Assigning Overtime
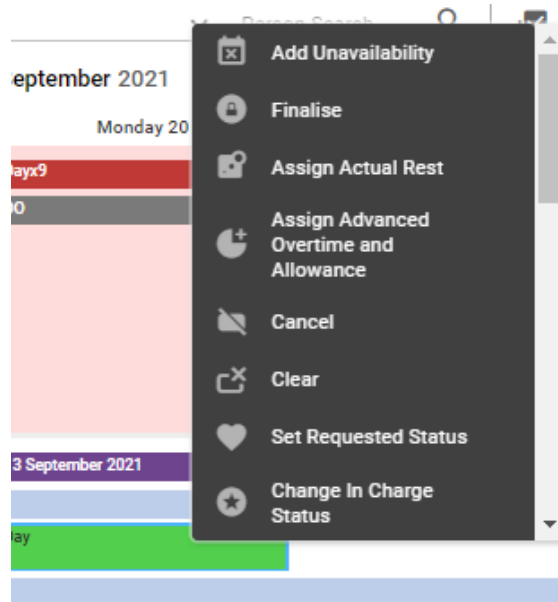
Right click the shift that you would like to assign the ovetime to and select 'Assign Advanced Overtime and Allowance'

Make sure that the correct date and time is selected and then complete the **Overtime details**

Select - Entry 1

For weekday overtime select - (OT) WkDay

For Weekend overtime select – (OT) Sat/Sun

Apply to

You will need to select where the overtime is to be applied to. If it is from the start time to the finish time you would select entire duty.

You will then need to select the reason for the overtime and the from and to times.