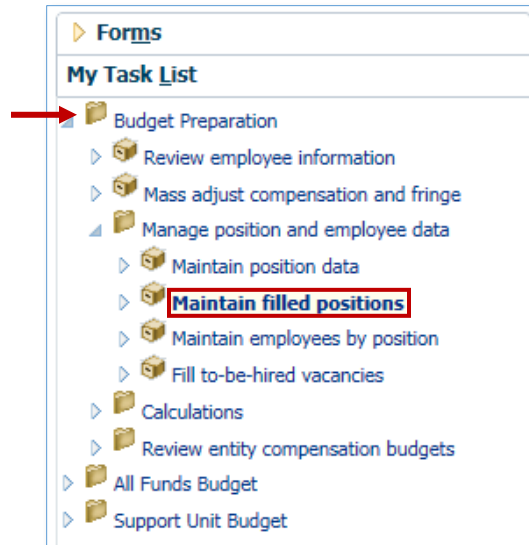


Adding Overtime Pay

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

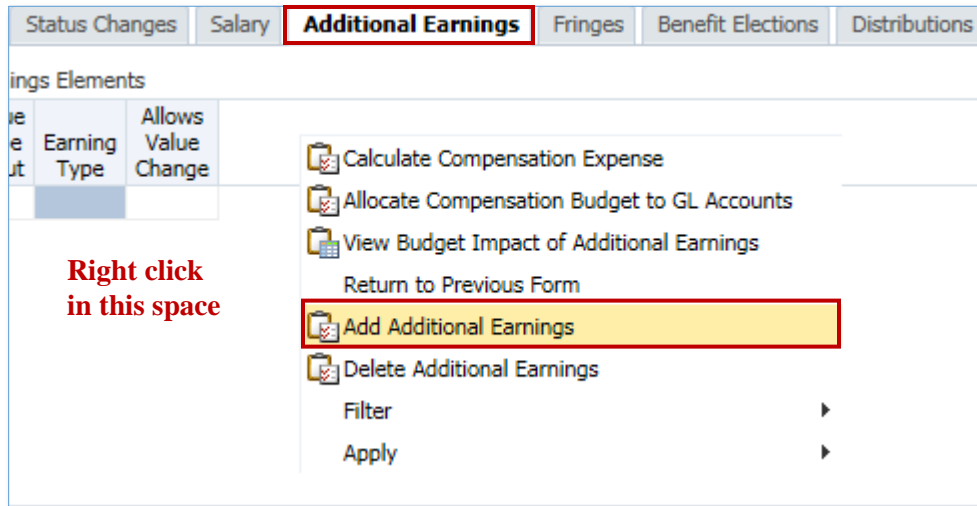
1. Navigate to: **My Task List > Budget Preparation > Manage position and employee data > Maintain filled positions.**



2. Right click on the **Name** of the person to whom you want to add overtime.
3. Click the **Edit Employee Details** object.

P_00004089	Carter, Jerome	LECTURER - 000531	7/1/16
P_00004089	Thoms, Jim	Calculate Compensation Expense	7/1/16
P_00004779	Wilson, Amy	Allocate Compensation Budget to GL Accounts	7/1/16
P_00004869	Johnson, Mack	Delete Employee Assignment	7/1/16
P_00005734	Greenhill, Tawny	Assign Employee	7/1/16
P_00005736	Corden, James	Edit Employee Details	7/1/16
P_00005737	James, Pamela	Change Status	7/1/16
P_00005739	Lawrence, Gina	Review Employee Allocation Results	7/1/16
P_00005814	Felicitano, Malcolm	Edit	7/1/16
P_00008608	Curtis, Dominique	Adjust	7/1/16
P_00008831	Clarke, Victoria	Comments	7/1/16
P_00009022	Morton, Carrie	Supporting Detail	7/1/16
P_00009080	Morrow, Holly	Change History	7/1/16
P_00009022	Morton, Carrie	Fiscal Assistant II - 002009	7/1/16
P_00009080	Morrow, Holly	Web Developer - 001899	7/1/16

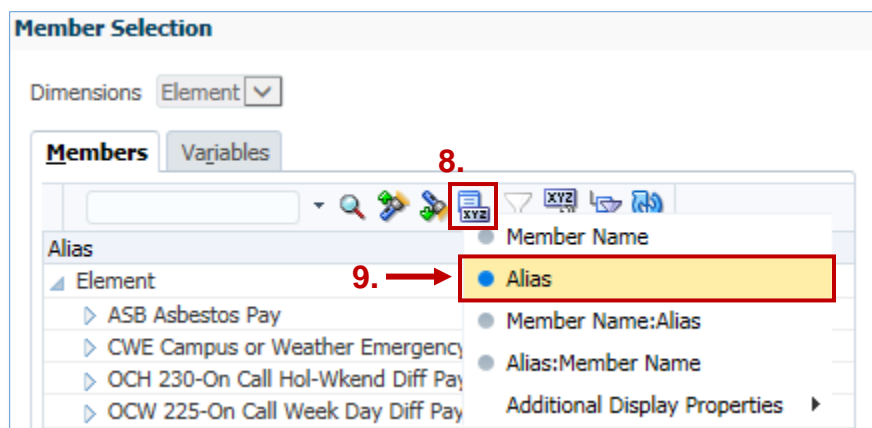
4. Click the **Additional Earnings** tab.
5. Right-click within the **Additional Earnings Elements** portion of the screen.
6. Click the **Add Additional Earnings** option.



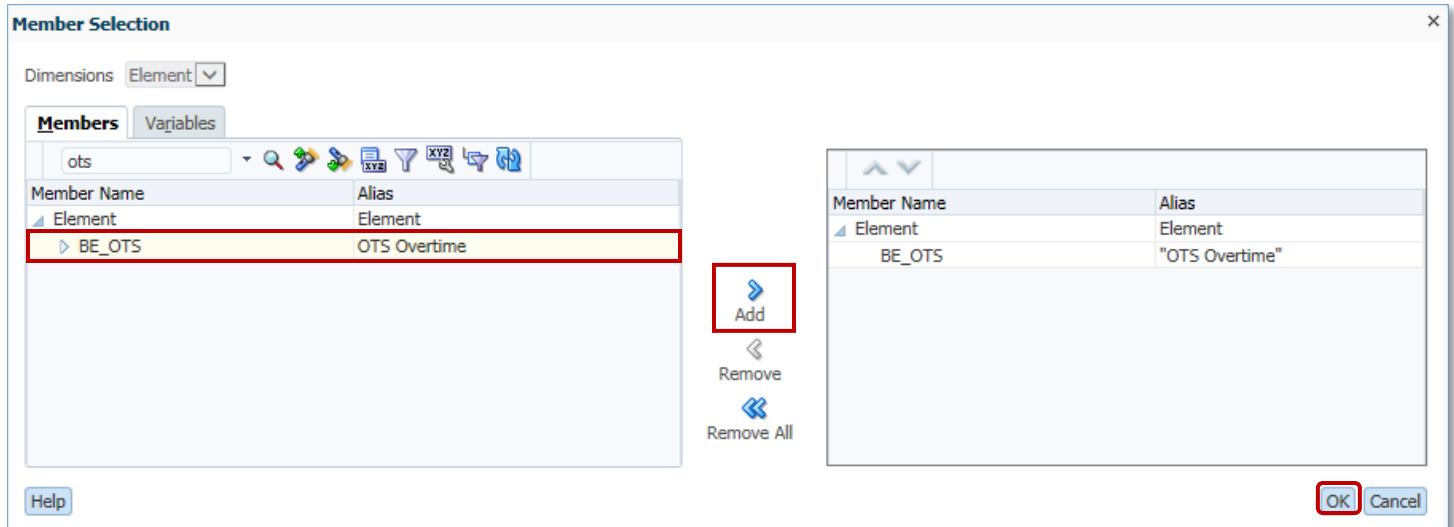
7. Click the **Search** button.



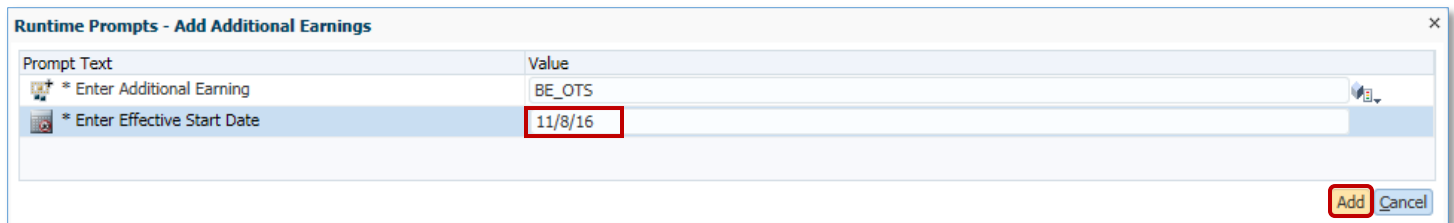
8. For the descriptions rather than the code, click the **Display Properties** button.
9. Click the **Member Name: Alias** option.



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**.

		Override Option Value	Option Start Date	Option End Date	Value Type Input	Earning Type	Allows Value Change
OTS Overtime	1st Element Change	500	11/8/2016	12/31/2016	Amount - November	Benefit Eligi...	Yes

15.
16.
17.

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/>