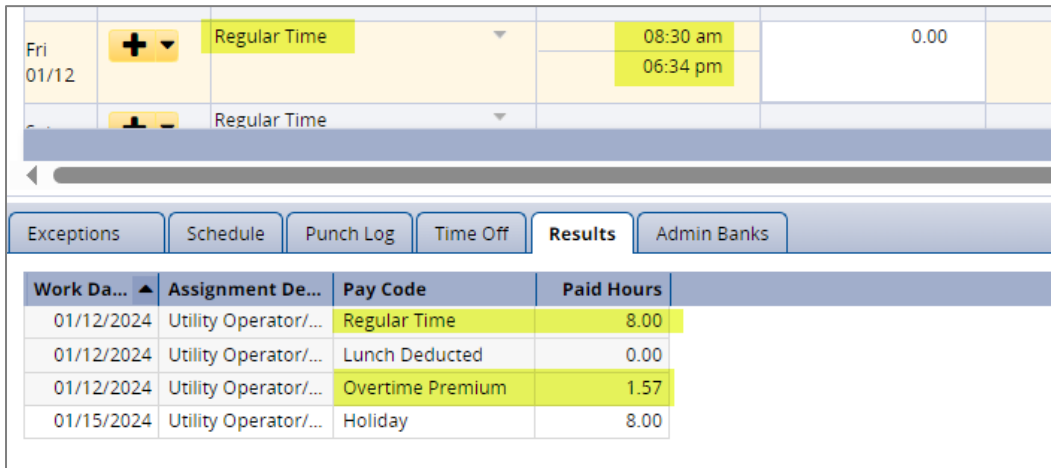


**Scheduled overtime:** *Per the AFSCME 3472 CBA, Employees shall have a minimum of 3 hours for scheduled overtime work.* If your overtime is less than 3 hours for a Scheduled Overtime Event, then a new time slice must be added to make up the shortfall and bring the total to 3 hours of overtime.

### Scheduled overtime and your regular time-punches:

- You will use the Terminal to record the actual time you worked for the day.

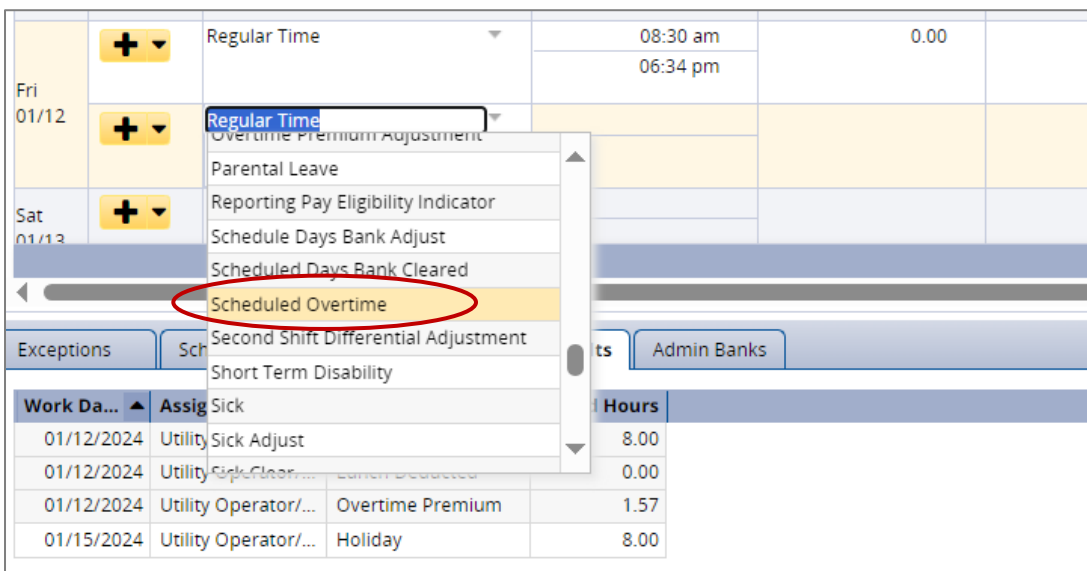


| Work Da... | Assignment De...     | Pay Code         | Paid Hours |
|------------|----------------------|------------------|------------|
| 01/12/2024 | Utility Operator/... | Regular Time     | 8.00       |
| 01/12/2024 | Utility Operator/... | Lunch Deducted   | 0.00       |
| 01/12/2024 | Utility Operator/... | Overtime Premium | 1.57       |
| 01/15/2024 | Utility Operator/... | Holiday          | 8.00       |

### Adding Scheduled overtime

Go to your timesheet, and add a new time slice on the appropriate date

- Select the pay code **Scheduled Overtime**



| Work Da... | Assig                 | Hours            |      |
|------------|-----------------------|------------------|------|
| 01/12/2024 | Utility Sick Adjust   | 8.00             |      |
| 01/12/2024 | Utility Sick Floor... | 0.00             |      |
| 01/12/2024 | Utility Operator/...  | Overtime Premium | 1.57 |
| 01/15/2024 | Utility Operator/...  | Holiday          | 8.00 |

2. Enter the **start time** (this should be the same as the OUT time on the **Regular Time** row)
3. Enter the **end time** to bring the total up to 3 hours of overtime.
4. The **Results** tab shows the **Scheduled Overtime** (the hours that were not worked but count as overtime).

The screenshot shows a time management interface. At the top, a schedule for Friday, 01/12/2024, is displayed. It includes a 'Regular Time' row with a start time of 08:30 am and an end time of 06:34 pm. Below it is a 'Scheduled Overtime' row with a start time of 06:34 pm and an end time of 08:00 pm. A red circle highlights the 06:34 pm start time for the overtime row. A green callout box with arrows pointing to both 06:34 pm times contains the text: "These two times should be the same." Below the schedule is a navigation bar with tabs: Exceptions, Schedule, Punch Log, Time Off, Results (circled in red), and Admin Banks. Below the navigation bar is a table with the following data:

| Work Da... | Assignment De...     | Pay Code           | Paid Hours |
|------------|----------------------|--------------------|------------|
| 01/12/2024 | Utility Operator/... | Regular Time       | 8.00       |
| 01/12/2024 | Utility Operator/... | Lunch Deducted     | 0.00       |
| 01/12/2024 | Utility Operator/... | Overtime Premium   | 1.57       |
| 01/12/2024 | Utility Operator/... | Scheduled Overtime | 1.43       |
| 01/15/2024 | Utility Operator/... | Holiday            | 8.00       |

A red box highlights the 'Overtime Premium' and 'Scheduled Overtime' rows in the table. A green callout box next to it contains the text: "The two overtime pay codes should add up to 3.00 hours for that date."