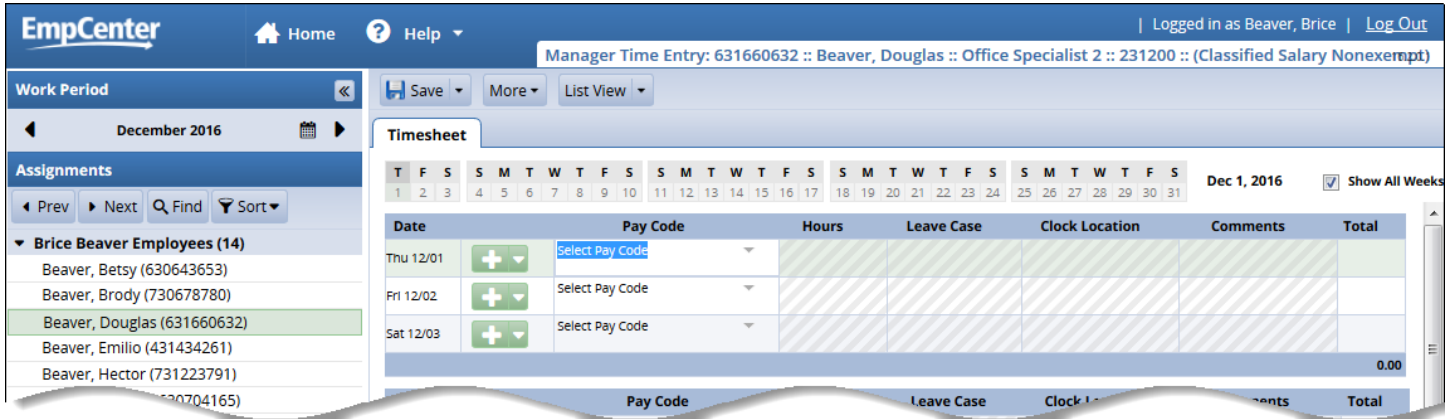


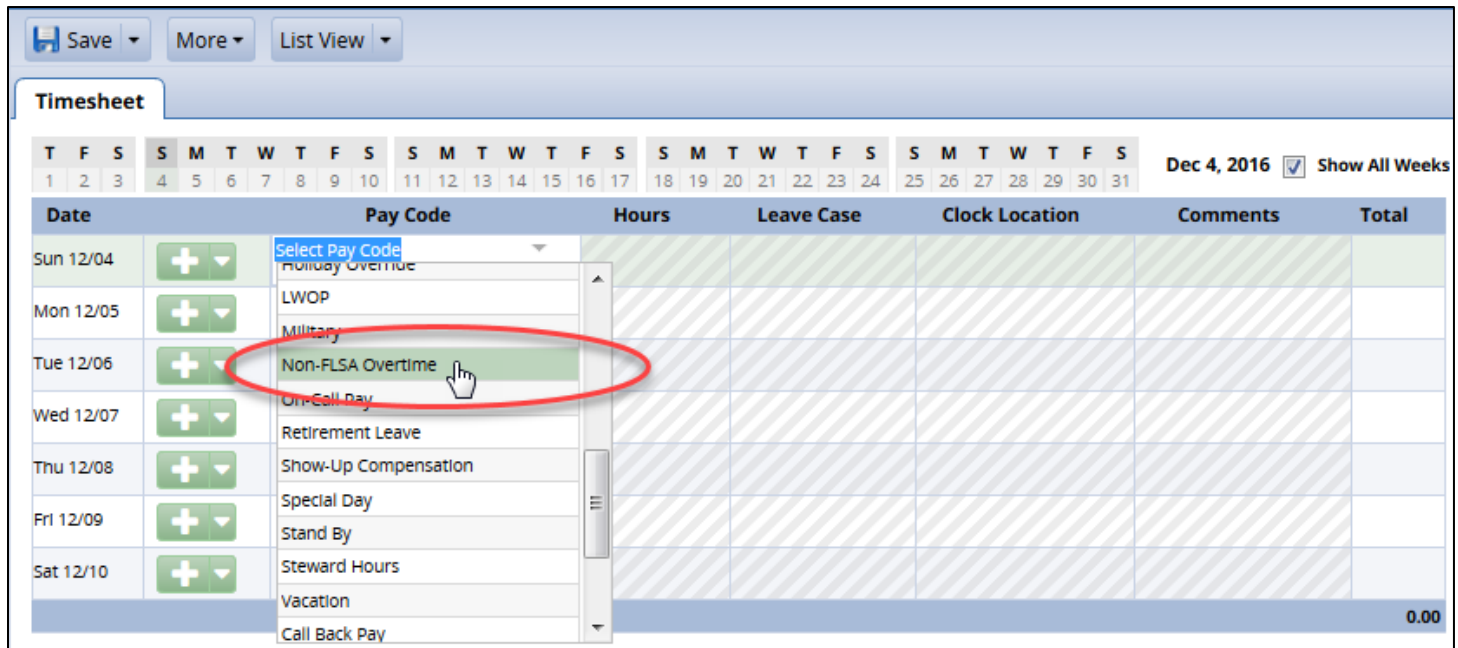
Daily Overtime Flag

To have EmpCenter calculate overtime on a daily basis (over 8 hours in a day) instead of a weekly basis (over 40 hours in a week), the supervisor or business center must add a pay code to the employee's timesheet for each week they need to calculate daily overtime.

1. Access the employee's timesheet by selecting Edit Employee Time from the Supervisor/Business Center Dashboard and select the employee from the list:



2. For the week you would like to calculate daily overtime, select Non-FLSA Overtime from the Pay Code drop down list on any day for that week:



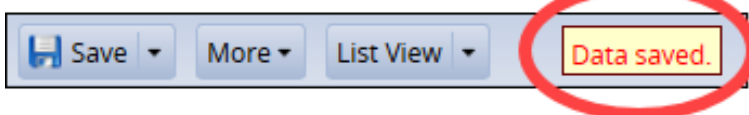
3. Enter 1 in the Hours column:

Date	Pay Code	Hours	Leave Case	Clock Location	Comments	Total
Sun 12/04	Non-FLSA Overtime	1.00				0.00
Mon 12/05	Select Pay Code					

- Continue to add the Non-FLSA Overtime pay code to each week you need to calculate daily overtime then save your changes:

Date	Pay Code	Hours	Leave Case	Clock Location	Comments	Total
Sun 12/04	Non-FLSA Overtime	1.00				0.00
Mon 12/05	Select Pay Code					
Sun 12/11	Non-FLSA Overtime	1.00				0.00
Mon 12/12	Select Pay Code					
Sun 12/18	Non-FLSA Overtime	1.00				0.00
Mon 12/19	Select Pay Code					
Sun 12/25	Non-FLSA Overtime	1.00				0.00
Mon 12/26	Select Pay Code					

- You'll receive confirmation that your changes were saved:



- If the week crosses over pay periods, you'll receive a warning that **must** be acknowledged to allow for the calculation of daily overtime:

Date	Pay Code	Hours	Leave Case	Clock Location	Comments	Total
Sun 11/27	Non-FLSA Overtime	1.00				0.00

Date	Exception Message	Severity	Acknowledge
Sun 11/27	Daily Overtime Flag entered in split week. Acknowledge exception to override weekly hours requirement.	Warning	<input type="checkbox"/>

7. Check the box then save your changes:

The screenshot shows the 'Timesheet' interface. At the top, there are buttons for 'Save', 'More', and 'List View'. A red arrow points to the 'Save' button. Below the buttons is a calendar for 'Nov 27, 2016'. The main table has columns: Date, Pay Code, Hours, Leave Case, Clock Location, Comments, and Total. Below the table is an 'Exceptions' section with tabs for 'Leave Balances', 'Results', and 'Schedule'. The 'Exceptions' table has columns: Date, Exception Message, Severity, and Acknowledge. One exception is listed for 'Sun 11/27' with the message 'Daily Overtime Flag entered in split week. Acknowledge exception to override weekly hours requirement.' and a severity of 'Warning'. The 'Acknowledge' checkbox is checked and circled in red.

Once you save, the exception will change to an informational level severity:

The screenshot shows the 'Timesheet' interface after saving. A 'Data saved.' notification is visible in the top right. The 'Exceptions' table now shows the exception for 'Sun 11/27' with the message 'Daily Overtime applied in split week. Weekly hours requirement overridden.' and a severity of 'Info.'. The 'Acknowledge' checkbox is checked.