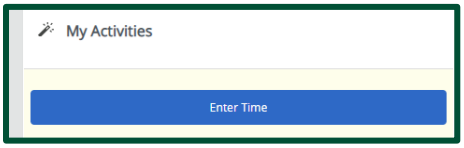
Overtime Guidelines for Web Time Entry

Temporary Employees: All temporary non-exempt employees, including student employees, are eligible to receive overtime pay. Eligible employees earn time-and-one-half for all hours worked more than 40 hours in a workweek.

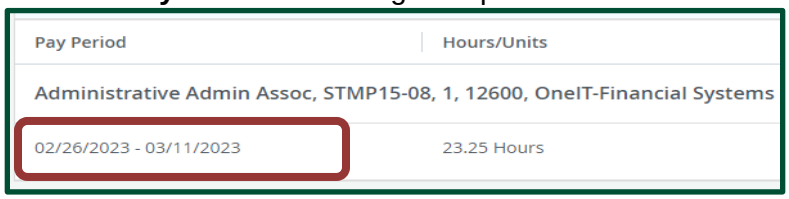
Per University Policy HR PIM-64; Employees must receive prior supervisory approval before working hours in excess of forty hours (40) per week. Working overtime without supervisor approval may result in disciplinary action.
Student workers are not allowed to work more than 29 hours per week during the academic year.

Entering Overtime

From the Employee Dashboard, select **Enter Time** from the My Activities section.



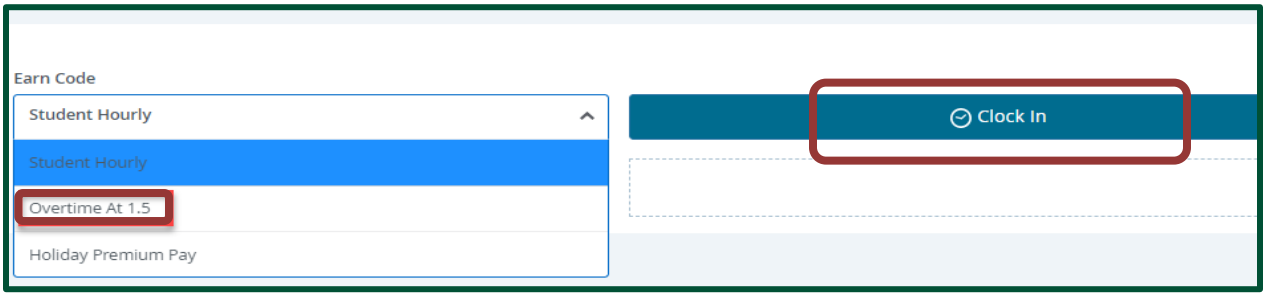
- Select the appropriate **Pay Period** under the correct job title and department from the list. If there is more than one title, contact your supervisor to determine the correct one to use.
- Click the **Pay Period** date range to open the time sheet.



Clocking In/Out when your total workweek hours exceed 40 hours

If you have supervisor approval to work more than 40 hours in a workweek and your total hours worked are 40 hours:

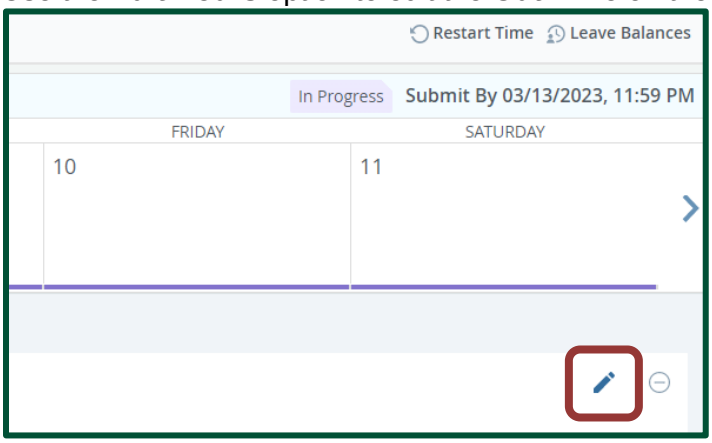
- Select Earn Code **Overtime At 1.5**.
- Click the Clock In or Clock Out button.



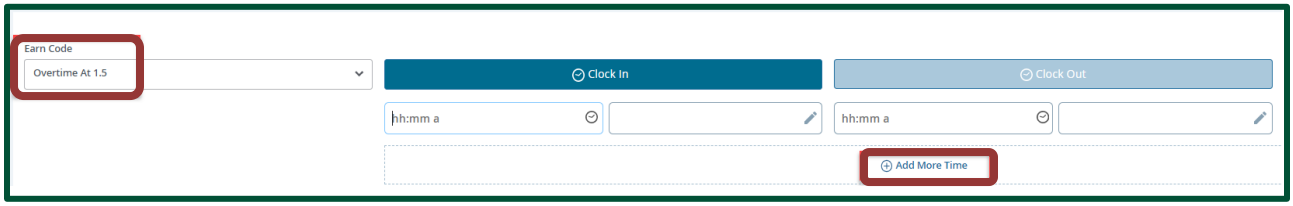
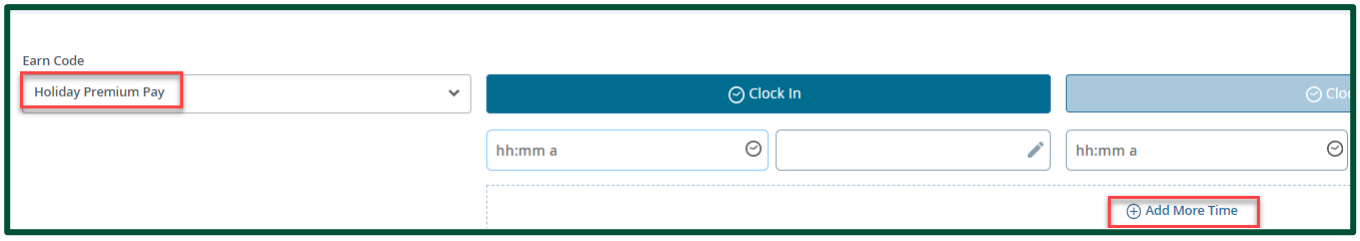
Editing your Timesheet when your total hours exceed 40

If you clocked in/out using the **Student Hourly** or **Non-Student Hourly Earn Code** and your total hours worked exceed 40 hours, it will be necessary to edit your timesheet and move hours in excess of 40 to the **Overtime At 1.5 Earn Code.**

- Use the **Edit Hours** option to edit the **Out Time** on the day your total hours exceed 40.



- Change the **Out Time** to the hours:minutes AM/PM that would total 40 hours.
- Enter a comment: *Edit Out Time to move hours work over 40 to the **Overtime At 1.5 Earn Code**.*
- Use the **Add More Time** option to add hours worked over 40 to the **Overtime At 1.5 Earn Code**.
  - Select Earn Code **Overtime At 1.5**.
  - Select **Add More Time**.
  - On the **In Time / Out Time** boxes, enter the time you started and ended working overtime.
  - Enter a comment: *Move hours worked over 40 to the **Overtime At 1.5 Earn Code**.*



- Click the **Save** button to save your timesheet edits.