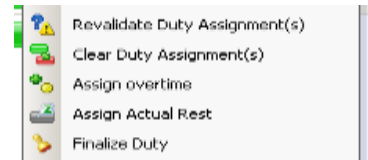


## Inputting overtime when not input on the roster before the payroll extract

1. Make the amendment to the roster where the extra was worked so that the roster accurately reflects the hours worked in that period. This should result in a negative figure being showed in their 'hours left' and 'net hours' left columns
2. Scroll forward into the current roster period where the 'net hours left' should still be showing with a negative figure for the person
3. Select a duty already assigned to the person. Right click on the duty and select 'Assign Overtime'



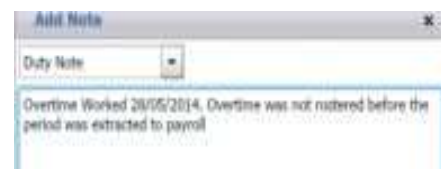
4. Select rate from drop down list
5. Enter the amount of overtime hours to be paid and select reason from drop down box..
6. Click 'OK'

A screenshot of the 'Assign Overtime' dialog box. It has a table with columns 'Overtime Rate', 'Hours', and 'Reason'. There are five rows for 'Overtime Entry 1' through 'Overtime Entry 5'. The first row has 'Dress Hrs' in the rate column, '00:00' in the hours column, and '-' in the reason column. The second row has 'Excess Hrs' in the rate column, '00:00' in the hours column, and '-' in the reason column. The third row has 'Over Time' in the rate column, '00:00' in the hours column, and '-' in the reason column. The fourth and fifth rows are empty. At the bottom right, there are 'OK' and 'Cancel' buttons.

7. gold coin symbol indicates that overtime is assigned and the negative figure in the net hours column should have reduced



8. Right click on the duty & select 'Add Note'
9. Add a note explaining which shift the overtime relates to



10. The overtime/excess hours will be paid at the same time as any other payment for that pay period.

**Note: This method should only be used in cases of excess hours and overtime only. If there are enhancements involved in the shift that was not rostered/incorrectly rostered you will need to correct the roster retrospectively and contact the e-rostering team who will raise an ad-hoc notification to payroll.**