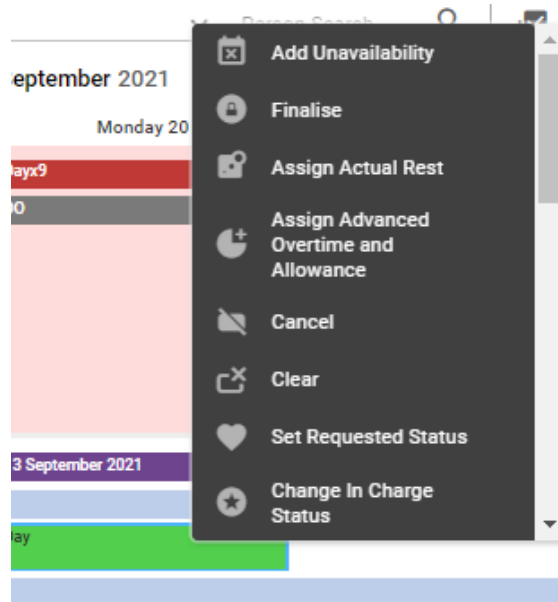


Assigning Overtime

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



Assign Advanced Overtime and Allowance

Filled Day (Day) Duty on 20/09/2021

Duty Times

Actual Duty Start	Actual Duty End
08:00	16:00
Rest Time	Work Time
00:30	07:30
Duty Change Reason	
▼	

Overtime Details

	Overtime Type	Apply To	Overtime Duration	Reason	From	To
Entry 1	▼ ⓘ	▼	00:00	▼	00:00	00:00
Entry 2	▼ ⓘ	▼	00:00	▼	00:00	00:00
Entry 3	▼ ⓘ	▼	00:00	▼	00:00	00:00
Entry 4	▼ ⓘ	▼	00:00	▼	00:00	00:00
Entry 5	▼ ⓘ	▼	00:00	▼	00:00	00:00

Filled Day (Day) Duty on 20/09/2021

Allowance Entry 1

Allowance Rate	Units	- +	Hours	Reason
▼	0		00:00	▼

Allowance Entry 2

Cancel
OK

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

Overtime Details

Overtime Type

Entry 1 | [dropdown] ⓘ

Entry 2 | [dropdown] ⓘ

Entry 3 | [dropdown] ⓘ

Entry 4 | [dropdown] ⓘ

Entry 5 | [dropdown] ⓘ

Filled Day (Day) Duty on 22/09/2021

Allowance Entry 1

00:00

- After Duty
- Before Duty
- End Of Duty
- Entire Duty
- Not Applicable
- Start Of Duty

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.

Assign Advanced Overtime and Allowance

Filled Day (Day) Duty on 20/09/2021

Duty Times

Actual Duty Start: 08:00 | Actual Duty End: 16:00

Rest Time: 00:30 | Work Time: 07:30

Duty Change Reason: [dropdown]

Overtime Details

	Overtime Type	Apply To	Overtime Duration	Reason	From	To
Entry 1	[dropdown] ⓘ	[dropdown]	00:00	[dropdown]	00:00	00:00
Entry 2	[dropdown] ⓘ	[dropdown]	00:00	[dropdown]	00:00	00:00
Entry 3	[dropdown] ⓘ	[dropdown]	00:00	[dropdown]	00:00	00:00
Entry 4	[dropdown] ⓘ	[dropdown]	00:00	[dropdown]	00:00	00:00
Entry 5	[dropdown] ⓘ	[dropdown]	00:00	[dropdown]	00:00	00:00

Filled Day (Day) Duty on 20/09/2021

Allowance Entry 1

Allowance Rate: [dropdown] | Units: 0 | Hours: 00:00 | Reason: [dropdown]

Allowance Entry 2

Cancel | OK