Adding Overtime Pay

In this example, you will include an Additional Pay in your budget.

1. Navigate to: My Task List > Budget Preparation > Manage position and employee data > Maintain filled positions.

2. Right click on the Name of the person to whom you want to add overtime.

3. Click the Edit Employee Details object.
4. Click the **Additional Earnings** tab.

5. Right-click within the **Additional Earnings Elements** portion of the screen.

6. Click the **Add Additional Earnings** option.

7. Click the **Search** button.

8. For the descriptions rather than the code, click the **Display Properties** button.

9. Click the **Member Name: Alias** option.
10. Select **OTS Overtime**.

11. Click the **right arrow** to move the item to the right side.

12. Click the **OK** button.

13. If you want to make this effective as of November 8, 2016, **click inside the Effective Start Date field**. For example, change the date to "**11-8-2016**".

14. Click the **Add** button.

15. Click in the **Override Option Value** field and enter the Amount of the additional earnings. For example, enter "**500.00**."

16. Click the **End date** field. For example, enter "**12/31/16**.”

17. Click the **Amount - Spread with Salary** field and a drop down list will appear. Select **Amount - November**.

18. Click the **Save** button.
19. If you want to run the calculation individually, you can run the two calculations in this step.

If you need help with...

- Technical issues, contact the UF Help Desk:
  - 392-HELP(4357)
  - helpdesk@ufl.edu

- Policies and Directives, contact the UF Budget Office:
  - 392-2402
  - http://cfo.ufl.edu/administrative-units/budget/