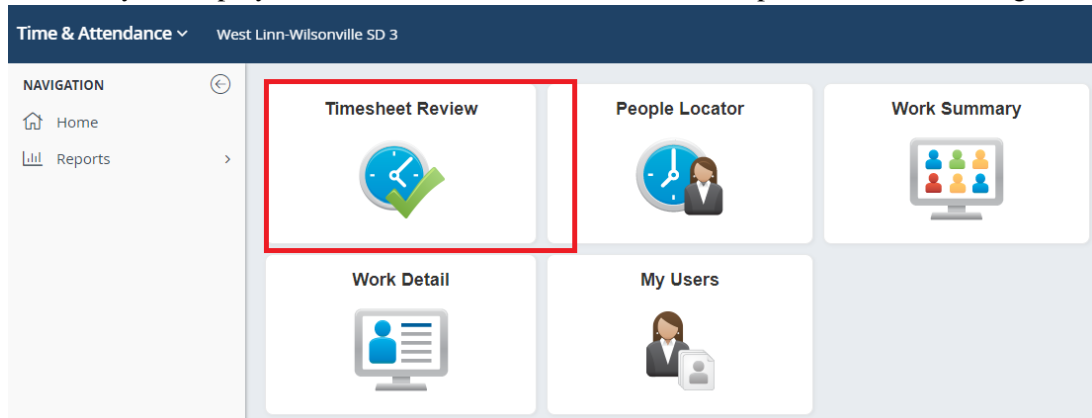


Once you have successfully logged in to Frontline make sure you are in the **Time & Attendance module**. If not, use the drop on the top left corner to change to the right module.



II. Access Employee's Timesheet

To access your employees' timesheet, click Timesheet Review option on the Home Page



You are now in the options and filter page. Here you can refine your search by period desired or by time sheet type.

This screenshot shows the filter and search interface. It includes three main dropdown menus: 'Date Range' (with options like 'Weekly Approval' and a selected date range '05/24/2020 - 05/30/2020'), 'Filter By' (with options like 'Outstanding Timesheets' and 'Needs My Approval'), and 'Sort By' (set to 'User Name - Ascending'). There is a search bar with a magnifying glass icon and an 'Advanced Options' button highlighted with a red box.

The date range types are Weekly or Monthly.

- Weekly follow our work week of Sunday through Saturday
- Monthly follows the payroll cutoff calendar

The different time sheet filters are:

- Outstanding time sheets – Ones that have not been approved at all levels
- Rejected time sheets – Ones that have been rejected and not resubmitted
- Payroll flagged for review – Used only by Payroll
- Net difference – Ones that have a difference between scheduled hours and input hours
- Needs approval- ones that are waiting for supervisor approval

There is the advanced option if you want to further narrow your search

This screenshot shows the advanced search interface. It includes the same filter and search options as the previous screenshot, plus additional sections for 'Search for User' (with a search bar), 'Narrow by Locations' (with checkboxes for 'All Options', 'ADMINISTRATION', and 'ARTS AND TECHNOLOGY HIGH SCHOOL'), and 'Narrow by Job Types' (with checkboxes for 'All Options', 'Custodian', and 'Custodian I'). The 'Advanced Options' button is highlighted with a red box.

Here you can search for a specific employee/user, or employee by location, or employees by their job type.

Once you have completed refining your options, click Search.

Your search results defaults to 20 users per page. You can change that to 50 or 100 if you have more than 20. Note that if your search has multiple pages you will need to use the arrows to navigate between pages.

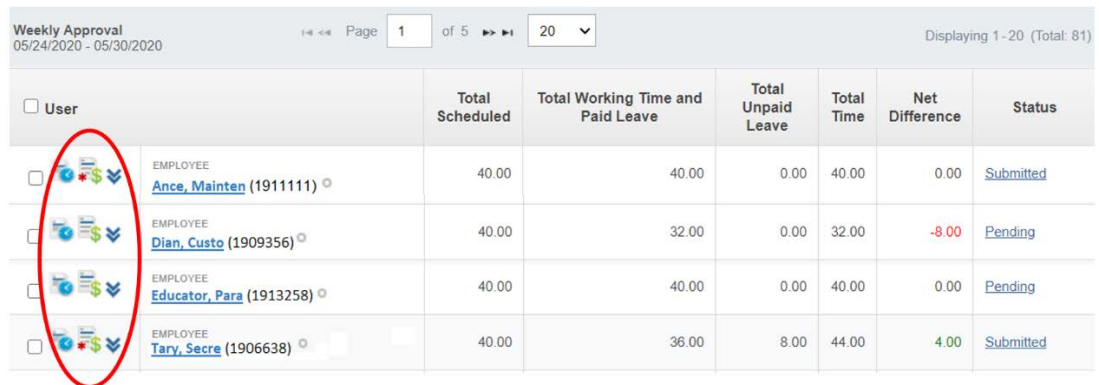
You are now ready to review your groups time sheets

















III. Timesheet Review Interface

This shows a summarized view of the period

- Total Scheduled shows the hours the person is scheduled for.
- The next column shows total working time and leave time on the time sheet
- Total Unpaid Leaves shows the total time leaves without paid.
- Total Time is the total of working time, leave and unpaid leave
- Net Difference is the difference between “total scheduled” and “total time”
- Status
 - Submitted time sheets are those that employees have submitted. **It is highly advised that you only approve the timesheet with “Submitted” status**
 - Pending are those that employees still need to submit and these might be the employees you need to give reminders to.

This summary will give you a high level view of your employees’ time sheets, but it is not all inclusive as it does not show the daily detail.



<input type="checkbox"/> User	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
<input type="checkbox"/>    EMPLOYEE Ance, Mainten (1911111) 	40.00	40.00	0.00	40.00	0.00	Submitted
<input type="checkbox"/>    EMPLOYEE Dian, Cust (1909356) 	40.00	32.00	0.00	32.00	-8.00	Pending
<input type="checkbox"/>    EMPLOYEE Educator, Para (1913258) 	40.00	40.00	0.00	40.00	0.00	Pending
<input type="checkbox"/>    EMPLOYEE Tary, Secre (1906638) 	40.00	36.00	8.00	44.00	-4.00	Submitted

In addition to the summary view that is displayed, you also have 3 other methods to expand your employee’s time sheet on a daily basis

- Time sheet view opens a separate window to review the time sheet. You will see an expanded period view of the time sheet. This view is very similar to what the employee sees. **This is the recommended method to review time sheets**

Timesheet

Approve, Reject, or Reset

EMPLOYEE: **Ance, Mainten (1911111)**

Actions: Weekly Approval 05/24/2020 - 05/30/2020

TOTAL: + 40.00 PAID: + 40.00

Cancel All Changes Save Changes

Expand All Collapse All

Day	Date	Total	Paid
MON	May 25, 2020	Total + 8.00	Paid + 8.00
TUE	May 26, 2020	Total + 6.00	Paid + 6.00
WED	May 27, 2020	Total + 10.00	Paid + 10.00
THU	May 28, 2020	Total + 8.00	Paid + 8.00
FRI	May 29, 2020	Total + 8.00	Paid + 8.00

Weekly Approval 05/24/2020 - 05/30/2020 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
STAFFORD PRIMARY SCHOOL	Engineer I	Time Events	32.00	32.00
STAFFORD PRIMARY SCHOOL	Engineer I	Holiday / Holiday Break	8.00	8.00
Total			40.00	40.00

- Payroll summary view opens in a separate window. This is a daily summarized view of the time sheet for the period.

Payroll Summary

Display: ☒ All ☐ Flagged Wage Codes Only Group By: ☒ Wage Code ☐ Interface ID Options: ☐ Ignore OT calculation rules Run Report

EMPLOYEE: **Ance, Mainten (1911111)**

Custom Date Range 05/24/2020 - 05/30/2020

Jobs Summary		Wages	
JOB TYPE	TYPE	WAGE CODES	
Engineer I	REGULAR	30.00	
	OT15	2.00	
	HOLIDAY_PAID	8.00	













Day Details			Wages	
JOB TYPE	DAY	LOCATION	TYPE	TOTAL DURATION
Engineer I	Mon 05/25	STAFFORD PRIMARY SCHOOL	HOLIDAY_PAID	8.00
	Tue 05/26	STAFFORD PRIMARY	REGULAR	6.00

- Payroll summary view opens in a separate window. This is a daily summarized view of the time sheet for the period.

EMPLOYEE	Ance, Mainten (1911111)	40.00	40.00	0.00	40.00	0.00	Submitted
Date	Location Details	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
05/25/2020	STAFFORD PRIMARY SCHOOL Engineer I	8.00	8.00	0.00	8.00	0.00	Submitted
05/26/2020	STAFFORD PRIMARY SCHOOL Engineer I	8.00	6.00	0.00	6.00	-2.00	Submitted
05/27/2020	STAFFORD PRIMARY SCHOOL Engineer I	8.00	10.00	0.00	10.00	2.00	Submitted
05/28/2020	STAFFORD PRIMARY SCHOOL Engineer I	8.00	8.00	0.00	8.00	0.00	Submitted
05/29/2020	STAFFORD PRIMARY SCHOOL Engineer I	8.00	8.00	0.00	8.00	0.00	Submitted

It is highly recommended that you review your timesheets at the daily level instead at the summary view. If you are not looking the timesheet at the daily level, your understanding of the employee's timesheet can be inaccurate.

This example shows how the period net difference can be misleading if you are only looking at the period summary, which shows the aggregate total of the daily net differences. The daily view will show the net difference by each day. This is important because you could have some daily differences that zero each other out for the week.

<input type="checkbox"/> User		Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
<input type="checkbox"/>  ANCE, MAINTEN (1911111) 		40.00	40.00	0.00	40.00	0.00	Submitted
Date	Location Details	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
05/25/2020	STAFFORD PRIMARY SCHOOL  Engineer I 	8.00	8.00	0.00	8.00	0.00	Submitted
05/26/2020	STAFFORD PRIMARY SCHOOL  Engineer I 	8.00	6.00	0.00	6.00	-2.00	Submitted
05/27/2020	STAFFORD PRIMARY SCHOOL  Engineer I 	8.00	10.00	0.00	10.00	2.00	Submitted
05/28/2020	STAFFORD PRIMARY SCHOOL  Engineer I 	8.00	8.00	0.00	8.00	0.00	Submitted
05/29/2020	STAFFORD PRIMARY SCHOOL  Engineer I 	8.00	8.00	0.00	8.00	0.00	Submitted

In this scenario the employee worked 2 hours less on May 26th but then they worked 2 hours over on the May 27th. That results in a zero net difference for the week and will show zero on the summary. You would have missed the over time had you not reviewed the time sheet in daily detail.

Note: While the zero net difference may be misleading, a non-zero net difference is a strong indicator of a time sheet that needs review at the daily level.

IV. Review Timesheet in Detail

Again, you want to review the daily time for your employees using the timesheet view as this is the recommended practice. We will walk through some scenarios you might encounter.

These samples are broken down on a daily basis. In this scenario our employee's regular position is **Maintenance** and they are schedule **Mon-Fri 8 hours each day**.

Timesheet

Approve, Reject, or Reset

EMPLOYEE **Tary, Secre (1906638)**

Actions Weekly Approval 05/24/2020 - 05/30/2020 TOTAL + 44.00 PAID + 36.00

Cancel All Changes Save Changes

Expand All Collapse All

SUN May 24, 2020	Total + 4.00 Paid + 4.00
MON May 25, 2020	Total + 8.00 Paid + 8.00
TUE May 26, 2020	Total + 10.00 Paid + 10.00
WED May 27, 2020	Total + 10.00 Paid + 10.00
THU May 28, 2020	Total + 8.00 Paid 0.00
FRI May 29, 2020	Total + 4.00 Paid + 4.00

Weekly Approval 05/24/2020 - 05/30/2020 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
ADMINISTRATION	On-Call / Security	Time Events	6.00	6.00
FACILITIES	Maintenance III	Time Events	22.00	22.00
FACILITIES	Maintenance III	Leave	8.00	0.00
FACILITIES	Maintenance III	Holiday / Holiday Break	8.00	8.00
Total			44.00	36.00

We start with Sunday, the first day of the work week. This is a non-work day, but the employee was on call so they added time in the “On-call/Security” job, which is an alternate position and not their regular position.

Timesheet

Approve, Reject, or Reset

EMPLOYEE **Tary, Secre (1906638)**

Actions Weekly Approval 05/24/2020 - 05/30/2020 TOTAL + 44.00 PAID + 36.00

Cancel All Changes Save Changes

Expand All Collapse All

SUN May 24, 2020 Total + 4.00 Paid + 4.00

LOCATION	JOB TYPE	DUE	STATUS
ADMINISTRATION	On-Call / Security	05/31/2020	Submitted

Delete Timesheet

Add New Event

TIME EVENTS	Duration	Total	Paid
test on call	4.00	+ 4.00	+ 4.00

Account: -- None Selected -- Change

Insert Comment + 4.00 + 4.00

On Monday, we have a holiday. There are hours paid for the holiday but no working hours. You will notice the holiday hours show as a leave type.

The screenshot shows the Timesheet interface for employee Tary, Secre (1906638). The interface includes a header with the title "Timesheet" and a close button. Below the header is a bar with the text "Approve, Reject, or Reset". The employee's name and ID are displayed, along with a "Weekly Approval" period from 05/24/2020 to 05/30/2020. The total hours are 44.00, and the paid hours are 36.00. There are buttons for "Actions", "Cancel All Changes", and "Save Changes". The interface shows a list of days with their respective totals and paid amounts. For Monday, May 25, 2020, the total is 8.00 and the paid amount is 8.00. The location is FACILITIES, the job type is Maintenance III, and the due date is 05/31/2020. The status is Submitted. The schedule shows a holiday entry for Memorial Day with a duration of 8.00 and a paid amount of 8.00. The time events section shows a duration of 8.00 and a total of 8.00. The leave section shows a holiday entry for Memorial Day with a total of 8.00. The account is set to None Selected.

Day	Total	Paid
SUN May 24, 2020	4.00	4.00
MON May 25, 2020	8.00	8.00

LOCATION	JOB TYPE	DUE	STATUS
FACILITIES	Maintenance III	05/31/2020	Submitted

SCHEDULE	Type	From	To	Duration	Paid
Holiday: Memorial Day	Leave	--	--	8.00	Yes

TIME EVENTS	Duration	Total	Paid
Duration	8.00	8.00	8.00

LEAVE	Total
Holiday: Memorial Day	8.00

On Tuesday, the employee worked their regular hours plus extra time in their regular Maintenance position. Instead of changing their regular hour line, they have recorded the extra time as a separate line item with a separate comment, this is the recommended practice. Because this is a contract position, these hours go into the overtime calculation

The screenshot shows the Timesheet interface for employee Tary, Secre (1906638). The interface includes a header with the title "Timesheet" and a close button. Below the header is a bar with the text "Approve, Reject, or Reset". The employee's name and ID are displayed, along with a "Weekly Approval" period from 05/24/2020 to 05/30/2020. The total hours are 44.00, and the paid hours are 36.00. There are buttons for "Actions", "Cancel All Changes", and "Save Changes". The interface shows a list of days with their respective totals and paid amounts. For Tuesday, May 26, 2020, the total is 10.00 and the paid amount is 10.00. The location is FACILITIES, the job type is Maintenance III, and the due date is 05/31/2020. The status is Submitted. The schedule shows a regular work entry with a duration of 8.00. The time events section shows a duration of 2.00 and a total of 2.00, with a comment "test extra time". The leave section shows a regular work entry with a total of 8.00. The account is set to None Selected.

Day	Total	Paid
SUN May 24, 2020	4.00	4.00
MON May 25, 2020	8.00	8.00
TUE May 26, 2020	10.00	10.00

LOCATION	JOB TYPE	DUE	STATUS
FACILITIES	Maintenance III	05/31/2020	Submitted

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	--	--	8.00	--

TIME EVENTS	Duration	Total	Paid
Duration	2.00	2.00	2.00

LEAVE	Total
Regular	8.00

On Wednesday, once again they worked their regular hours. But they also recorded “on call” time on a different timesheet. Because this is “non-contract” position the on call pay does not go into the calculation for over time.

WED May 27, 2020 Total + 10.00 Paid + 10.00

LOCATION	JOB TYPE	DUE	STATUS
FACILITIES	Maintenance III	05/31/2020	Submitted

SCHEDULE: Regular, Type: Work, From: --, To: --, Duration: 8.00, Paid: --

TIME EVENTS: Duration 8.00, Total + 8.00, Paid + 8.00

Account: -- None Selected -- [Change](#)

TIME SHEET COMMENT: Insert Comment, + 8.00, + 8.00

WED May 27, 2020 Total + 2.00 Paid + 2.00

LOCATION	JOB TYPE	DUE	STATUS
ADMINISTRATION	On-Call / Security	05/31/2020	Submitted

SCHEDULE: --, Type: --, From: --, To: --, Duration: 2.00, Paid: --

TIME EVENTS: Duration 2.00, Total + 2.00, Paid + 2.00

Account: -- None Selected -- [Change](#)

Note: Tuesday and Wednesday records demonstrate that it is very important for the employee record accurately and for you to review in detail not only the hour but also position the employee works at because it will affect the overtime calculation.

On Thursday, this employee has entered unpaid leave in Absence Management. This leave time has automatically populated into their time sheet and shows zero working hours.

Timesheet x

Approve, Reject, or Reset

EMPLOYEE: Tary, Secre (1906638)

Actions Weekly Approval 05/24/2020 - 05/30/2020 TOTAL + 44.00 PAID + 36.00

Cancel All Changes Save Changes

Expand All Collapse All

Day	Date	Total	Paid
SUN	May 24, 2020	+ 4.00	+ 4.00
MON	May 25, 2020	+ 8.00	+ 8.00
TUE	May 26, 2020	+ 10.00	+ 10.00
WED	May 27, 2020	+ 10.00	+ 10.00
THU	May 28, 2020	+ 8.00	0.00

LOCATION: FACILITIES, JOB TYPE: Maintenance III, DUE: 05/31/2020, STATUS: Submitted

SCHEDULE: UUnpaid Leave: 415356836, Type: Leave, From: --, To: --, Duration: 8.00, Paid: No

TIME EVENTS: Duration, Total 0.00, Paid 0.00

LEAVE: UUnpaid Leave, Total + 8.00

On Friday the employee did not enter their leave time into absence management. Instead they reduced their regularly scheduled hours. This was the INCORRECT method to record leave. This is a case where you would want to reject the time sheet so the employee can fix their time.

Timesheet

Approve, Reject, or Reset

EMPLOYEE Tary, Secre (1906638)

Actions

Weekly Approval 05/24/2020 - 05/30/2020

TOTAL + 44.00

PAID + 36.00

Cancel All Changes

Save Changes

Expand All

Collapse All

SUN May 24, 2020

Total + 4.00 Paid + 4.00

MON May 25, 2020

Total + 8.00 Paid + 8.00

TUE May 26, 2020

Total + 10.00 Paid + 10.00

WED May 27, 2020

Total + 10.00 Paid + 10.00

THU May 28, 2020

Total + 8.00 Paid 0.00

FRI May 29, 2020

Total + 4.00 Paid + 4.00

LOCATION FACILITIES

JOB TYPE Maintenance III

DUE 05/31/2020

STATUS Submitted

Delete Timesheet

SCHEDULE Type From To Duration Paid

Regular Work -- -- 8.00 --

Add New Event

TIME EVENTS

Duration

4.00

Test less than worked hours

+ 4.00

+ 4.00

Note: If the employee is unable to fix the time themselves, a supervisor can fix it on their behalf. Make sure to insert a comment for the change and it is recommended you end the comment with “by and your initials.” Then click save changes.

Timesheet

Approve, Reject, or Reset

EMPLOYEE Tary, Secre (1906638)

Actions

Weekly Approval 05/24/2020 - 05/30/2020

TOTAL + 46.00

PAID + 38.00

Cancel All Changes

Save Changes

Expand All

Collapse All

SUN May 24, 2020

Total + 4.00 Paid + 4.00

MON May 25, 2020

Total + 8.00 Paid + 8.00

TUE May 26, 2020

Total + 10.00 Paid + 10.00

WED May 27, 2020

Total + 10.00 Paid + 10.00

THU May 28, 2020

Total + 8.00 Paid 0.00

FRI May 29, 2020

Total + 6.00 Paid + 6.00

LOCATION FACILITIES

JOB TYPE Maintenance III

DUE 05/31/2020

STATUS Submitted

Delete Timesheet

SCHEDULE Type From To Duration Paid

Regular Work -- -- 8.00 --

Add New Event

TIME EVENTS

Duration

6.00

Comment Required

+ 6.00

+ 6.00

Please note, if the fix is for leave time you will need to correct it in Absence Management, which then will automatically populate time & attendance.

Also note that even if you have access to change your employee's timesheet, you should be conservative of fixing your employee timesheet because the timesheet is a legal document. **Manually changing your employee timesheet may result in litigation if there is a discrepancy.** Consider changing your employee's timesheet only when there is no better solution, such as when an employee is sick and cut-off is around the corner. This is also why it is highly recommended you review and approve your employee's timesheet weekly so that when the cut-off come, the most you have to change is a week of work for your employees.

Continuing with our example, if you need to reject the time sheet, click the Approve, Reject or Reset

Day	Date	Total	Paid
SUN	May 24, 2020	4.00	4.00
MON	May 25, 2020	8.00	8.00
TUE	May 26, 2020	10.00	10.00
WED	May 27, 2020	10.00	10.00
THU	May 28, 2020	8.00	0.00
FRI	May 29, 2020	4.00	4.00

A new pop up window will show. Make sure to choose the reject option from the dropdown list. Then choose Reason for your reject. If the reason is not on the list, choose Other and you can explain further in the comment section.

Timesheet Status

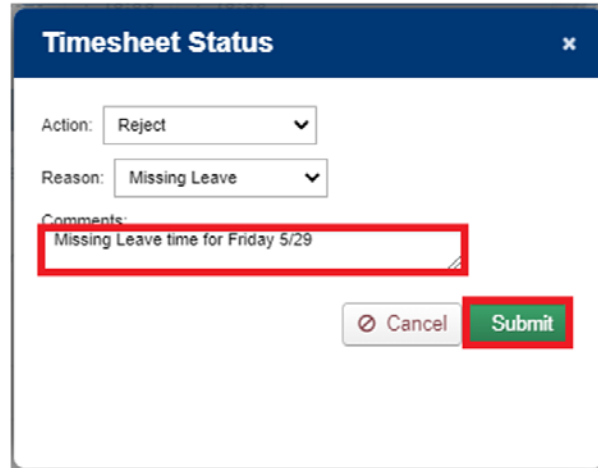
Action: Reject

Reason: Missing Leave, Incorrect Time, Incorrect Job/Position, Incorrect Location, Other

Comment:

Cancel Submit

It is required you add a comment. Like in the example you might say” Missing leave time for Friday. Then click Submit to send the timesheet back to the employee.



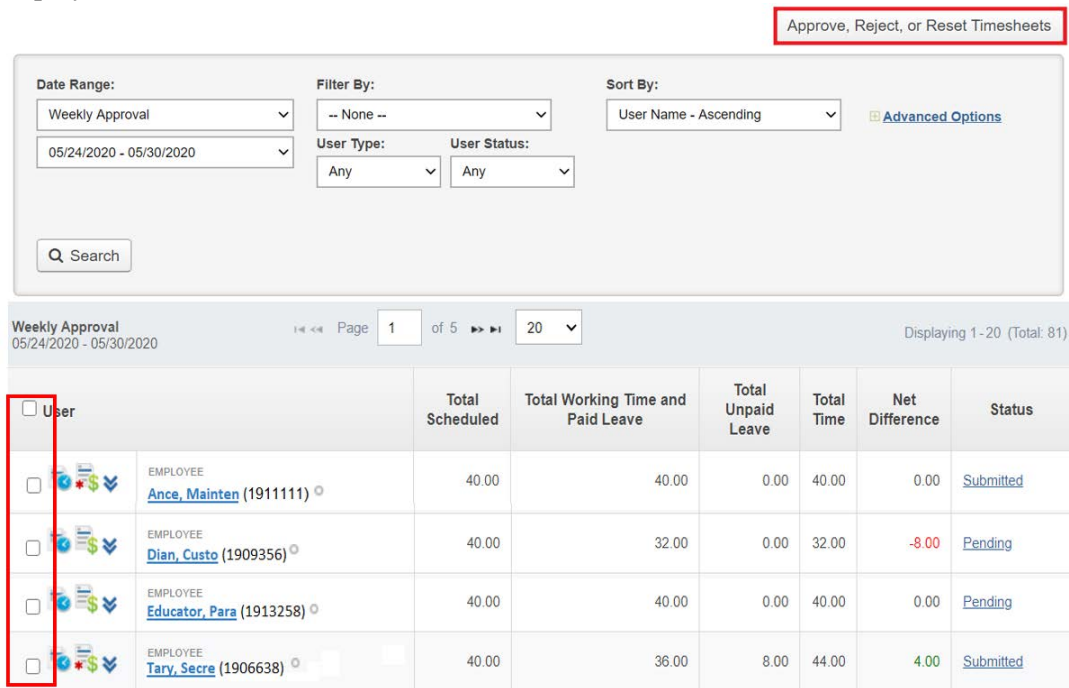
The image shows a 'Timesheet Status' dialog box. It has a title bar with a close button. Inside, there are two dropdown menus: 'Action' set to 'Reject' and 'Reason' set to 'Missing Leave'. Below these is a 'Comments' text area containing the text 'Missing Leave time for Friday 5/29'. At the bottom right are two buttons: 'Cancel' and 'Submit'.

V. Approve Timesheet

Rejecting an employee’s timesheet should be done on individual level because different timesheets may have different reject reason. On the other hand, approving timesheet should be done in masse to limit the chance of missing sending a timesheet to Payroll.

Check the box User to select all the employee. Then Select Approve, Reject or Reset Timesheets.

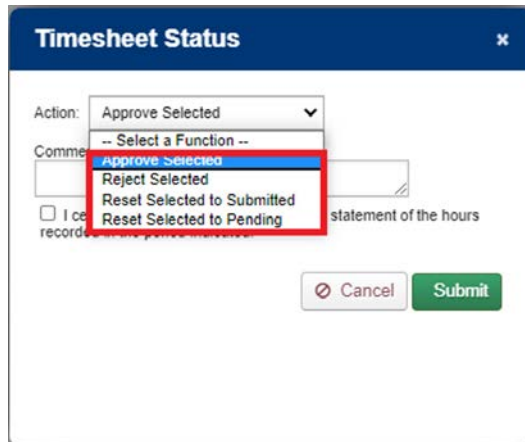
Note: If you have a late time sheet, you can leave the employee out of the selections and can approve it individually later, that way you aren’t holding up processing for the rest of your employees.



The image shows a web interface for managing timesheets. At the top right is a button labeled 'Approve, Reject, or Reset Timesheets'. Below it is a filter section with 'Date Range' (Weekly Approval, 05/24/2020 - 05/30/2020), 'Filter By' (None), 'Sort By' (User Name - Ascending), and 'User Type' (Any). A search bar is also present. Below the filters is a table with columns: User, Total Scheduled, Total Working Time and Paid Leave, Total Unpaid Leave, Total Time, Net Difference, and Status. The table lists four employees: Anee, Mainten; Dian, Custo; Educator, Para; and Tary, Secre. The first column 'User' has checkboxes, with the first one highlighted by a red box.

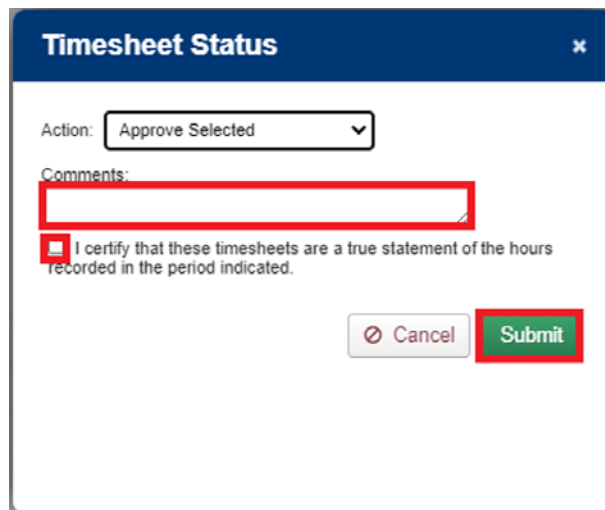
User	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
<input type="checkbox"/> EMPLOYEE Anee, Mainten (1911111) Ⓞ	40.00	40.00	0.00	40.00	0.00	Submitted
<input type="checkbox"/> EMPLOYEE Dian, Custo (1909356) Ⓞ	40.00	32.00	0.00	32.00	-8.00	Pending
<input type="checkbox"/> EMPLOYEE Educator, Para (1913258) Ⓞ	40.00	40.00	0.00	40.00	0.00	Pending
<input type="checkbox"/> EMPLOYEE Tary, Secre (1906638) Ⓞ	40.00	36.00	8.00	44.00	4.00	Submitted

From the drop down, select “Approve Selected.”



The screenshot shows a 'Timesheet Status' dialog box. The 'Action' dropdown menu is open, displaying the following options: 'Approve Selected', '-- Select a Function --', 'Approve Selected', 'Reject Selected', 'Reset Selected to Submitted', and 'Reset Selected to Pending'. The 'Approve Selected' option is highlighted in blue. Below the dropdown, there is a 'Comments' text area and a checkbox labeled 'I certify that these timesheets are a true statement of the hours recorded in the period indicated.' At the bottom right, there are 'Cancel' and 'Submit' buttons.

Add a comment if you need and check the certify box. Finally, click Submit.

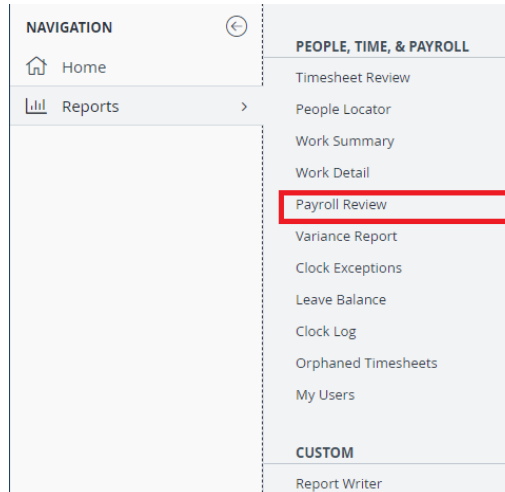


The screenshot shows the 'Timesheet Status' dialog box with the 'Approve Selected' action selected in the dropdown. The 'Comments' text area is highlighted with a red box. Below it, the checkbox 'I certify that these timesheets are a true statement of the hours recorded in the period indicated.' is checked. At the bottom right, the 'Submit' button is highlighted with a red box.

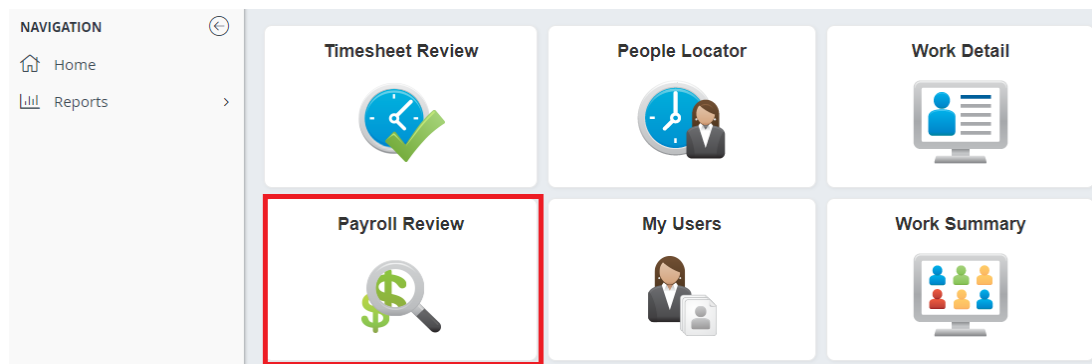
VI. Payroll Review

Payroll Review is a helpful tool that reports your employee's additional pay and overtime pay that will be sent to Payroll.

To get to Payroll Review, go to Reports → Payroll Review

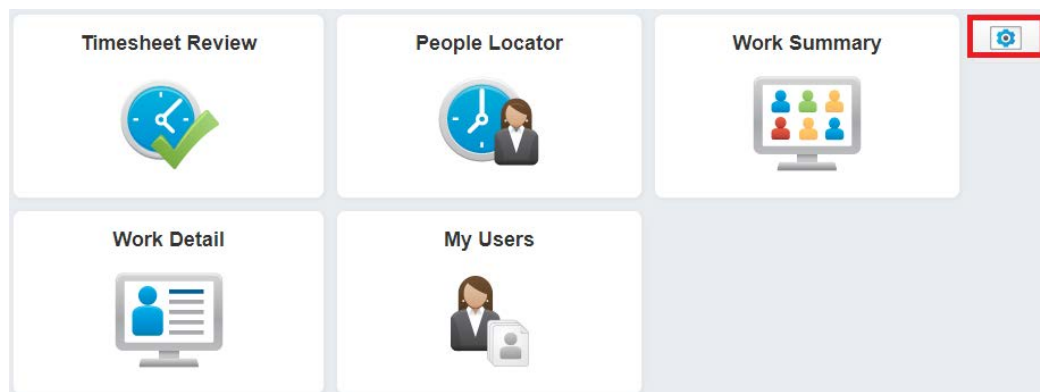


You can also access Payroll Review by using the widgets from the Home page.

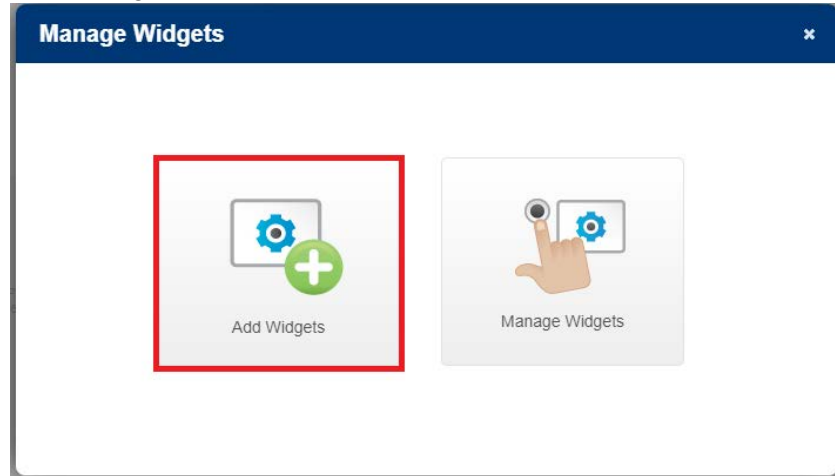


If your Home page does not have Payroll Review widget, you can add it by clicking on the

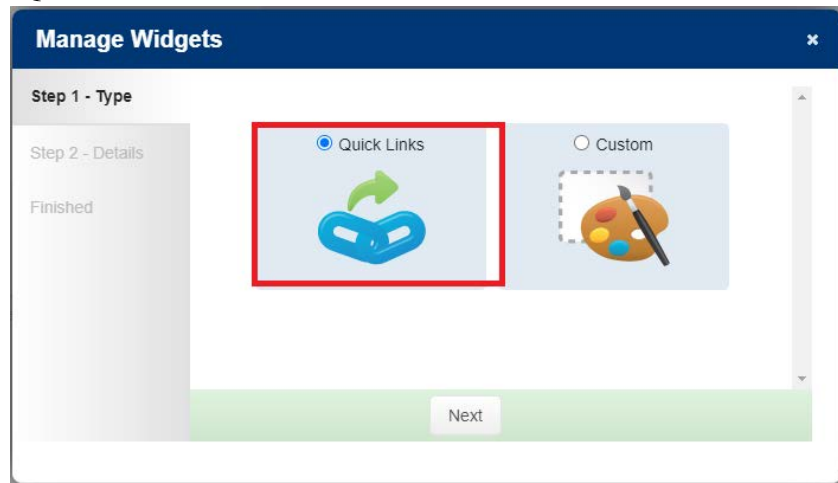
 icon



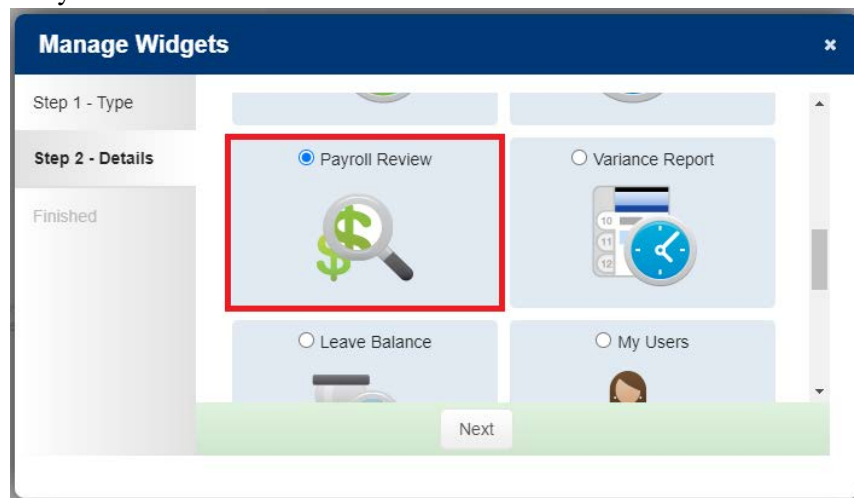
Then select Add Widgets



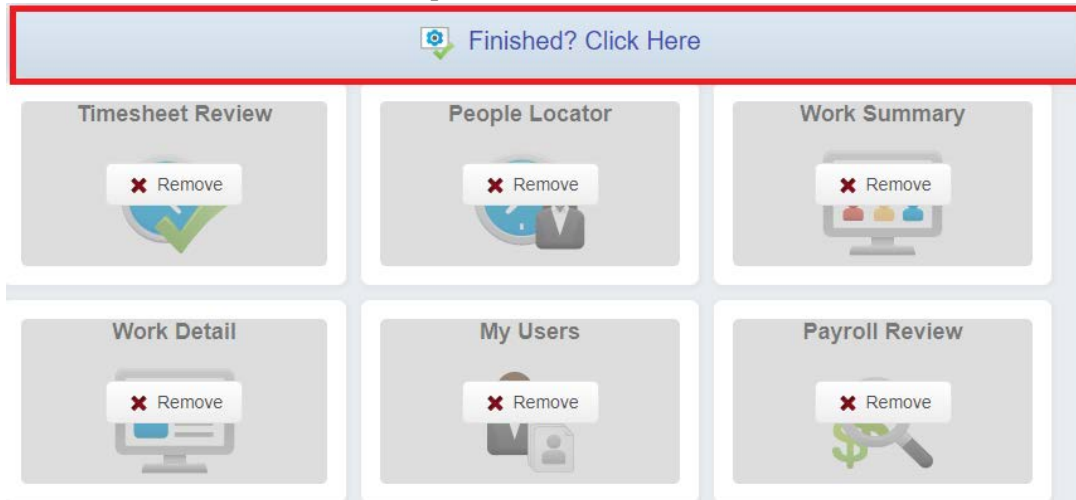
Then select Quick Links → Next



Then select Payroll Review → Next



Select Finished? Click Here to Complete



Once you've enter Payroll Review, select Date Range and narrow down your report by Location, Job Type and Wage Code

A screenshot of the "Payroll Review" form. The form has a light grey background. At the top left, there's a "Date Range:" section with two date pickers showing "07/22/2020" and "08/04/2020". Below this are "User Type:" and "User Status:" dropdowns, both set to "Any". There's a "Search for User:" field with a magnifying glass icon. Below that is a "Group By:" section with radio buttons for "Wage Code" (selected) and "Interface Id". At the bottom left, there's an "Options:" section with a checkbox for "Ignore OT calculation rules" and a "Run Report" button. On the right side, there are three dropdown menus for filtering. The first is "Narrow by Location:" with options: "All Options", "No Location", "ADMINISTRATION" (checked), "ARTS AND TECHNOLOGY HIGH SCHOOL", "ATHEY CREEK MIDDLE SCHOOL", and "ROCKMAN CREEK". Below it says "1 of 24 selected" and "Clear". The second is "Narrow by Job Type:" with options: "All Options" (checked), "Custodian", "Custodian I" (checked), "Custodian II" (checked), "Custodian Lead (HS Only)", "Engineer I" (checked), and "Engineer II" (checked). Below it says "19 selected" and "Clear". The third is "Narrow by Wage Code:" with options: "All Options", "REGULAR", "GAP" (checked), "OT15" (checked), "OT20", "SICK", and "VACATION". Below it says "2 of 51 selected" and "Clear".

To find out how many additional hours that will be sent to Payroll, select

- GAP: this is additional hours that will be paid at regular rate
- OT15: this is additional hours that will be paid at overtime rate

In this following example, we'll look at the last employee.





- His regular position is Maintenance, in which
 - He has 8 hour of additional time paying at regular rate
 - He has 8 hour of additional time paying at overtime rate
- He has an alternation position "On-Call/Security," in which he has 6 hours of additional time paying at regular

Note: Of the 2 GAP hours, only the GAP in his regular position is applied in his overtime calculation.

Export

Custom Date Range
06/28/2020 - 07/25/2020

8 results found.

	User	Job Type	Wage Code	Wage Duration	Total Duration
	EMPLOYEE Wood, North Holly ○	Licensed Journeyman - Plumber	GAP	4.00	4.00
			OT15	4.00	4.00
	EMPLOYEE Creek, Boeckman ○	Maintenance II	OT15	3.00	3.00
	EMPLOYEE Ville, Wilson ○	Maintenance III	OT15	4.00	4.00
		On-Call / Security	GAP *	10.00	10.00
	EMPLOYEE Linn, West ○	Maintenance III	GAP	8.00	8.00
			OT15	8.00	8.00
		On-Call / Security	GAP *	6.00	6.00

* Does not apply toward overtime