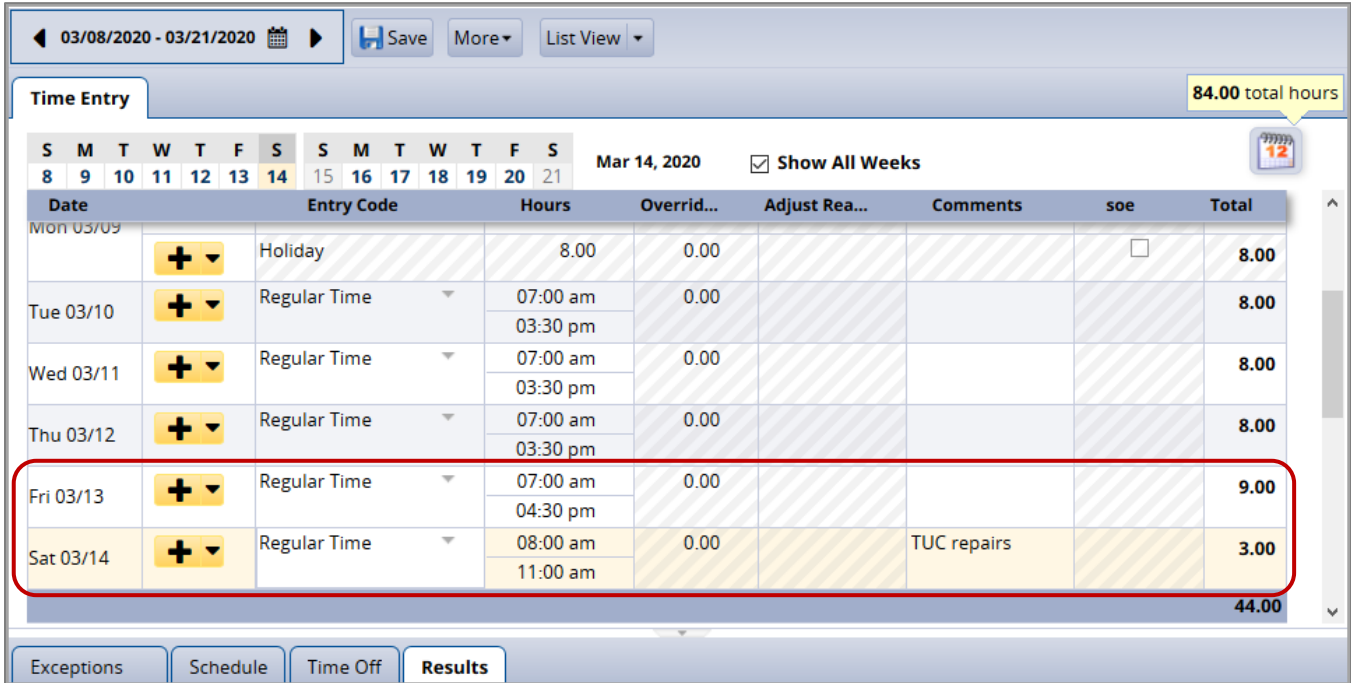


Overtime Pay in UD WorkForce is **calculated automatically** based on the days, hours and times you work. No need to enter overtime separately. The overtime rate is 1.5x your regular rate.

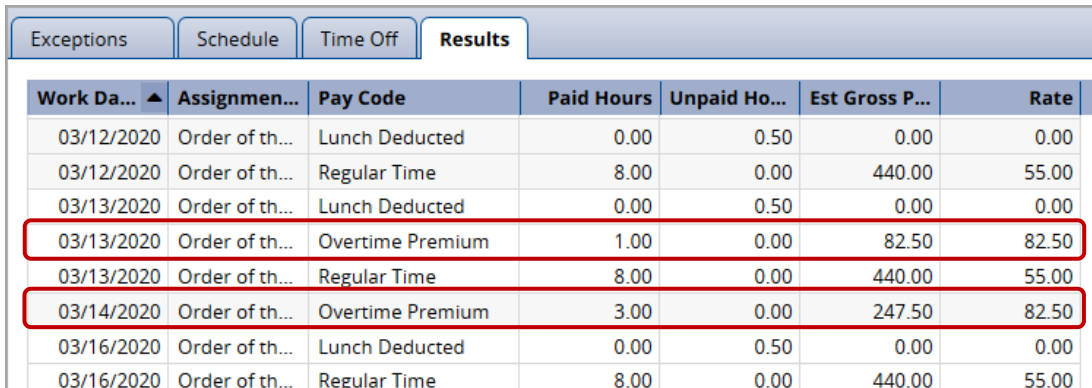
1. On the Home Screen, click **My Timesheet** from the Time Entry box.
2. Enter your in and out times on the **Regular Time** row.
The days with Overtime are:
 - Fri. 3/13 7am to **4:30** – 1 hour overtime
 - Sat. 3/14 **8am to 11am** (non-scheduled day) – 3 hours overtime
3. Add **Comments** (optional) for a time slice if needed (example on 3/14)
4. Click **Save** button

In this example, the work schedule is Mon. to Fri. 7:00am - 3:30pm



Date	Entry Code	Hours	Overrid...	Adjust Rea...	Comments	soe	Total
Mon 03/09	Holiday	8.00	0.00			<input type="checkbox"/>	8.00
Tue 03/10	Regular Time	07:00 am 03:30 pm	0.00				8.00
Wed 03/11	Regular Time	07:00 am 03:30 pm	0.00				8.00
Thu 03/12	Regular Time	07:00 am 03:30 pm	0.00				8.00
Fri 03/13	Regular Time	07:00 am 04:30 pm	0.00				9.00
Sat 03/14	Regular Time	08:00 am 11:00 am	0.00		TUC repairs		3.00
							44.00

5. Click the **Results** tab to see the calculated **Overtime Premium** pay for 3/13 and 3/14.



Work Da...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate
03/12/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00
03/12/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00
03/13/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00
03/13/2020	Order of th...	Overtime Premium	1.00	0.00	82.50	82.50
03/13/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00
03/14/2020	Order of th...	Overtime Premium	3.00	0.00	247.50	82.50
03/16/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00
03/16/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00

The Rate for the Overtime Premium is 1.5x your regular rate.