



# TCP- Forcing Overtime

## Forcing Overtime

### Why force overtime?

- To redirect overtime hours to the date and position / location that caused the overtime.

### Example

- An employee worked 5 extra hours at another location. In addition, 2 hours of OT were worked at the employee's "home" location. The 5 hours of OT worked at the other location need to be moved to that day and position / location.

### Procedure

- In Individual Hours, adjust the date range to one pay week at a time.
- The Hours Summary box at the top right summarizes the hours into Regular, OT1, OT2, Leave, and Total.
- The number of OT hours moved cannot exceed the OT hours earned.

|         |      |      |       |       |
|---------|------|------|-------|-------|
| Regular | OT1  | OT2  | Leave | Total |
| 40:00   | 7:00 | 0:00 | 0:00  | 47:00 |

| Time In             | Time Out            | Hours | Shift Total | Day Total | Week Total | Position                           | Position Location             |
|---------------------|---------------------|-------|-------------|-----------|------------|------------------------------------|-------------------------------|
| 11/8/2020 08:00 AM  | 11/8/2020 01:00 PM  | 5:00  | 5:00        | 5:00      |            | 99047200 - Food Service Supervisor | RHD9-056\BELL TOWER PLACE     |
| 11/9/2020 08:00 AM  | 11/9/2020 04:00 PM  | 8:00  | 8:00        | 8:00      |            | 99047200 - Food Service Supervisor | RHD9-096\MAPLE STREET COMMONS |
| 11/10/2020 08:00 AM | 11/10/2020 04:00 PM | 8:00  | 8:00        | 8:00      |            | 99047200 - Food Service Supervisor | RHD9-096\MAPLE STREET COMMONS |
| 11/11/2020 08:00 AM | 11/11/2020 04:00 PM | 8:00  | 8:00        | 8:00      |            | 99047200 - Food Service Supervisor | RHD9-096\MAPLE STREET COMMONS |
| 11/12/2020 08:00 AM | 11/12/2020 06:00 PM | 10:00 | 10:00       | 10:00     |            | 99047200 - Food Service Supervisor | RHD9-096\MAPLE STREET COMMONS |
| 11/13/2020 08:00 AM | 11/13/2020 04:00 PM | 8:00  | 8:00        | 8:00      | 47:00      | 99047200 - Food Service Supervisor | RHD9-096\MAPLE STREET COMMONS |

- Select the segment of time that needs to 'forced' by clicking on the segment and then click **Manage, Edit**.
- Click **Extra** on the Edit Segment Window

Edit Segment ? Feedback

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Segment Length: 5:00

Individual is clocked in  
 Time sheet entry  
 Edit actual time  


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 Missed in punch  
 Missed out punch  


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Time in: 11/8/2020 08:00 AM

Time out: 11/8/2020 01:00 PM

Break type: << NONE >>

Position: 99047200 - Food Service Su

Position Location: RHD9-056\BELL TOWER PL Select

Rate: 0.00

Note:

Custom
Extra
Cancel
Save



# TCP- Forcing Overtime

- Click **Force overtime 1**.
- Click **Save**, then click **Save** again to close the segment window

Extra Information

? Feedback

### Punch in information

Application TimeClock Manager - Manage Hours Individual  
 Location 134.53.202.115  
 Description N/A

### Punch out information

Application TimeClock Manager - Manage Hours Individual  
 Location 134.53.202.115  
 Description N/A

### Overtime

- Do not force overtime
- Force overtime 1**
- Force overtime 2

### Comp Time

- Disable comp time on qualifying segments
- Allow comp time on qualifying segments
- Force comp time on segment

### Calculations

- Disable automatic deduction for this segment
- Disable segment minimum
- Reset and Disable shift differential processing

Cancel **Save**

- The hours have successfully been moved to the correct segment and the OT hours in the Hours Summary box will remain the same.

| Regular | <b>OT1</b>  | OT2  | Leave | Total |
|---------|-------------|------|-------|-------|
| 40:00   | <b>7:00</b> | 0:00 | 0:00  | 47:00 |

## Reviewing Overtime Segments

- To review which segments have OT on them, use the Exception Filter.
- Select Overtime, then click **Filter**.

Exception Filter

? Feedback

- Required for close week
- Required for payroll exports and reports

Search

|                                     |                          |       |
|-------------------------------------|--------------------------|-------|
| <input type="checkbox"/>            | Missed Break             | Shift |
| <input type="checkbox"/>            | Missed Punches           | Shift |
| <input type="checkbox"/>            | Negative Accrual Balance | Shift |
| <input checked="" type="checkbox"/> | <b>Overtime</b>          | Shift |
| <input type="checkbox"/>            | Short Shift Gap          | Shift |
| <input type="checkbox"/>            | Sixth consecutive day    | Shift |
| <input type="checkbox"/>            | Seventh consecutive day  | Shift |
| <input type="checkbox"/>            | Holiday                  | Shift |
| <input type="checkbox"/>            | Geofencing               | Shift |

NOTE: Only segments with the selected exceptions will be shown

Restore default

Save as default

Cancel

**Filter**



# TCP- Forcing Overtime

- Only the segments containing overtime are displayed
  - All 5 hours on the first segment and
  - 2 of the 8 hours on the last segment.

| Time In             | Time Out            | Hours | Day Total | Week Total | Position                           | Position Location             |
|---------------------|---------------------|-------|-----------|------------|------------------------------------|-------------------------------|
| 11/8/2020 08:00 AM  | 11/8/2020 01:00 PM  | 5:00  | 5:00      |            | 99047200 - Food Service Supervisor | RHD9-056\BELL TOWER PLACE     |
| 11/13/2020 08:00 AM | 11/13/2020 04:00 PM | 8:00  | 8:00      | 13:00*     | 99047200 - Food Service Supervisor | RHD9-096\MAPLE STREET COMMONS |