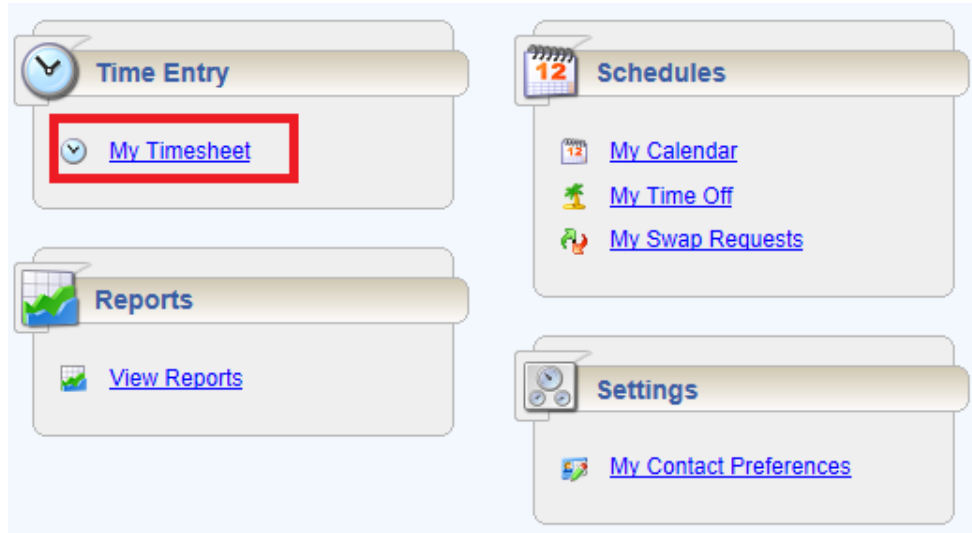


DHSS Job Aid 9: How to Enter Overtime and Comp Time

- Overtime and Comp Time must go through your Division's pre-approval process prior to being entered on your timesheet in eSTAR. If it is your manager's policy to follow the pre-approval request in eSTAR please refer to the *Preapproving Overtime and Comp Time in eSTAR Job Aid*. After you login to the system, open your timesheet by selecting **My Timesheet** from the **Time Entry** area of the home screen.



- The following is an example of an Employee time entry window.

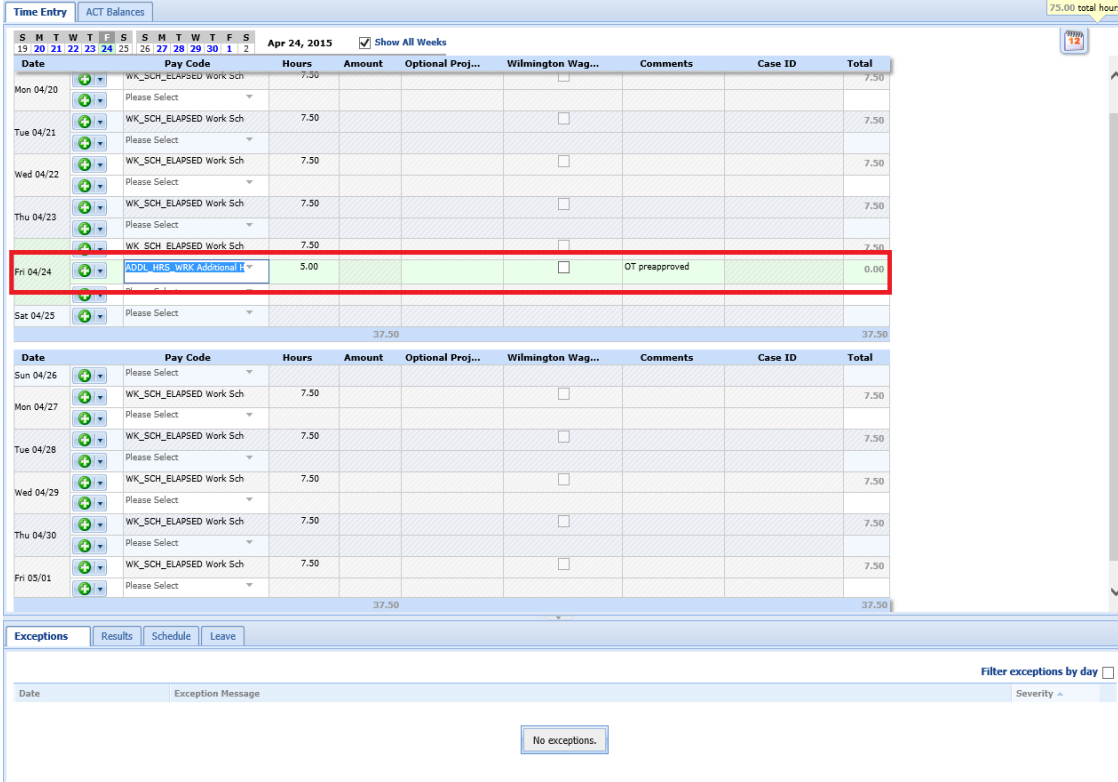
Time Entry		ACT Balances		75.00 total hour				
S M T W T F S		S M T W T F S		May 2, 2015		Show All Weeks		
Date	Pay Code	Hours	Amount	Optional Proj...	Wilmington Wag...	Comments	Case ID	Total
Sun 04/19	Please Select							
Mon 04/20	WK_SCH_ELAPSED Work Sch	7.50						7.50
Tue 04/21	WK_SCH_ELAPSED Work Sch	7.50						7.50
Wed 04/22	WK_SCH_ELAPSED Work Sch	7.50						7.50
Thu 04/23	WK_SCH_ELAPSED Work Sch	7.50						7.50
Fri 04/24	WK_SCH_ELAPSED Work Sch	7.50						7.50
Sat 04/25	Please Select							
37.50								37.50
Sun 04/26	Please Select							
Mon 04/27	WK_SCH_ELAPSED Work Sch	7.50						7.50
Tue 04/28	WK_SCH_ELAPSED Work Sch	7.50						7.50
Wed 04/29	WK_SCH_ELAPSED Work Sch	7.50						7.50
Thu 04/30	WK_SCH_ELAPSED Work Sch	7.50						7.50
Fri 05/01	WK_SCH_ELAPSED Work Sch	7.50						7.50
Sat 05/02	Please Select							
37.50								37.50

Exceptions Results Schedule Leave

Date Exception Message Severity

No exceptions.

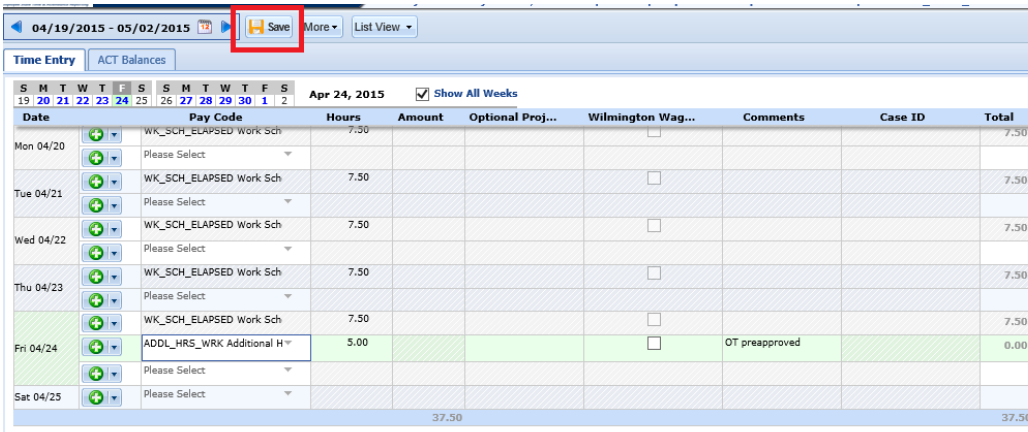
3. Select the **Plus** button to add a row for the day you worked the pre-approved Overtime or Comp Time. Then use the pay code **ADDL_HRS_WRK Additional Hours Worked**, include the total hours worked and a comment. The comment should reflect if the time is Overtime or Comp Time.



The screenshot shows the 'Time Entry' interface for April 24, 2015. A table lists work days from Monday 04/20 to Friday 05/01. The row for Friday 04/24 is highlighted with a red border. The entry for that day shows 5.00 hours, a pay code of 'ADDL_HRS_WRK Additional H...', and a comment of 'OT preapproved'. The total hours for the week are 37.50.

Date	Pay Code	Hours	Amount	Optional Proj...	Wilmington Wag...	Comments	Case ID	Total
Mon 04/20	WK_SCH_ELAPSED Work Sch	7.50						7.50
Tue 04/21	WK_SCH_ELAPSED Work Sch	7.50						7.50
Wed 04/22	WK_SCH_ELAPSED Work Sch	7.50						7.50
Thu 04/23	WK_SCH_ELAPSED Work Sch	7.50						7.50
Fri 04/24	ADDL_HRS_WRK Additional H...	5.00				OT preapproved		0.00
Sat 04/25	Please Select							
								37.50

4. After the information is added click **Save**.



The screenshot shows the 'Time Entry' interface with the 'Save' button highlighted by a red box. The table below shows the same data as the previous screenshot, including the 5.00 hours entry for April 24, 2015.

Date	Pay Code	Hours	Amount	Optional Proj...	Wilmington Wag...	Comments	Case ID	Total
Mon 04/20	WK_SCH_ELAPSED Work Sch	7.50						7.50
Tue 04/21	WK_SCH_ELAPSED Work Sch	7.50						7.50
Wed 04/22	WK_SCH_ELAPSED Work Sch	7.50						7.50
Thu 04/23	WK_SCH_ELAPSED Work Sch	7.50						7.50
Fri 04/24	ADDL_HRS_WRK Additional H...	5.00				OT preapproved		0.00
Sat 04/25	Please Select							
								37.50

5. Once saved, the information will show as a red level exception.

04/19/2015 - 05/02/2015 Save More List View Data saved.

Time Entry ACT Balances 75.00 total hours

S M T W T F S S M T W T F S Apr 24, 2015 Show All Weeks

Date	Pay Code	Hours	Amount	Optional Proj...	Wilmington Wag...	Comments	Case ID	Total
Sun 04/19	Please Select							
Mon 04/20	WK_SCH_ELAPSED Work Sch	7.50						7.50
Tue 04/21	WK_SCH_ELAPSED Work Sch	7.50						7.50
Wed 04/22	WK_SCH_ELAPSED Work Sch	7.50						7.50
Thu 04/23	WK_SCH_ELAPSED Work Sch	7.50						7.50
Fri 04/24	ADDL_HRS_WRK Additional H	5.00						0.00
Sat 04/25	Please Select							
								37.50
Sun 04/26	Please Select							
Mon 04/27	WK_SCH_ELAPSED Work Sch	7.50						7.50
Tue 04/28	WK_SCH_ELAPSED Work Sch	7.50						7.50
Wed 04/29	WK_SCH_ELAPSED Work Sch	7.50						7.50
Thu 04/30	WK_SCH_ELAPSED Work Sch	7.50						7.50
Fri 05/01	WK_SCH_ELAPSED Work Sch	7.50						7.50
								37.50

Exceptions Results Schedule Leave

Filter exceptions by day

Date	Exception Message	Severity
Fri 04/24	Employee has entered ADDITIONAL_HRS_WRK pay code on the timesheet.	Error (not paid)

6. **For Overtime:**

- The Manager needs to acknowledge the exception for it to be paid Overtime. If it is not approved it will not be paid.

For Comp Time:

- The Auditor needs to be notified by the Manager that the time has been approved as Comp Time. The Auditor will have to add a row to re-code time as Comp Time. Please refer to Job Aid 10 for how to add Comp Time on the timesheet.