Scheduled overtime: *Per the AFSCME 3472 CBA, Employees shall have a minimum of 3 hours for scheduled overtime work.* If your overtime is less than 3 hours for a Scheduled Overtime Event, then a new time slice must be added to make up the shortfall and bring the total to 3 hours of overtime.

Scheduled overtime and your regular time-punches:
- You will use the Terminal to record the actual time you worked for the day.

Adding Scheduled overtime
Go to your timesheet, and add a new time slice on the appropriate date
1. Select the pay code *Scheduled Overtime*
2. Enter the **start time** (this should be the same as the OUT time on the **Regular Time** row)
3. Enter the **end time** to bring the total up to 3 hours of overtime.
4. The **Results** tab shows the **Scheduled Overtime** (the hours that were not worked but count as overtime).