

STANDARD OPERATING PROCEDURE	
<b>Title</b>	Excess Hours/Overtime Assignment
<b>Purpose</b>	<p style="text-align: center;">Excess Hours – Used to pay enhancements for part time staff working over their contracted hours up to 37.5 hours.</p> <p style="text-align: center;">Overtime Hours – Used to pay enhancements for full time staff working over their contracted 37.5 hours.</p>
<b>Aim</b>	To ensure staff use the correct rate of pay for assigning excess hours or overtime.

### Contents

Section	Description	Page
<b>A</b>	Assigning Excess Hours	2
<b>B</b>	Assigning Overtime	3
<b>C</b>	Removing Overtime	4

## A) Assigning Excess Hours

- Drag the shift down to the person who is picking up overtime. Right click on the shift and select the 'Assign Overtime'.
- If the person is working extra hours on an existing shift, adjust the times of the shift first, then select 'Assign Overtime'.



### Scenario 1:

If staff member is working more than their weekly contracted hours, e.g. part time and getting paid excess hours, you would complete the form as below, adjust the hours and reason to what is applicable:

The screenshot shows the 'Filled Day Shift (D) Duty On 14/05/2018' form. The form has columns for 'Overtime Rate', 'Hours', and 'Reason'. There are five 'Overtime Entry' rows. The first row has 'Excess' in the 'Overtime Rate' dropdown, '00:00' in the 'Hours' field, and '-' in the 'Reason' dropdown. The other four rows have '-' in the 'Overtime Rate' dropdown, '00:00' in the 'Hours' field, and '-' in the 'Reason' dropdown. There are 'OK' and 'Cancel' buttons at the bottom right.

### Scenario 2:

If the staff member is working part excess hours and part overtime hours you would complete as below adjusting the hours and reason to what is applicable. \*\*Please note, this would be for example if the staff member is contracted to 36:00 hours, they would work 01:30 hours excess to make it up to full time hours and then any above this will be overtime.

The screenshot shows the 'Filled Day Shift (D) Duty On 14/05/2018' form. The form has columns for 'Overtime Rate', 'Hours', and 'Reason'. There are five 'Overtime Entry' rows. The first row has 'Excess' in the 'Overtime Rate' dropdown, '00:00' in the 'Hours' field, and '-' in the 'Reason' dropdown. The second row has 'Wkday OT' in the 'Overtime Rate' dropdown, '00:00' in the 'Hours' field, and '-' in the 'Reason' dropdown. The other three rows have '-' in the 'Overtime Rate' dropdown, '00:00' in the 'Hours' field, and '-' in the 'Reason' dropdown. There are 'OK' and 'Cancel' buttons at the bottom right.

## B) Assigning Overtime

- Drag the shift down to the person who is picking up overtime. Right click on the shift and select the 'Assign Overtime'.
- If the person is working extra hours on an existing shift, adjust the times of the shift first, then select 'Assign Overtime'.



### Scenario 3:

If staff member has worked the above 37:30 hours per week and is claiming overtime, you would complete as below adjusting the hours and reason to what is applicable. \*\*if part of the shift is out of hours please ensure that you adjust the Overtime Rate accordingly. \*\*

- Overtime is easily identified by the gold coin attached to the shift. (below)



- Click the shift to highlight, right click and select 'View Duty Assignment'
- Click the 'Timesheet' tab to view details of the overtime and what exactly will be paid under 'Timesheet Breakdown'.

Pay Code	Pay Time	Award Rule Code	Award Rule	Start Time	End Time	Work Time
Weekday	04:30	Wkday OT	Weekday Overtime	15:30	20:00	04:30

Award Rule Code	Award Rule	Start Time	End Time	Rest time
Rest	Rest	13:30	14:00	00:30

**C) Removing Overtime/Excess Hours:**

If you have added excess hours or overtime incorrectly, you will need to click on 'Assign Overtime' again, you can then edit what you have already added. If you need to remove it completely you need to replace the working hours with 00:00 then click OK.