

Scheduled Overtime is **paid for a minimum of 3 hours** per the CBA. You will enter the actual in and out times if the time worked is 3.0 hours or more. But if the time worked is less than 3.0 hours, then you will enter the in/out time to reflect 3.0 hours and enter a comment. Scheduled Overtime is paid at 1.5x your regular rate.

**In this example Scheduled Overtime is for Sunday, 4/5 from 6 am - 10 am.**

- Employee comes in and is able to get the work done by 8 am, working 2 hours of overtime (6-8 am).
- Employee will be paid 3 hours of overtime due to the scheduled overtime minimum.
- Employee should enter in and out times as 6 am and 9 am.
- Employee should add Comments noting the 3-hour minimum

1. On the Home Screen, click **My Timesheet** from the Time Entry box.
  - Note - this timesheet already has all the Regular Time in/out times entered for the pay period
2. On the **Regular Time** row, enter In time as 6 am and the Out time as 9 am.
3. Enter a **Comment** stating this time slice is Scheduled OT with 3 hour minimum per the CBA.

Time Entry															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	Apr 5, 2020	<input checked="" type="checkbox"/> Show All Weeks
5	6	7	8	9	10	11	12	13	14	15	16	17	18		
Date		Entry Code		Hours	Overrid...	Adjust ...	Comments								
Sun 04/05	<b>+</b>	Regular Time		06:00 am 09:00 am	0.00		Scheduled OT 3hr min per CBA								
Mon 04/06	<b>+</b>	Regular Time		07:00 am 03:30 pm	0.00										
Tue 04/07	<b>+</b>	Regular Time		07:00 am 03:30 pm	0.00										

4. Click **Save** button
5. Click the **Results** tab to see the **Overtime Premium** on 4/5 paid at 1.5x your regular rate.

Exceptions							Schedule							Time Off							<b>Results</b>						
Work Da...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate																					
04/05/2020	Order of th...	Overtime Premium	3.00	0.00	247.50	82.50																					
04/06/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00																					
04/06/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00																					
04/07/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00																					
04/07/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00																					