



How do I... Waive Overtime?

SCENARIO

I flexed my time and worked extra hours so I could work fewer on another day. I want to waive the overtime generated by TimeSaver

ACTION

1. Insert a line
2. The paycode will default to "Hours Worked"
3. Enter the hours you worked that day (i.e 10. This assumes your regular day is 8 hours)
4. Select the Transfer column
5. Perform a Work Rule Transfer to a work rule with a title that contains the words "NO DAILY OT" (or similar abbreviation)
6. Add a comment called "OT waived"
7. Save