Timesheet Overtime Distribution Subtask

For employees, open the timesheet by clicking:

1. Time & Expense	2. Time	3. Timesheets	4. Timesheet

For timesheet approvers, open the timesheet by clicking:

1. Time & Expense	2. Time	3. Timesheets	4. Manage/Approve Timesheets

Navigation:
- Use the **PAGE DOWN** key to advance to the next slide.
- Use the **PAGE UP** key to return to the previous slide.

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Timesheet Overtime Distribution Subtask

Overtime Distribution

Depending on your timesheet class, you can enter all hours as regular and Time Entry automatically calculates overtime (OT) and distributes the hours to the correct OT code when you sign the timesheet.

After the timesheet is signed, an Overtime Distribution subtask link displays on the **Time » Timesheets » Timesheet** screen if automatic calculation is enabled and overtime was calculated. (In the 8.2 release, the link will display after you save the timesheet.)

It also displays in **Time » Timesheets » Manage/Approve Timesheets**.

Note: Validations related to overtime rules, such as for working on Saturdays, Sundays, or holidays, may display during the timesheet signing process. The subtask link displays only after all validations are cleared.

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Timesheet Overtime Distribution Subtask

The subtask only displays if the timesheet is signed and overtime was calculated.

If the **Sign** button is enabled, the subtask link does not display.

If the **Sign** button is not enabled, the subtask link might not display if overtime was not calculated and distributed.

The subtask link displays because the timesheet is signed and overtime was calculated and distributed.

Timesheet Overtime Distribution Subtask

Click the Overtime Distribution subtask link to view charge distribution codes and details.

Sign | Correct

Leave   PAYTYPE Summary   Charge Favorites   **Overtime Distribution**

Timesheet Lines   Add Line | Copy ▼ | Delete | Form | Query ▼

☑ LLA Status	Line	Description	Fri 07/16/21	Sat 07/17/21	Sun 07/18/21	Mon 07/19/21	Tue 07/20/21	Wed 07/21/21	Thu 07/22/21	Fri 07/23/21	Sat 07/24/21	Sun 07/25/21	Mon 07/26/21	Tue 07/27/21	Wed 07/28/21	Thu 07/29/21	Fri 07/30/21	Total
N/A	1	Jackson Bronx	8			9	9	9	9	9								53.00
N/A	2	V3 PRODUCTION R											10	10	10	10	10	50.00
		Regular	8.00			9.00	9.00	9.00	9.00	4.00			10.00	10.00	10.00	10.00	0.00	88.00
		Overtime								5.00							10.00	15.00
		Total	8.00			9.00	9.00	9.00	9.00	9.00			10.00	10.00	10.00	10.00	10.00	103.00

a (marker)   **b** (marker)

On the main timesheet, total overtime hours and adjusted regular hours display in the summary section per day:

a These cells show that of **9** hours entered, **4** were applied to regular and **5** were distributed to overtime.

b These cells show that of **10** hours entered, **0** were applied to regular and all **10** were distributed to overtime.

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Timesheet Overtime Distribution Subtask

In the Overtime Distribution subtask, three lines display per overtime calculation:

(a) Total number of regular hours (for example, **9** hours) entered on the main timesheet.

(b) OT hours removed from the regular hours pay type, which is a negative number of hours (for example, **-5**).

(c) OT hours distributed to the overtime pay type, which is a positive number of hours (for example, **5**).

Note: This positive/negative redistribution occurs for every charge code entered on the timesheet where overtime is calculated. For example, if you worked 3 hours overtime, but those hours were entered against three *separate* regular charge codes on the same day, the subtask will display nine lines total.

Timesheet Overtime Distribution Subtask

Overtime Distribution

Line	Description	PAYTYPE	Fri 07/16/21	...	Wed /21/21	Thu 07/22/21	Fri 07/23/21	Sat 07/24/21	...	Thu 07/29/21	Fri 07/30/21	Total
1	Jackson Bronx	R					9					9.00
3	Jackson Bronx	R					-5					-5.00
4	Jackson Bronx	O					5					5.00
2	V3 PRODUCTION REFLECTORS	R									10	10.00
5	V3 PRODUCTION REFLECTORS	R									-10	-10.00
6	V3 PRODUCTION REFLECTORS	O									10	10.00

*Line 1 represents the timesheet line 1 on the main screen. Line 3 represents the overtime coming off of Line 1. Line 4 represents the redistribution of that overtime from Line 1. **Line 2 is skipped because there is an actual Line 2 on the main screen.*

Line 2 represents the timesheet line 2 on the main screen. Line 5 represents the overtime coming off of Line 2. Line 6 represents the redistribution of that overtime from Line 2.

Close

Timesheet Lines — Add Line | Copy ▼ | Delete | Form | Query ▼

Line	Description	Project MO	Account	PLC	ORG	PAYTYPE	Sat 07/17/21	Sun 07/18/21	Mon 07/19/21	Tue 07/20/21	Wed 07/21/21	Thu 07/22/21	Fri 07/23/21	Sat 07/24/21	Sun 07/25/21	Mon 07/26/21	Tue 07/27/21	Wed 07/28/21	Thu 07/29/21	Fri 07/30/21	Total
1	Jackson B	AJ00.001	00001-201	AD		R			9	9	9	9	9								53.00
2	V3 PROD	8810.004.10	00001-201	EN		R										10	10	10	10	10	50.00
	Regular								9.00	9.00	9.00	9.00	4.00			10.00	10.00	10.00	10.00	0.00	88.00
	Overtime																				15.00
	Total																				103.00

There are always three rows per distribution. The line number of the first row always matches the main timesheet. The two rows that follow the first are the positive/negative distribution. Since there are three lines per distribution, the fourth row in the Charge Distribution subtask corresponds to the next instance on the main timesheet where overtime was detected. Positive/negative rows are sequential to each other within the subtask.

Timesheet Overtime Distribution Subtask

This concludes the
Timesheet Overtime Distribution Subtask presentation.