

FORCED OVERTIME

If entire shift is overtime:

Select pencil to edit.

Go to right side of screen (you may need to scroll to the right side).

Click on drop down “forced” and choose overtime. This will change the entire time worked to time and one-half.

If part of shift is regular time and part of it forced overtime (any hours worked after 3PM):

Divide the hours worked into two separate transactions.

For example:

Worked 11am to 7:30 pm

Change to:

11am to 3pm

3pm to 7:30pm

Once you have divided the hours into two transactions, follow the procedure above to force overtime for hours after 3pm.