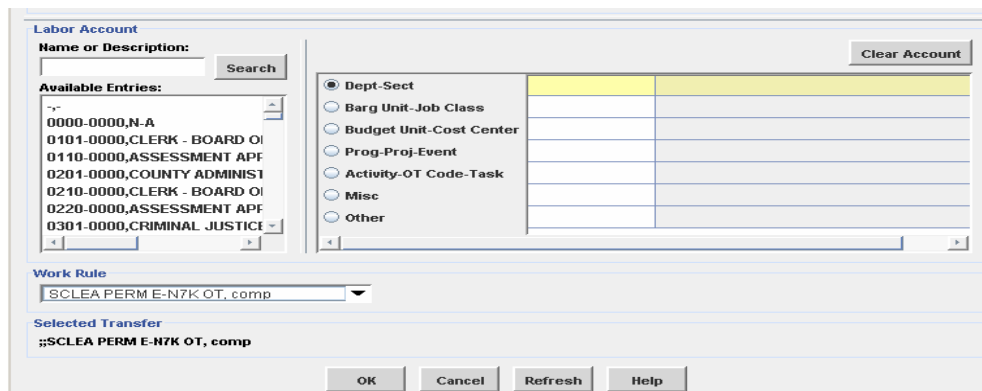# How do I…Force Overtime Paid?

SCENARIO

I worked an overtime shift and want to be paid.

ACTION

1. For **Hourly View** Timecard employees enter the start and stop times in your timecard.

2. For **Project View** Timecard employees enter the number of hours to be accrued as OT Paid.

3. In the timecard grid, click the Transfer column on the row associated with the punch or amount that you want to transfer.

4. Click the down arrow in the Transfer cell.

5. At the bottom of the list, click Search to access the Select Transfer dialog box.

6. Complete the section of the Select Transfer box that applies. (ie cost coding).

7. In the bottom left hand corner of the box, click on the down arrow Work Rule area.

8. Select the appropriate "OT, Paid" (or similar abbreviation) Work Rule.

9. Select *Save.*

10. To verify your daily hours, locate the Totals & Schedule tab at the bottom of the Timecard. Click the drop down arrow and change display to Daily. Click on the day you wish to verify.

11. To change the width of a column, place the cursor over the divider between each column heading, click and drag the divider to the left or right. Click the heading of a column to change the order of entries.

Transfer dialog box

Timecard grid

Totals & Schedules tab