TIME COLLECTION MANUAL

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Logging in

Login information:

- **URL**: http://misportal.jlab.org/time (Internet Explorer is the preferred browser. Do not forget to add this URL to your favorites)

- **Login ID:** JLab User Name

- **Password:** JLab User Password

- **Domain:** JLAB (**ALL CAPS**)

- Login ID and Domain will default in after your first successful login

Login screen
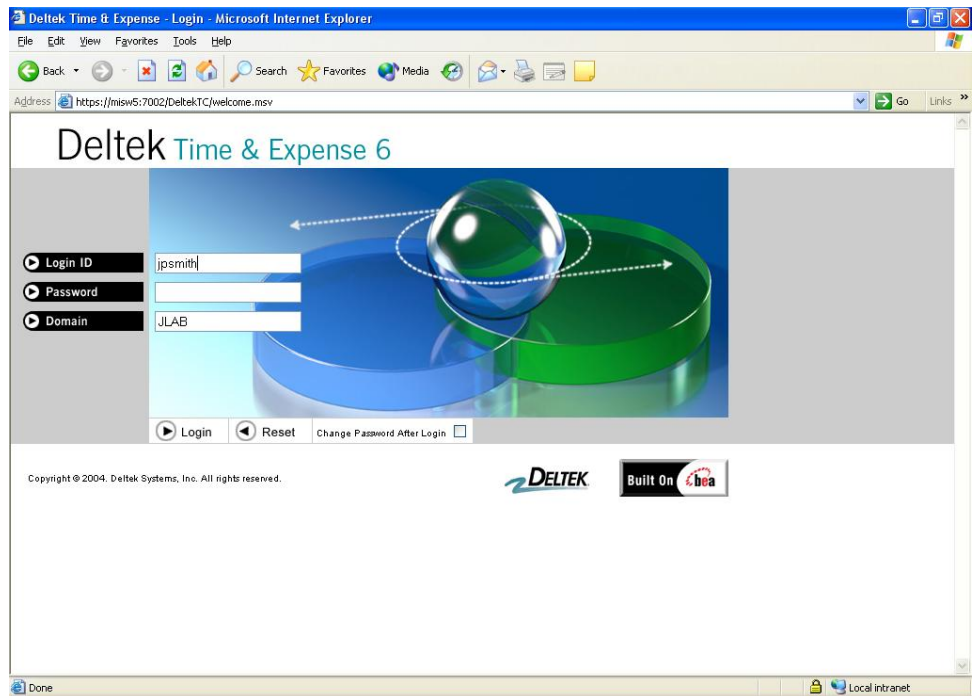
- Currently, you are allowed five invalid login attempts. After that, wait ten minutes and try again. If you still cannot connect to the program, contact us at timesheet@jlab.org.
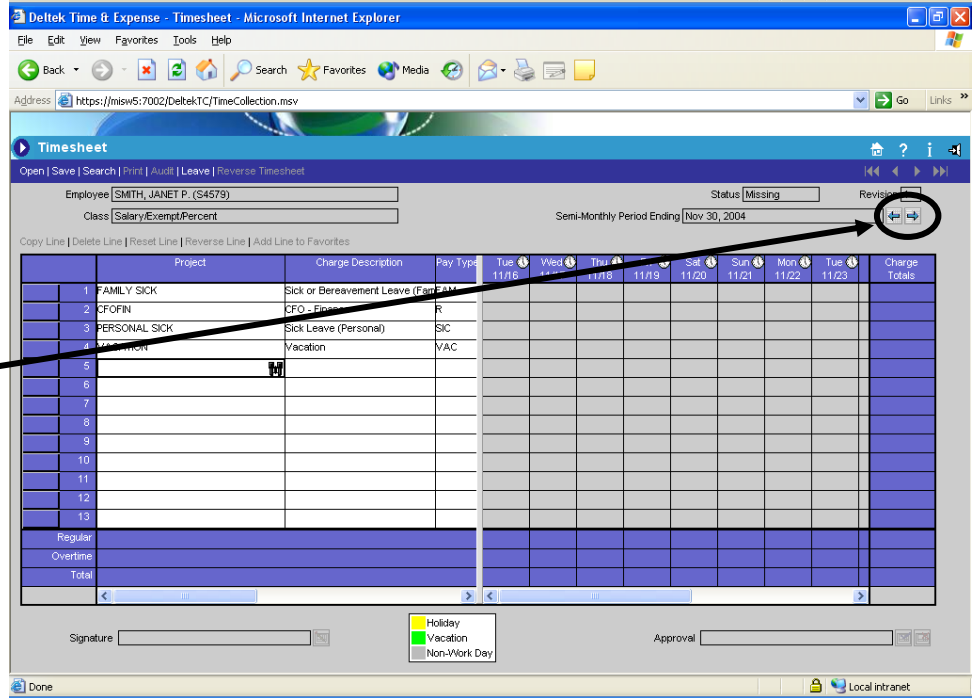
Timesheet Entry

Getting Started

To access your timesheet for the first time, click on the Timesheet Link in the menu on the left-hand side of the screen
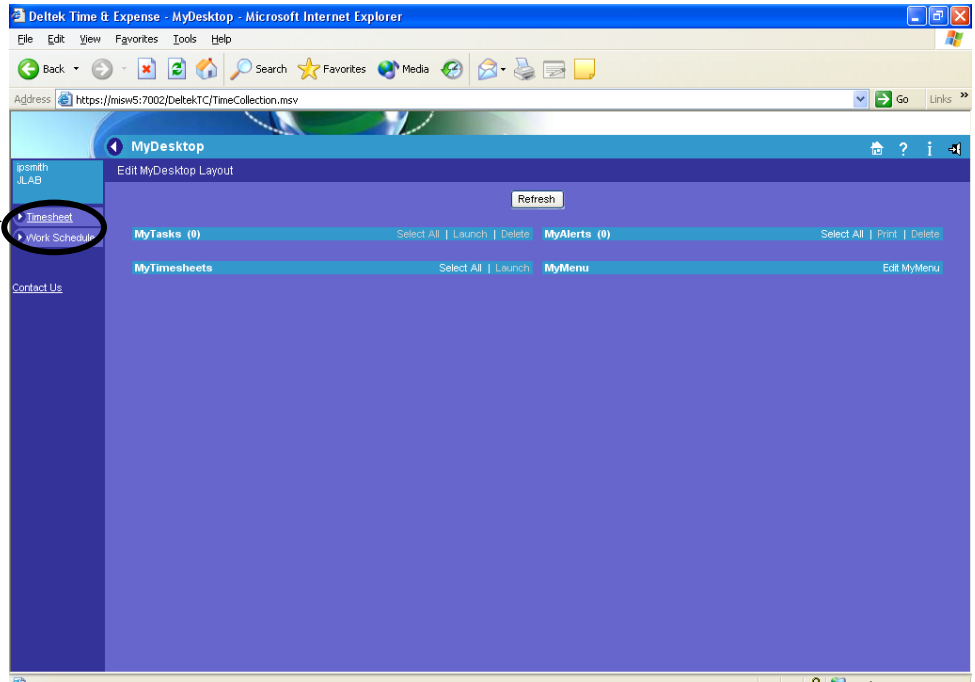
Each current employee's timesheet will be populated with his/her favorites. New employees' timesheets will be blank.

To go back and forward from one timesheet period to another, click on the blue arrows to the right of the timesheet date
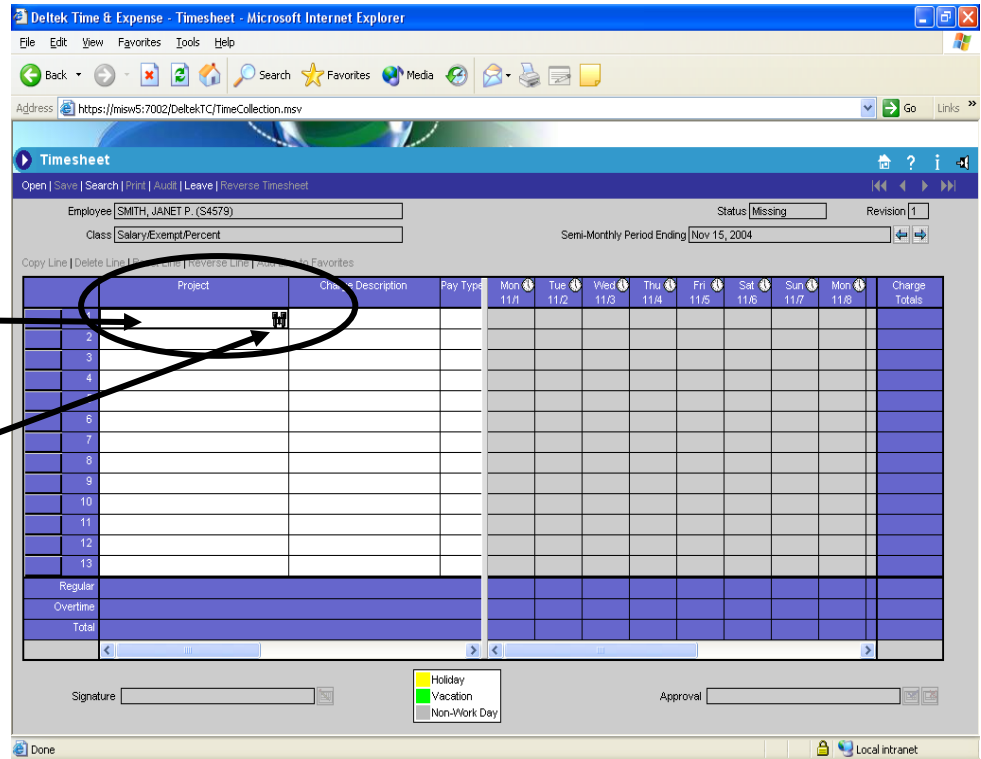
Project Entry

If you need to add a new project to your timesheet, you can either

Type the project abbreviation in the Project column, or

If the abbreviation is not known, click on the binoculars to look up the appropriate project


If you look it up, the Charge Lookup window appears

- There are two methods that may be used to look up a project in the Charge Lookup window – Filter Text and Drill Down
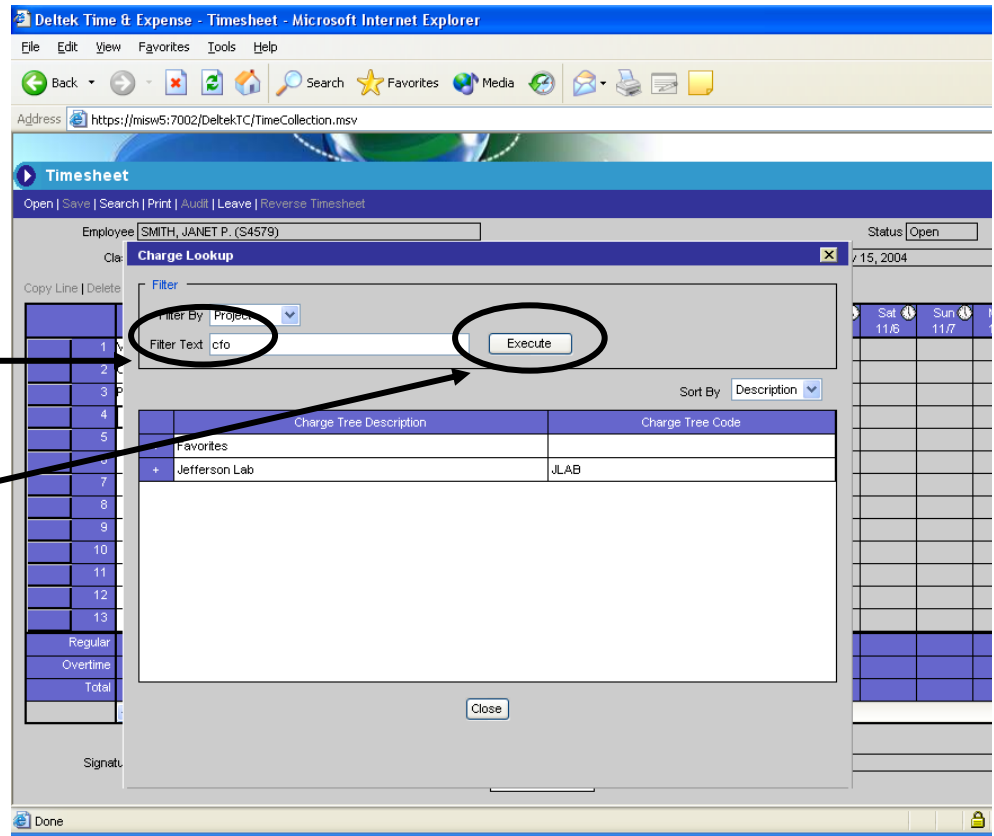
Filter Text Option

You can choose what you want to filter by and type in filter text if you know some portion of what you're looking for, i.e. the project abbrev starts with CFO, so you type CFO in the Filter Text and press Execute
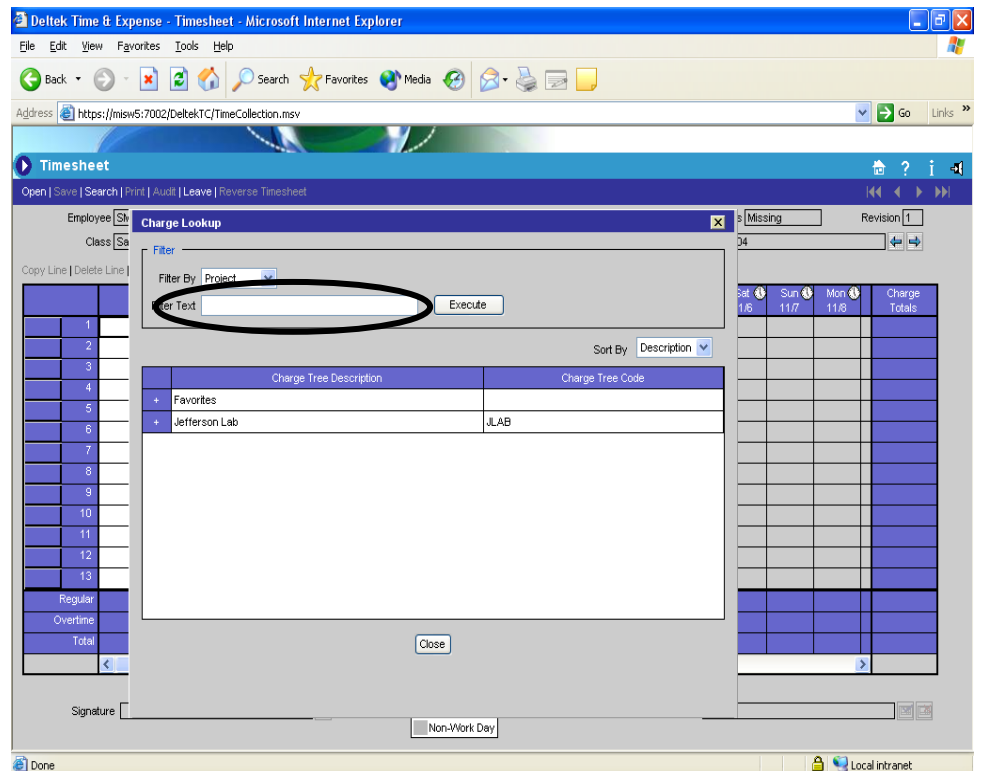
**Charge Lookup
(Filter Text Option)**

**Key in a portion
of the project
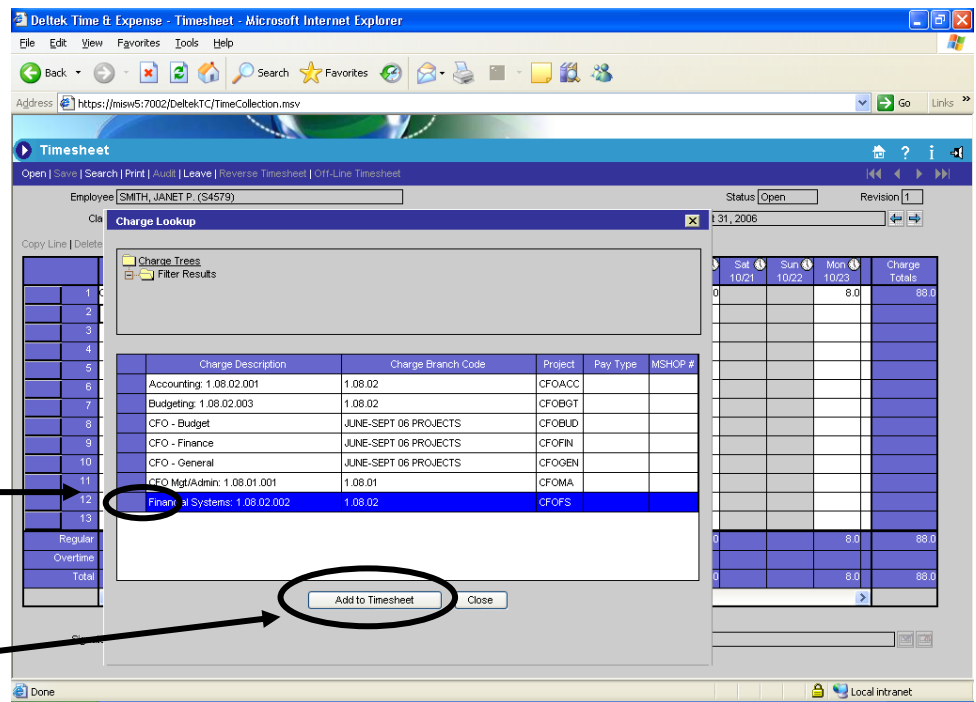abbrev. that you
want to look up**

Press Execute

**Charge Lookup
filter text results**

**Click on the blue
box in the left-most
column to highlight
the line that has
the appropriate
charge description**

**Click on the Add to
Timesheet button
(this button will
become active**

Timesheet with lines filled in

Drill Down Option

To use the drill down option, click the plus sign beside the appropriate category

**Keep clicking on the plus sign beside the appropriate category until you get to the charge you are looking for**

Note: To go back up the charge tree click on the link that you want to return to (Not the minus sign or the folder)
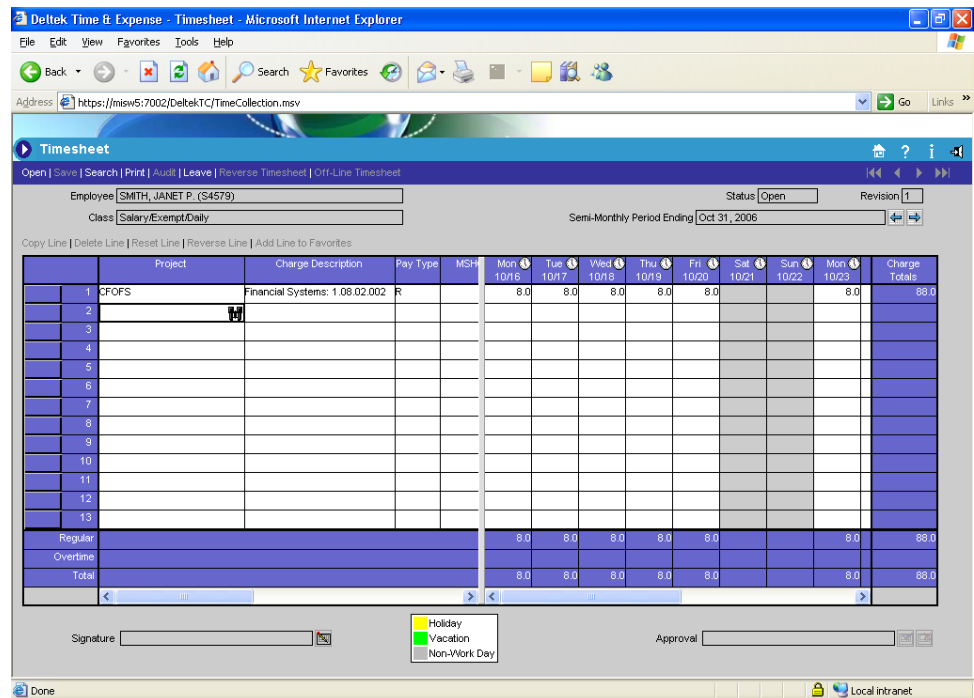
Click in the blue box in the left-most column to highlight the line that has the appropriate charge description

Click on the Add to Timesheet button
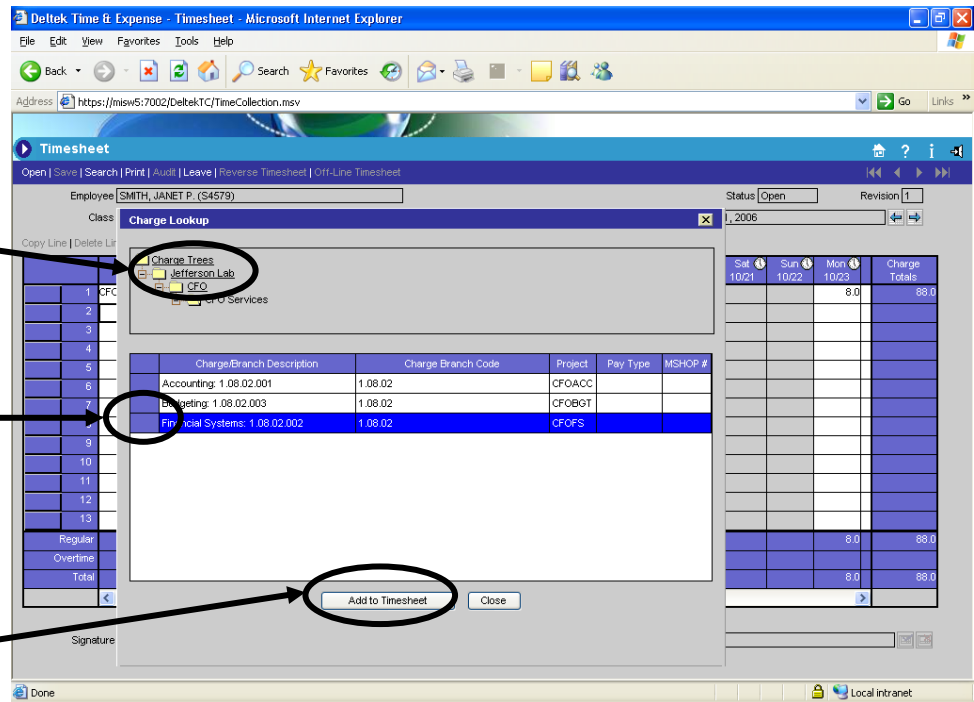
- Note: The projects are not in alphabetical order by abbreviation, but by project name.

Timesheet with lines filled in

Exempts Recording Productive Time with Percentages

Record the percentage of hours worked for each project on the last work day of the timesheet period.

This will normally be on the day with the white cells unless you charged leave for the remainder of the period as shown in the example.

Note: The total percentage must equal 100.

Record all leave taken in hours on the appropriate days.

Exempt employees recording their productive time with percentages should be tracking actual hours worked to each project off-line. The percentages charged to each project must be prorated based on actual hours worked with the total percentage of productive time equal to 100. Leave time is still recorded in hours on the appropriate days.

For example, if an employee worked a total of 100 hours with 40 hours on Project A, 10 hours on Project B, 30 hours on Project C, and 20 hours on Project D, the percentages would be calculated and recorded as follows:

Project A: 40 hours worked / 100 total hours worked = 40%
Project B: 10 hours worked / 100 total hours worked = 10%
Project C: 30 hours worked / 100 total hours worked = 30%
Project D: 20 hours worked / 100 total hours worked = 20%
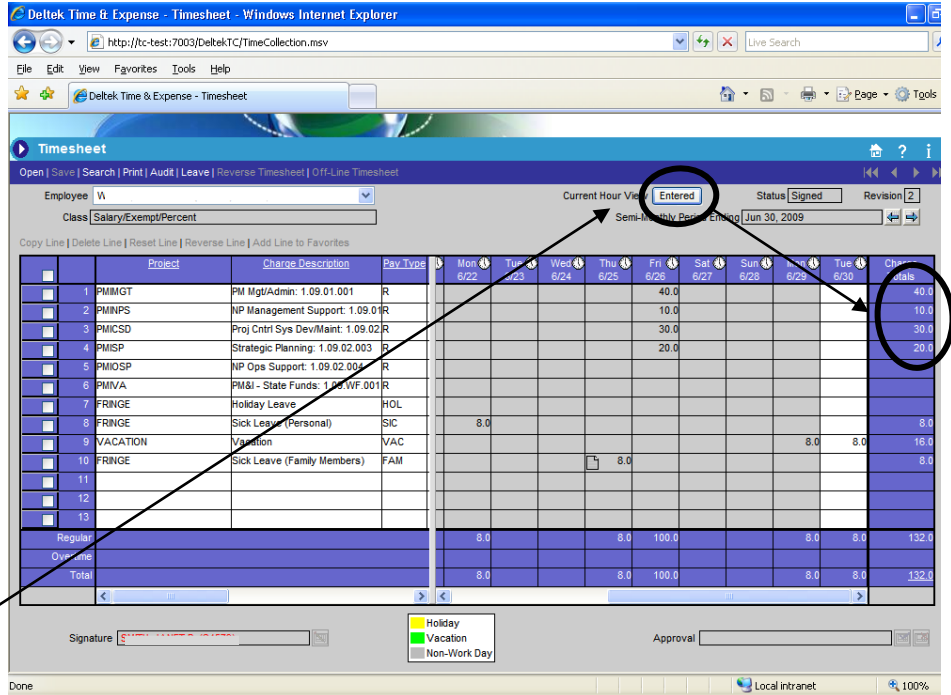The total percentage of productive time equals 100%

This employee also took and recorded 8 hours of personal sick leave, 8 hours of family sick leave, and 16 hours of vacation, so the total regular charge total for the period is 132 (100% and 32 hours). Record such time away in hours, which is in addition to the percentage recorded.

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. The system will notify you if your timesheet did not pass the validation checks. If so, revise your timesheet accordingly, then save and click sign again.


- The system will not let you save your timesheet early unless you have non-work hours charged for the remainder of the timesheet period.

After the timesheet is signed, you can click on the Current Hour View button to see Entered or Prorated Hours for the timesheet period

- Entered view shows the actual time entered in blue column on right-hand side of timesheet

- Prorated view shows the hours charged to each project base on the percentages entered in the blue columan on the right-hand side of timesheet
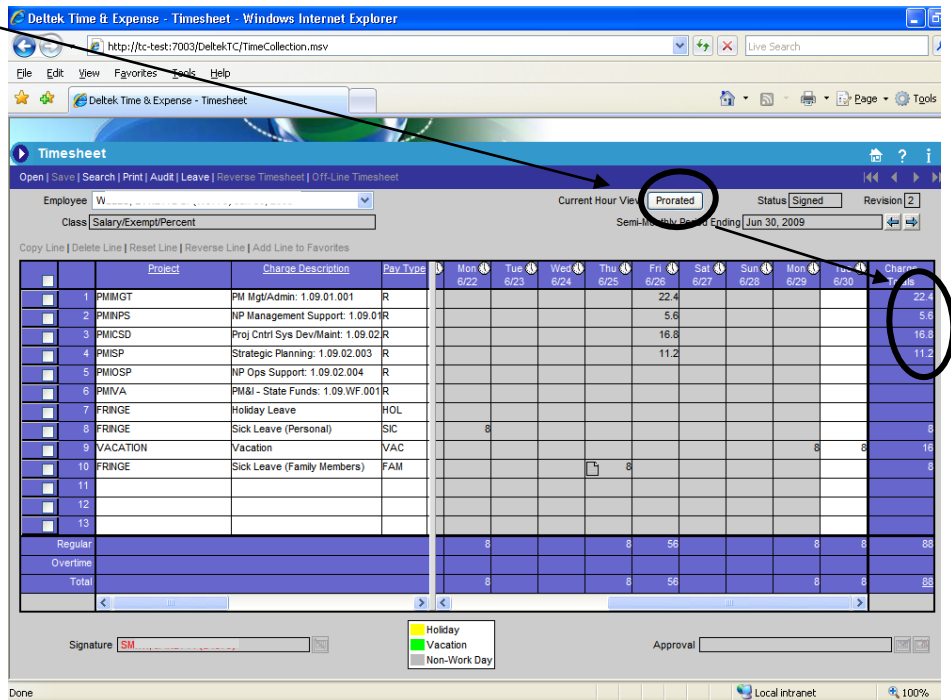
Exempts Recording Daily Hours

Enter the appropriate number of hours on a prorated basis for each applicable project. **

Exempts recording productive time in hours should be entering time daily, but no later than at the end of each week, and shall be completed, signed, and submitted for supervisor approval at the end of each pay period in accordance with existing instructions.
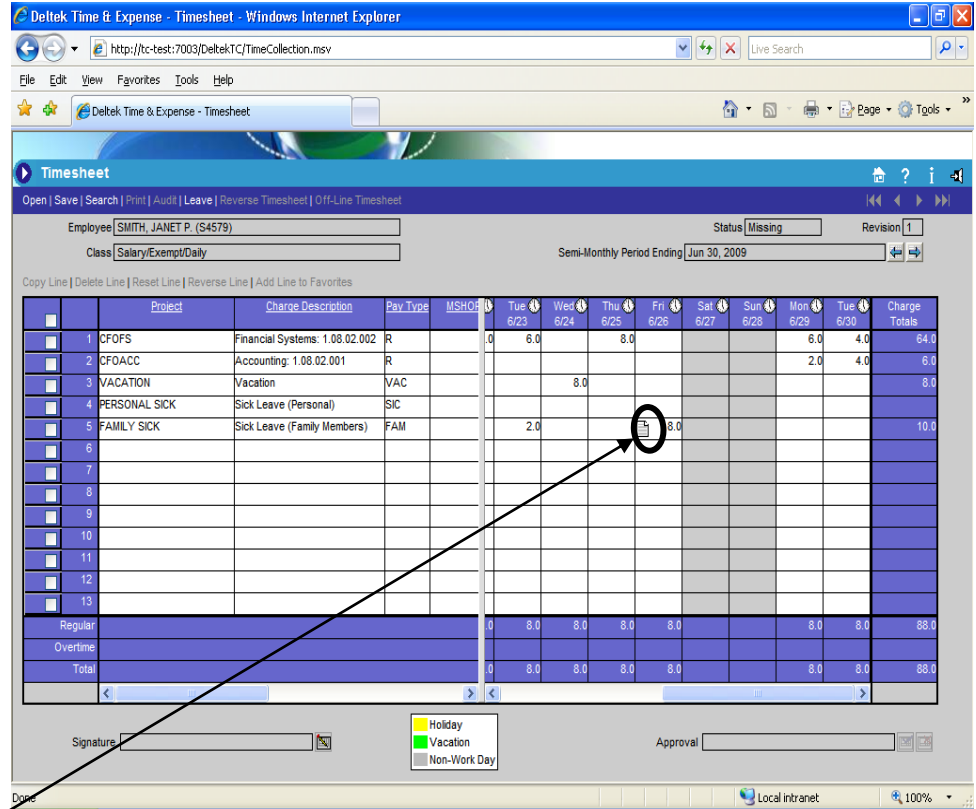
If you need to add cell notes, click on the appropriate notes icon

- Note: The MSHOP# column is valid <u>only</u> for Machine Shop charges
- Continue adding lines until the timesheet is complete

**To determine the number of prorated hours for each applicable project, determine the number of hours worked for the day and compute time worked to complete an eight hour day.

<u>Example</u> 1 – If you worked 6 hours on Project A, and 4 hours on Project B, for a total of 10 hours worked, you would calculate the prorated basis as follows:

Project A: 6 hours worked / 10 total hours = .6
Multiply by 8 hour day = 4.8 hours – Enter on timesheet

Project B: 4 hours worked / 10 total hours = .4
Multiply by 8 hour day = 3.2 hours – Enter on timesheet
Total hours recorded for day on timesheet ⟶ = 8 hours

<u>Example</u> 2 – If you worked 10 hours on Project A for a total of 10 hours worked, you would calculate the prorated basis as follows:

Project A: 10 hours worked / 10 total hours = 1.00
Multiply by 8 hour day = 1.0 x 8 hours = 8 hours – Enter on timesheet

When you are finished with the current day's timesheet entry or the timesheet is complete, click on Save

At the end of the timesheet period, click on the sign icon. The system will notify you if your timesheet did not pass the validation checks. If so, revise your timesheet accordingly, then save and click sign again.
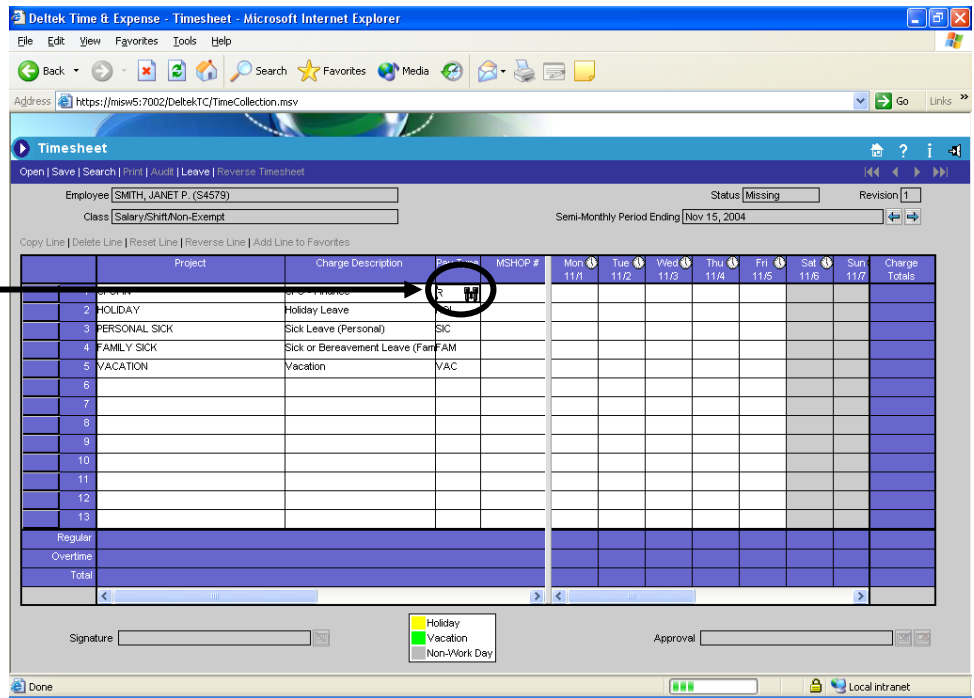

- The system will not let you save your timesheet early unless you have non-work hours charged for the remainder of the timesheet period.

Regular Non-Exempts

Regular Hours
For each applicable work project, verify that a "R" is in the Pay Type column

Tab over to the hours and enter the appropriate # of hours for each day

Note: The MSHOP# column is valid <u>only</u> for Machine Shop charges

Overtime Hours
For each applicable project on which you worked hours over your normally scheduled hours, either look up and select the "OT" pay type by clicking on the binoculars in the Pay Type column or enter an "OT" in the Pay Type column

Pay Type Lookup Screen

Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

Click on OK

Tab over to the white work day columns and enter the appropriate # of OT hours for each day

If you need to add cell notes, click on the appropriate notes icon

- Continue adding lines until the timesheet is complete.

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and click sign again.

- The system will not let you save your timesheet early unless you have non-work hours charged for the remainder of the timesheet period.

Non-Exempt Shift Workers

Regular Hours
For each applicable work project, click on the binoculars in the Pay Type column to select the appropriate pay type

Pay Type Lookup Screen

Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

**R – regular hours**
RS – regular swing
RO – regular owl

Click on OK

Tab over to the white work day columns and enter the appropriate # of regular hours for each day

Overtime Hours
For each applicable work project on which you worked hours over your normally scheduled hours, click on the binoculars in the Pay Type column to select the appropriate pay type

Note: All shift codes for each day must match. For example, if you charged the swing shift for your regular work hours, then you must charge the swing shift for your overtime hours.

Pay Type Lookup Screen

Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

**OT - Overtime
OTS - OT Swing
OTO - OT Owl**
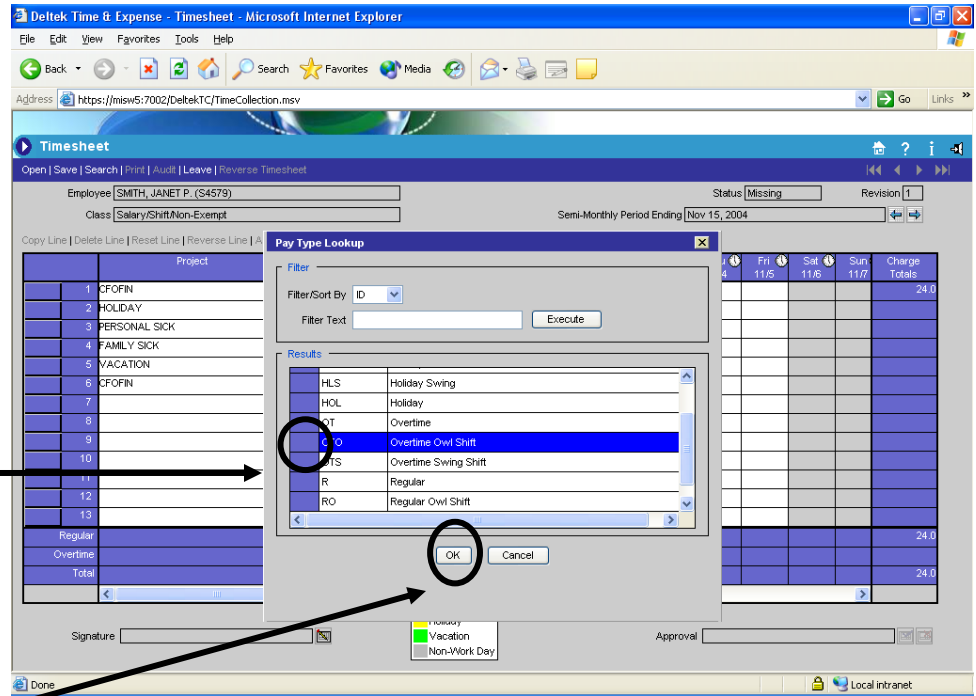
Click on OK

Tab over to the white work day columns and enter the appropriate # of OT hours for each day

If you need to add cell notes, click on the appropriate notes icon
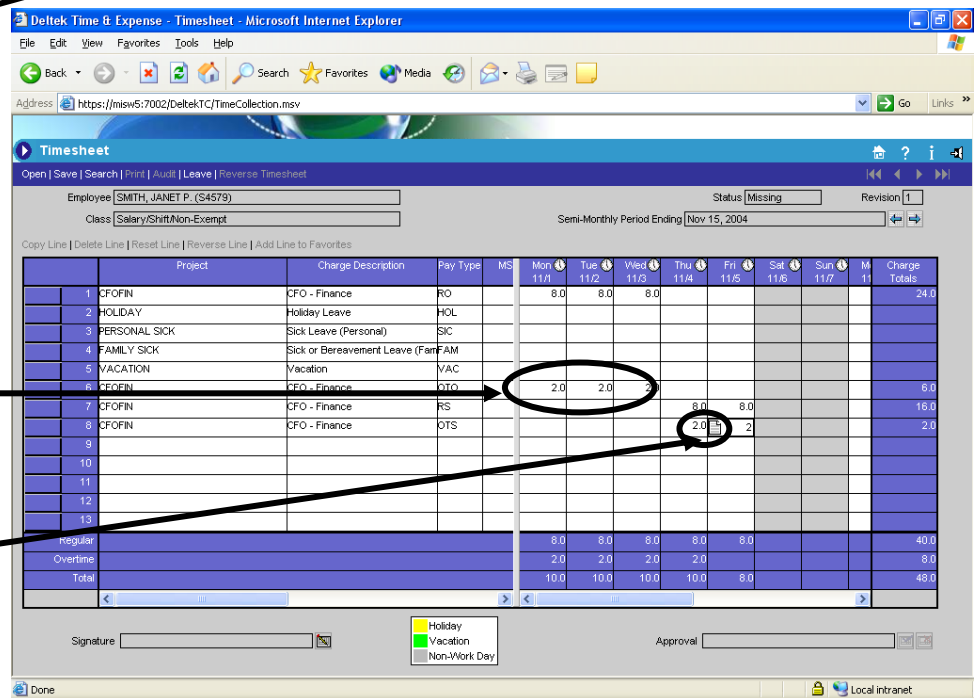
- Note: The MSHOP# column is valid only for Machine Shop charges

For Holiday Hours, click on the binoculars in the project field to lookup the appropriate holiday charge

Charge Lookup Screen

Click on the left-most column to highlight the line that has the appropriate pay type
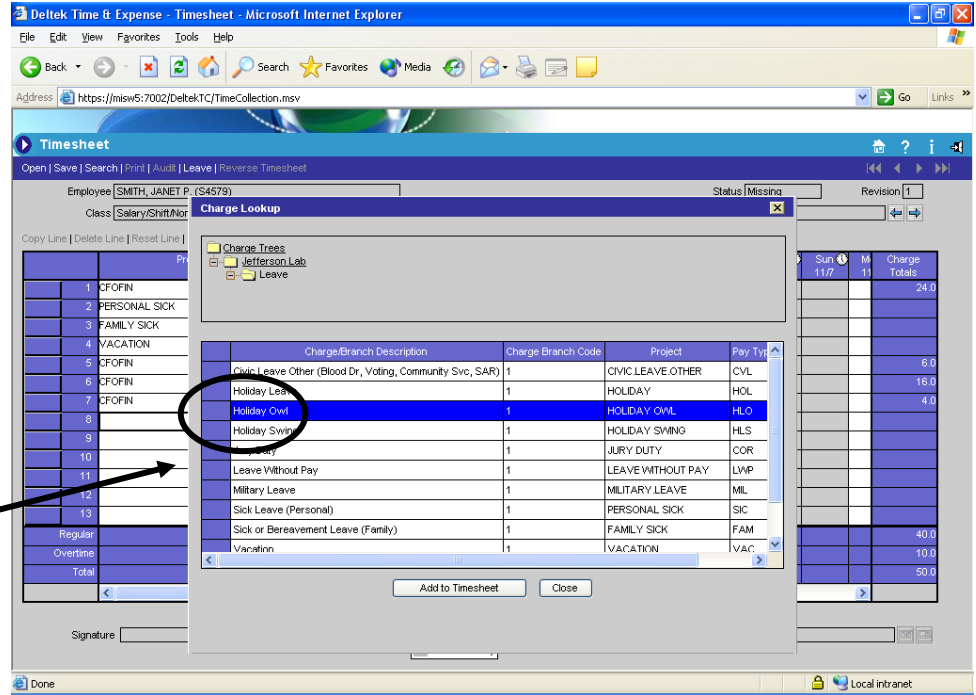
HOL - normal holiday
HLS - swing holiday
HLO - owl holiday

Tab over to the appropriate day and enter non-work holiday hours

Note: The holiday will be highlighted in yellow
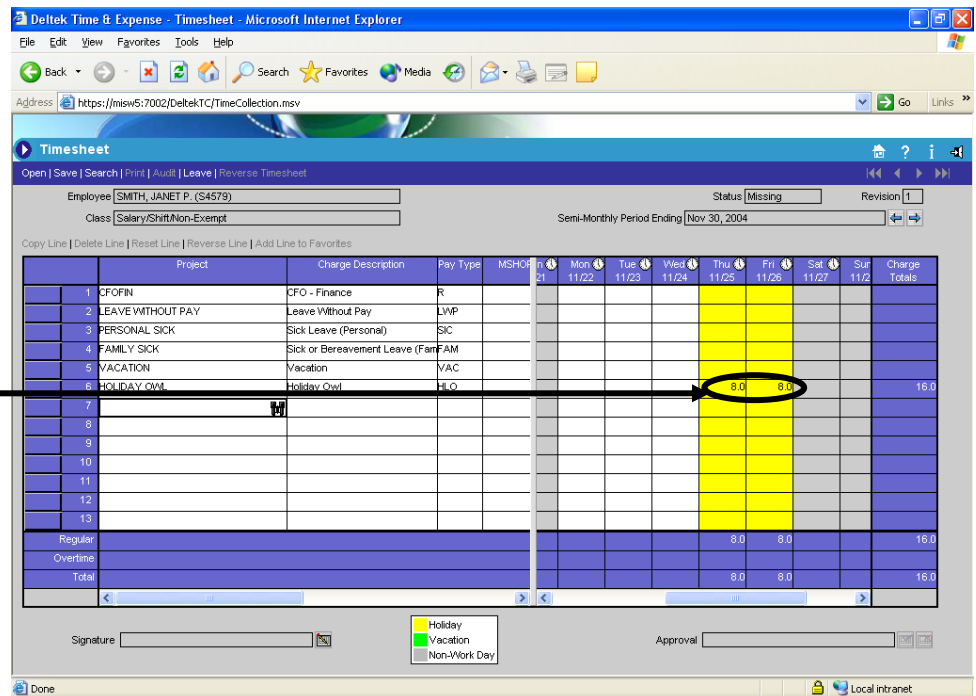
- Continue adding lines until the timesheet is complete

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your system password;

Otherwise, revise your timesheet, then save and click sign again.

- The system will not let you save your timesheet unless you have non-work hours charged for the remainder of the timesheet period.

Machine Shop Non-Exempts

Regular Hours
In the project field, either enter "CNTSHP" or look it up using the charge lookup option

Verify that an "R" defaulted in the Pay Type column. If not, type it in

Tab to the MSHOP# column and enter the appropriate Z-number, or click the binoculars in the MSHOP# column to look it up

MSHOP # Lookup screen

To search for the Z Job Number, you can

Enter a portion of the Z-number in the Filter Text and click on Execute, or

Scroll through all the Z-numbers, highlight the job number you want, then click OK
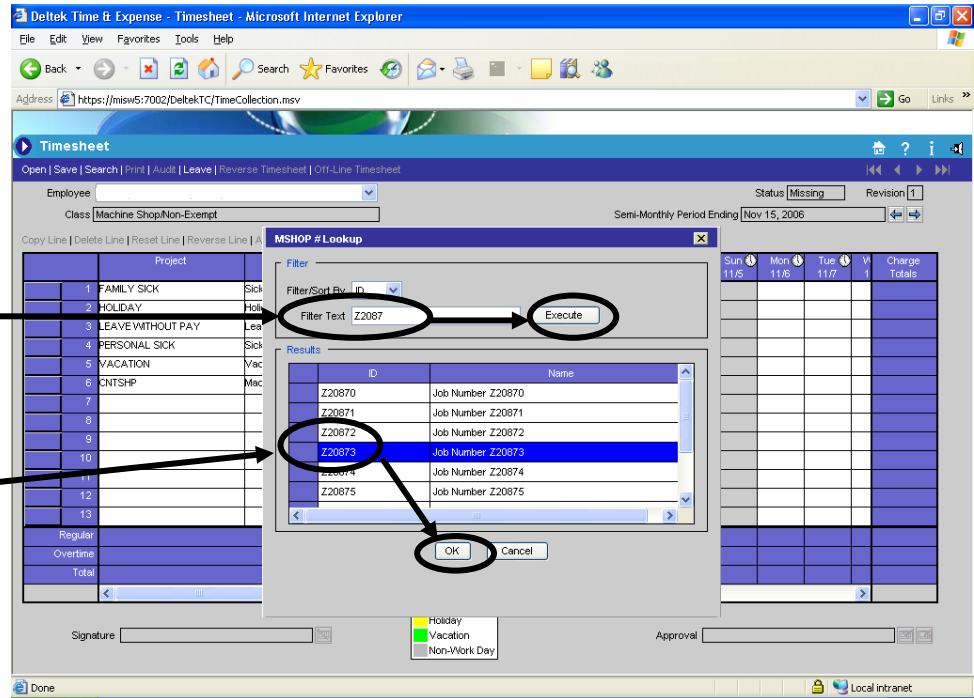
Tab over to the daily columns and enter the appropriate # of hours for each day

Overtime Hours
For any Z job number on which you worked hours over your normally scheduled hours, enter "CNTSHP" in the project field and either look up and select the "OT" pay type by clicking on the binoculars in the Pay Type column or enter an "OT" in the Pay Type column

**Pay Type Lookup
Screen**

**Click on the blue
box in the left-most
column to highlight
the line that has
the appropriate pay
type**

Click on OK

**Tab over to the
white work day
columns and enter
the appropriate #
of OT hours for
each day**

**If you need to add
cell notes, click on
the appropriate
notes icon**

- Continue adding lines until the timesheet is complete.

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

**Otherwise, revise your timesheet, then save and click sign again.**

- The system will not let you save your timesheet early unless you have non-work hours charged for the remainder of the timesheet period.

GSRA's

After selecting the appropriate project(s), scroll over to the day that has white cells (either the last day of the timesheet period or the Friday before, if the last day falls on a weekend)

Note: The total percentage must equal 100

If you need to add cell notes, click on the notes icon

- Continue adding lines until the timesheet is complete
- The Machine Shop # column is valid only for Machine Shop charges

When you are finished with the current day's timesheet entry or the timesheet is complete, click on Save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and click sign again.

- The system will not let you save your timesheet early

After the timesheet is signed, you can click on the Current Hour View button to see Entered or Prorated Hours for the timesheet period
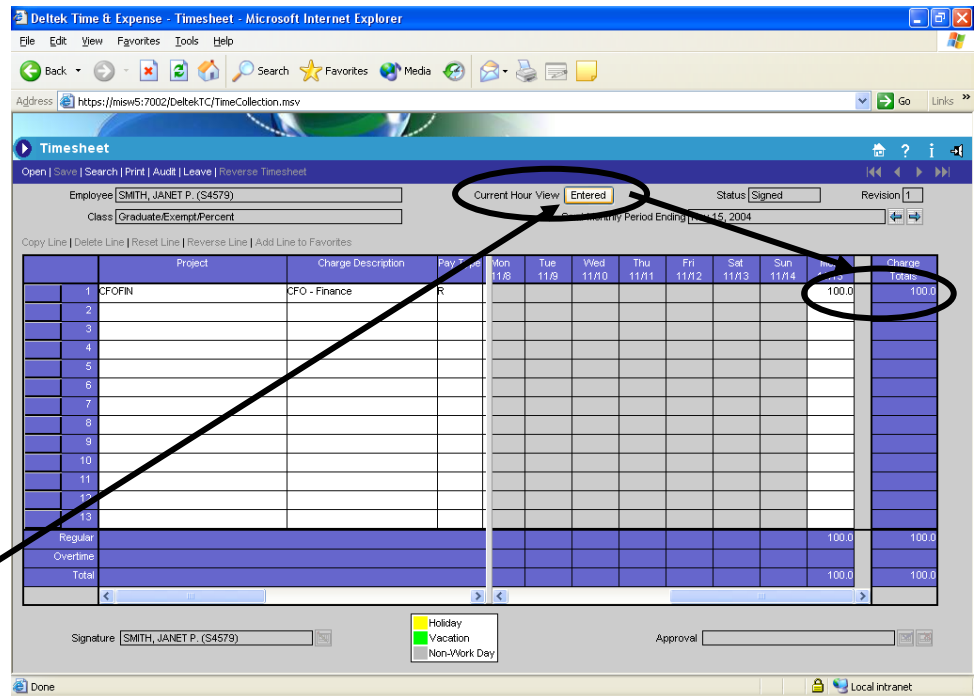
- Entered view shows the actual time entered in the blue column on right-hand side of timesheet
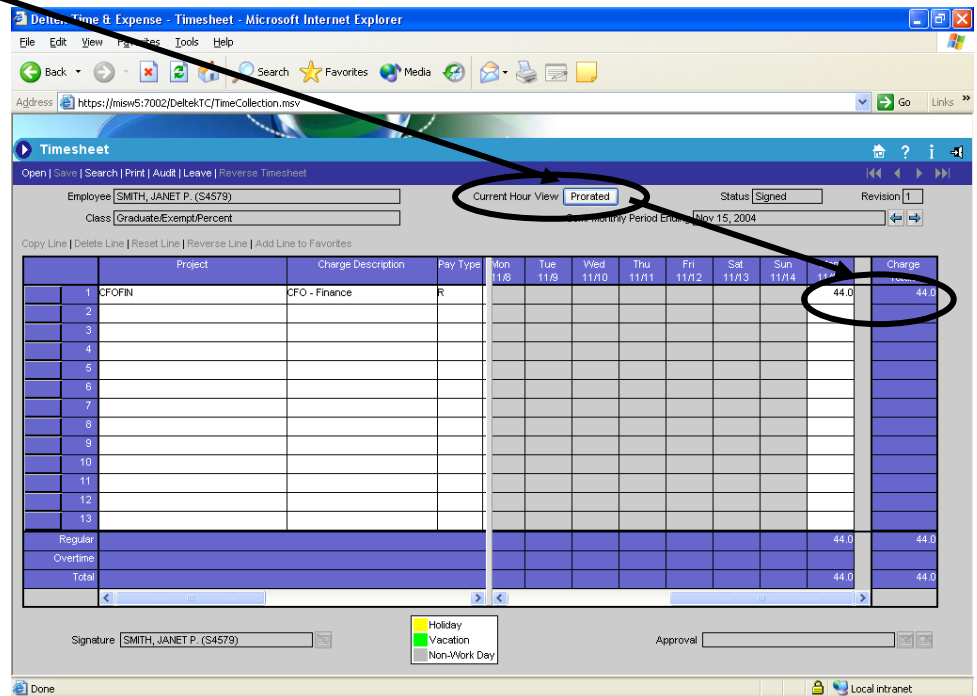
- Prorated view shows the hours charged to each project based on the percentages entered in the blue column on the right-hand side of timesheet

Students

Regular Hours

For each applicable work project, verify that a "R" is in the Pay Type column

Tab over to the hours and enter the appropriate # of hours for each day

Note: The MSHOP# column is valid only for Machine Shop charges

Overtime Hours

Once you have worked 40 regular hours in a week, record any additional hours to the "OST" pay type

If the pay type is not defaulted in for your current project, you can either type "OST" in the Pay Type column or you can look it up by clicking on the binoculars in the Pay Type column

Pay Type Lookup Screen

Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

Click on OK

Tab over to the white work day columns and enter the appropriate # of OT hours for each day

- Continue adding lines until the timesheet is complete.

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period or your last work day, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and sign again.

Casuals

Regular Hours
For each applicable work project, verify that a "R" is in the Pay Type column

Tab over to the hours and enter the appropriate # of hours for each day

Note: The MSHOP# column is valid only for Machine Shop charges

Overtime Hours
Once you have worked 40 regular hours in a week, record any additional hours to the "OST" pay type

If the pay type is not defaulted in for your current project, you can either type "OST" in the Pay Type column or you can look it up by clicking on the binoculars in the Pay Type column

Pay Type Lookup Screen

Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

Click on OK

**Tab over to the white work day columns and enter the appropriate # of OT hours for each day**

- Continue adding lines until the timesheet is complete.

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period or your last work day, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and click sign again.

To monitor the 1000 work hour annual limit for casuals, click on Leave
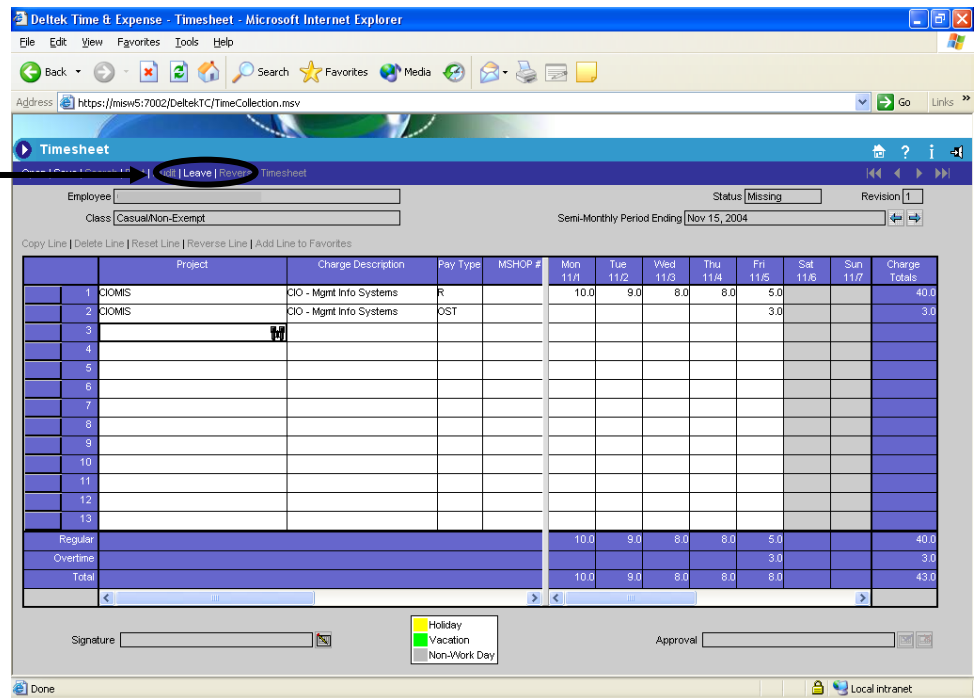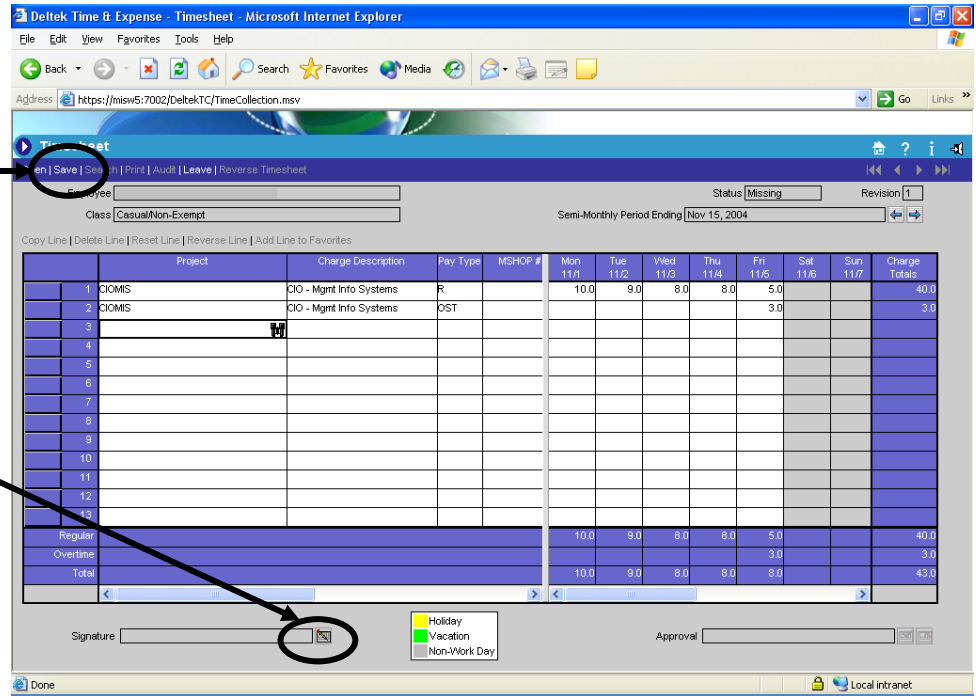
This pop-up screen gives a running balance of the number of work hours available for the remainder of the casual year

- The balance will not be updated with current casual hours worked until the timesheet is saved

Call-in Time (Non-Exempts Only)

To record call-in time actually worked,

Enter the project on which you were called in

Either enter the appropriate pay type or click on the binoculars in the Pay Type column to look it up

Record call-in hours worked on the correct day

Pay Type Lookup screen

Highlight the appropriate pay type
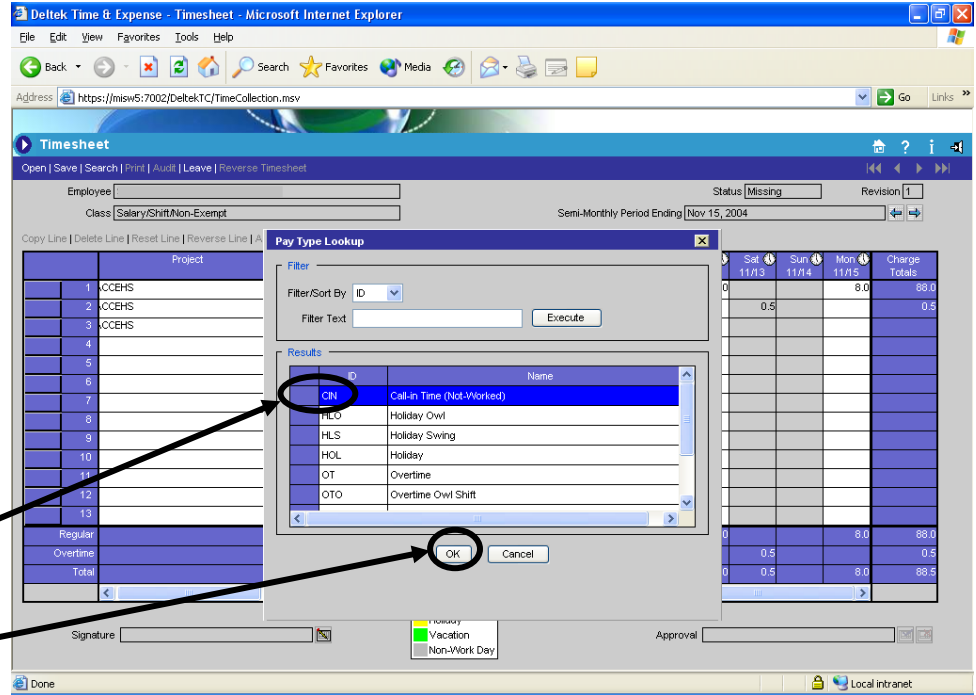
Click on OK

To record call-in hours not worked

On a separate timesheet line, enter the project on which you were called in
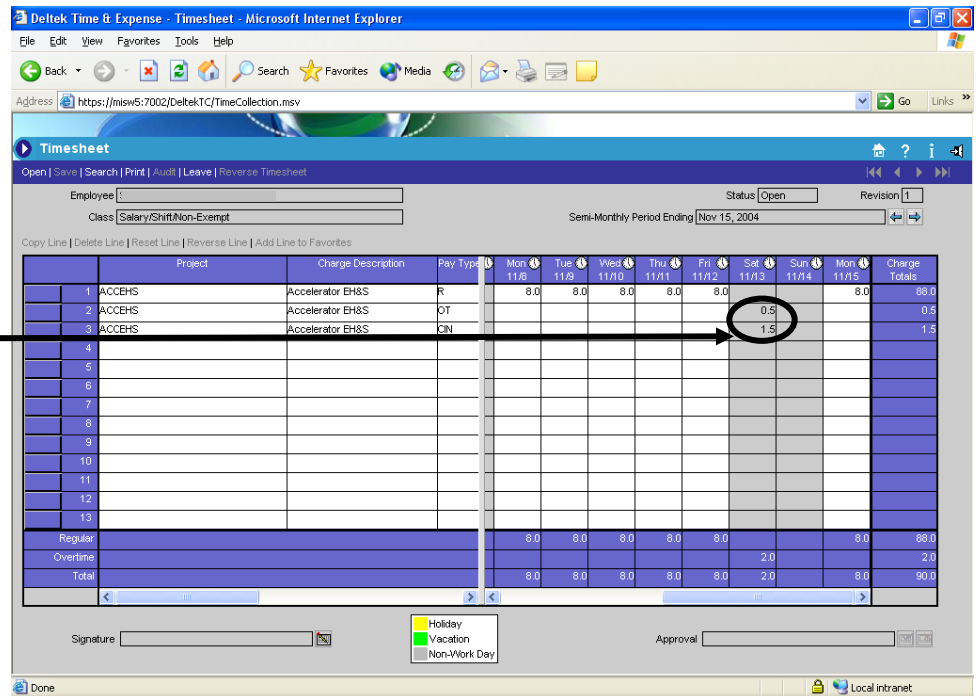
Either enter CIN in the Pay Type column or click on the binoculars in the Pay Type column to look it up

Highlight the CIN Call-In Time (Not Worked) line
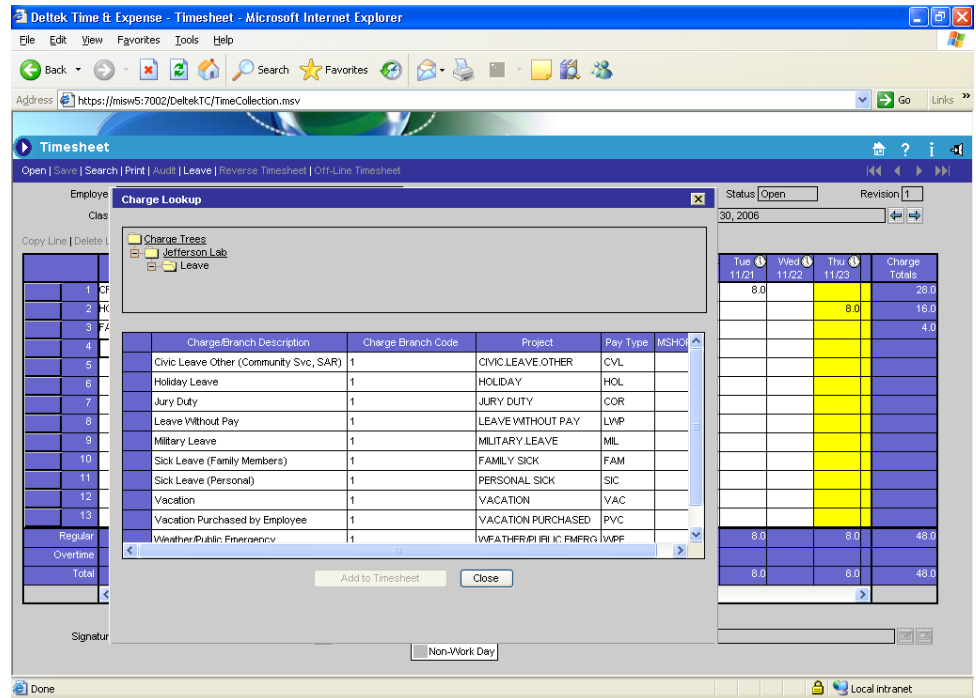
Click on OK

Record the call-in hours to be paid (up to two) that were not worked

- The CIN pay type is used only if an employee is called in to work and works less than the two hour minimum that is paid for call-ins.

Recording Leaves

When you drill down into the Leave charge branch under the Jefferson Lab charge tree, you will see any leave options available to you
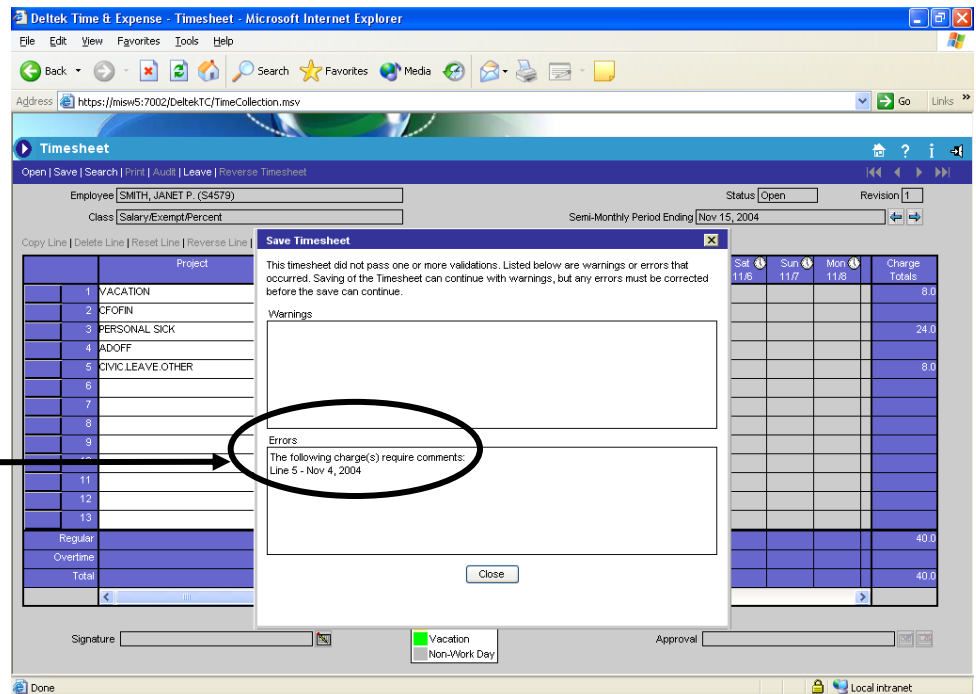
- You may want to load the most common types of leave into your favorites

<u>Civic Leave</u>

If you choose Civic Leave, you will be required to enter a comment

If you do not enter a comment, you will receive this error message when saving your timesheet

Note: You will not be able to save your timesheet until you enter a comment

- Civic Leave should be charged for the United Way Day of Caring, and Human Resources Director approved Rescue and Disaster Recovery.

To insert a comment

Click on the cell that requires a comment

Click on notes icon in the cell

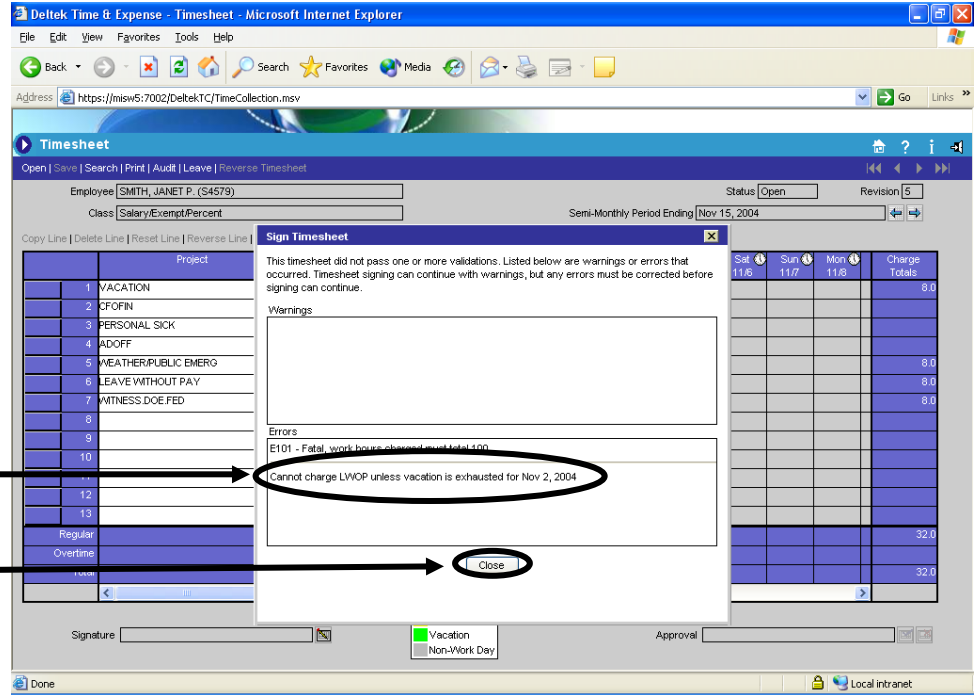**Type your comment**

Click OK

Leave Without Pay

Leave without pay should not be charged until all vacation leave is exhausted, except when an employee is on STD, LTD, or disciplinary leave

If you try to charge leave without pay, except in the above instances, you will receive this error when you sign your timesheet

Click Close

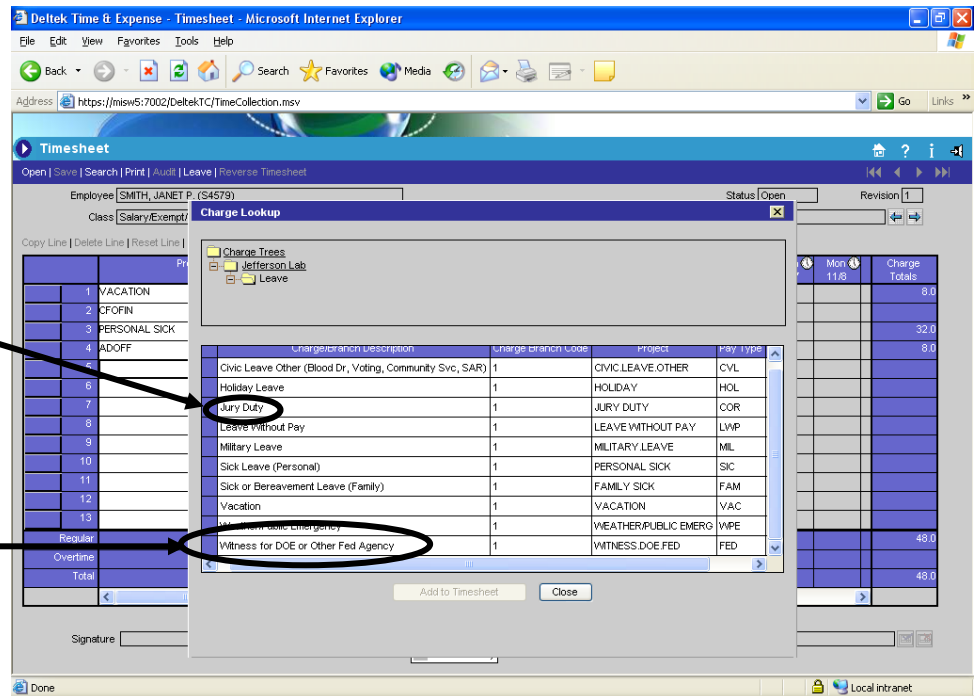**Revise your timesheet, then save and sign**

Jury Duty

Charge any time spent serving as a juror to Jury Duty

DOE Witness

Charge the Witness for DOE or Other Fed Agency if you are ever subpoenaed to testify for DOE or another Federal Agency

- If you are subpoenaed to testify for any other case, not related to DOE, then this time should be charged to vacation

Family Sick

Charge sick leave taken to care for an immediate family member to the Family Sick project (up to 5 days per occurrence, unless on FMLA for a family member. This line is not to be used for personal FMLA hours.) Any entry to this project requires a cell comment stating the relationship of the sick family member

Bereavement Leave will be added soon, and will follow the same format as family sick except it is limited to 3 days per occurrence).

- Note: Immediate family includes parents, spouse, children, siblings, parents-in-law, stepparents, stepchildren, grandparents, or other related persons living in the household of the employee

Enter the cell comment

Click on OK

Holiday

Holidays are highlighted in yellow on employee timesheets

Click on the cell for those days and enter the appropriate hours

Holiday hours must be recorded on the actual holiday except for full-time exempt personnel who were required to work the entire holiday

In this case only, exempt personnel are eligible for a floating holiday

To record his/her time, the individual's schedule must be changed to reflect the new holiday

- Please refer to the floating holiday policy for more detail
- Use the Contact Us link on the desktop to request a change in schedule

Recording Family Medical Leave Act (FMLA) Time

**Click on the clock for any day on which you have approved FMLA hours**

Enter any personal FMLA hours separately from family FMLA hours

In the comments section, enter the identifying number given to you by Medical Services

- Disregard the Time In and Time Out information on the right hand side of the Time In/Out pop-up box

You will receive this error message when you try to sign your timesheet if you have not entered a comment
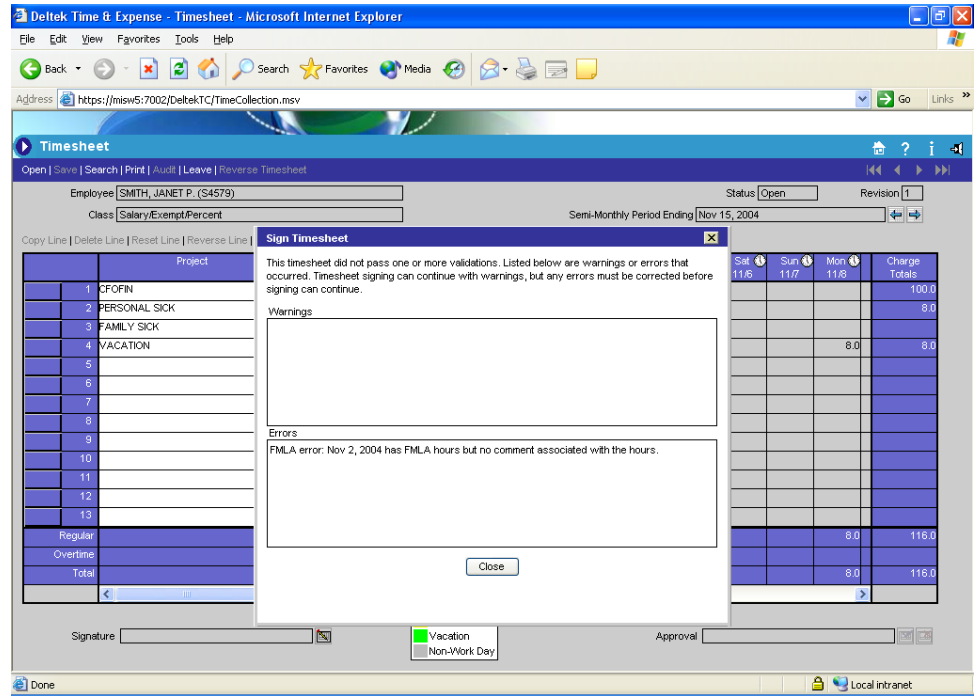
- For exempt personnel, you may have FMLA hours to record, but you may not have any sick leave recorded (i.e. Doctor's appointment)

Other Timesheet Line Options (Copy, Delete, Reset, and Reverse)

To copy a line

Highlight the line you wish to copy

Click on Copy Line

To delete a line

Highlight the line you wish to delete

Click on Delete Line

- If you have not already saved the selected line, the delete function will remove the entire line, including cell comments
- If you have already saved the selected line, the delete function will zero out the entered values and make cell comments null

To reset a line

Highlight the line you wish to reset
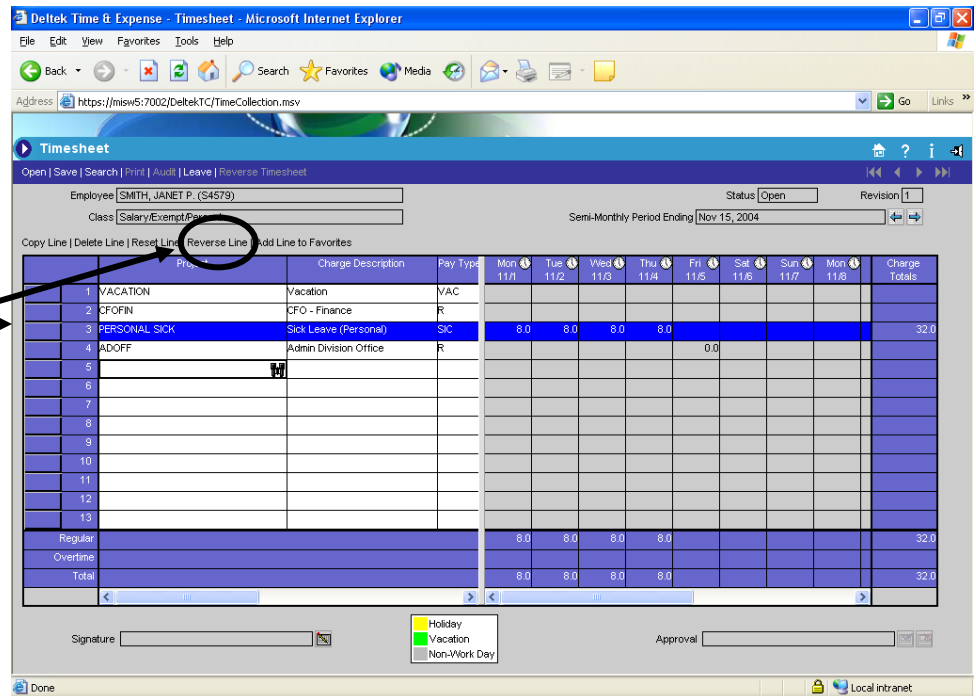
Click on Reset Line
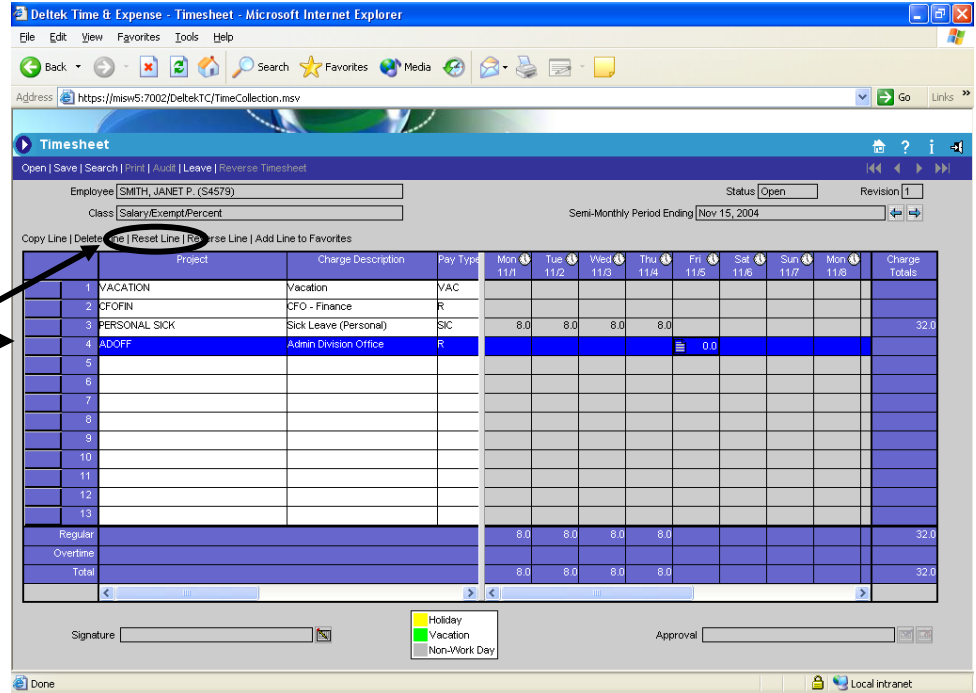
- If you have not already saved the selected line, the reset function will completely remove the entire line, including cell comments
- If you have already saved the selected line, the reset function will reset the line to the previous values found in the database

To reverse a line

Highlight the line you wish to reverse

Click on Reverse Line

- We do not recommend using the reverse line function.

A new line is created showing negative hours to offset the corresponding charges

- When the timesheet is saved, you will have to provide a revision explanation

Managing Favorites

To add a charge line to your favorites

Click on the left-most blue column to highlight the line you wish to add

Click on Add Line to Favorites

To view Favorites, click on the binoculars in the project field

Charge Lookup Screen

Drill down to the next level by clicking on the plus sign beside Favorites
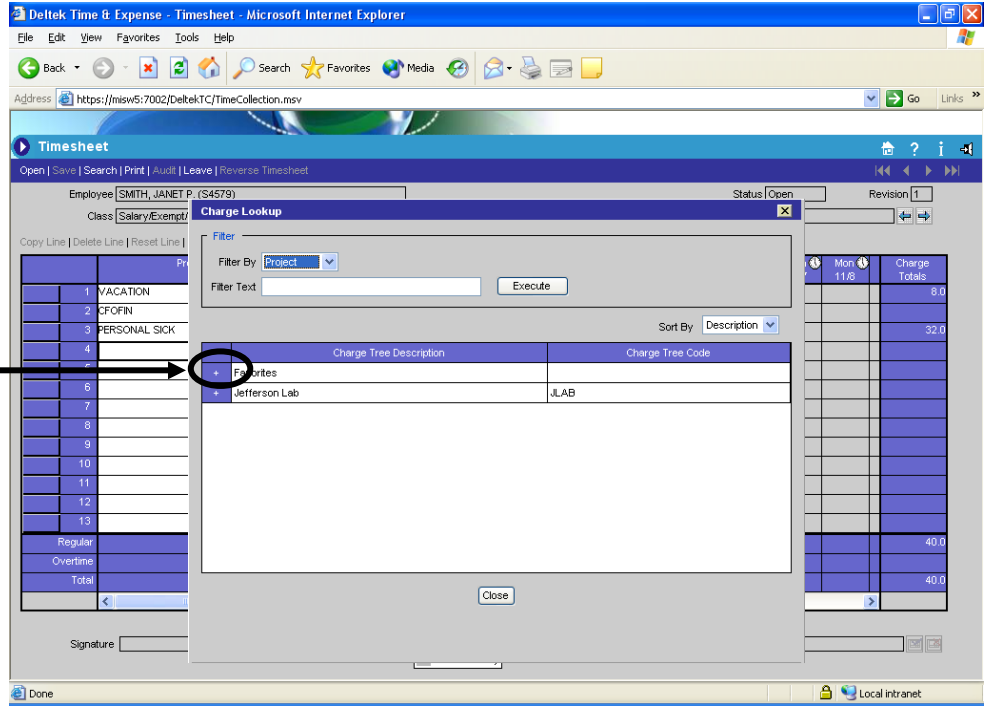
Click on the Load box beside any charges that you wish to appear on your timesheet each time

Click on Update
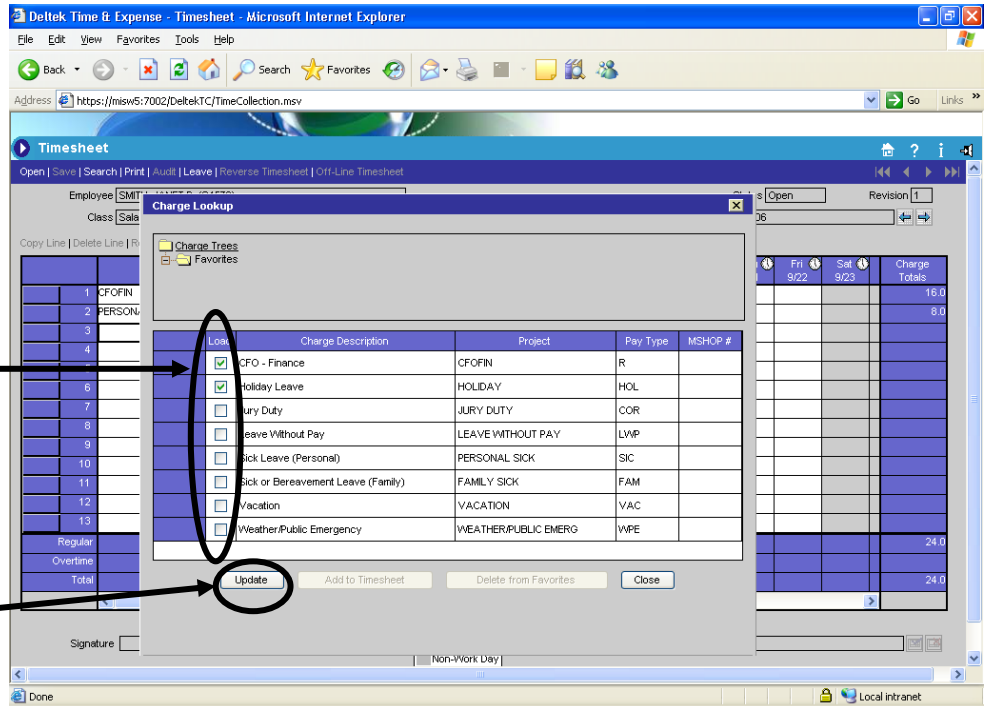
If you want to add a line from favorites to your timesheet for one period only,

Highlight the line you wish to add

Click Add to Timesheet

If you want to delete a line from favorites,

Highlight the line you wish to delete,

Click on Delete From Favorites

Click on Close when finished

Correcting Timesheets

Click on Reverse Timesheet to correct a timesheet that has already been processed

- Processed timesheet hours will show in blue and cannot be edited
- Only the six previous timesheet periods will be open for corrections

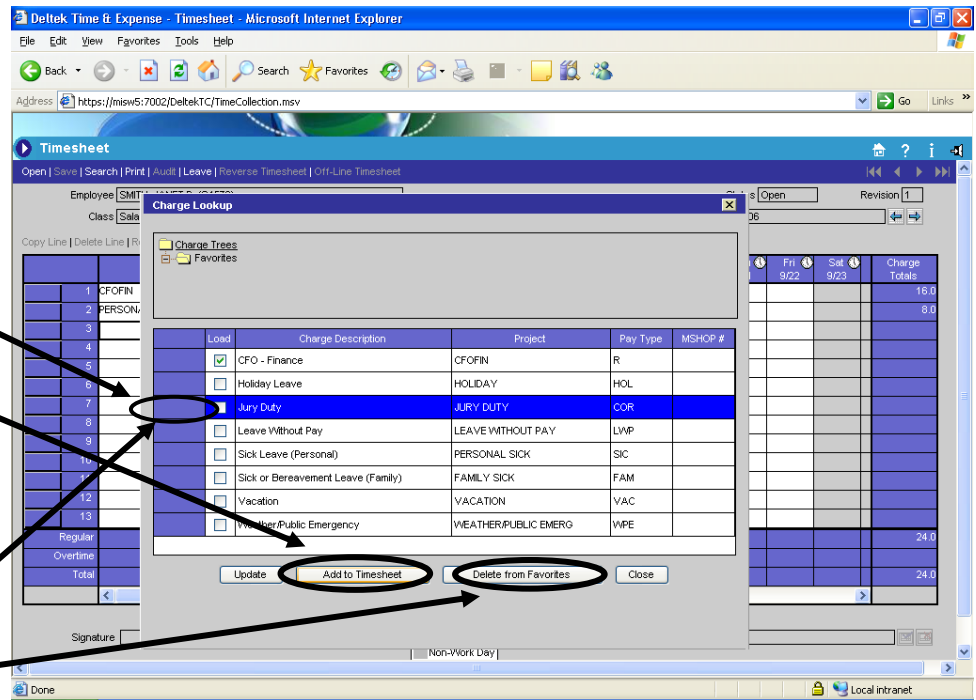**Once you have clicked to reverse the timesheet, you will see lines with negatives values that completely reverse the processed timesheet hours**

Then the timesheet will display for editing the same timesheet lines and hours as on the processed timesheet

Enter the correct information

Click on Save

The system provides an audit of all timesheet revisions and corrections

Input the reason for the timesheet correction

- For audit purposes, this reason has to be valid
- Since the system maintains an audit of all revision and correction explanations, these comments will be viewable by all those with rights

Audit Log

The upper right-hand corner of the timesheet displays the revision #

If the timesheet has not been revised at all, it will display revision 1

Click on audit to view the audit log
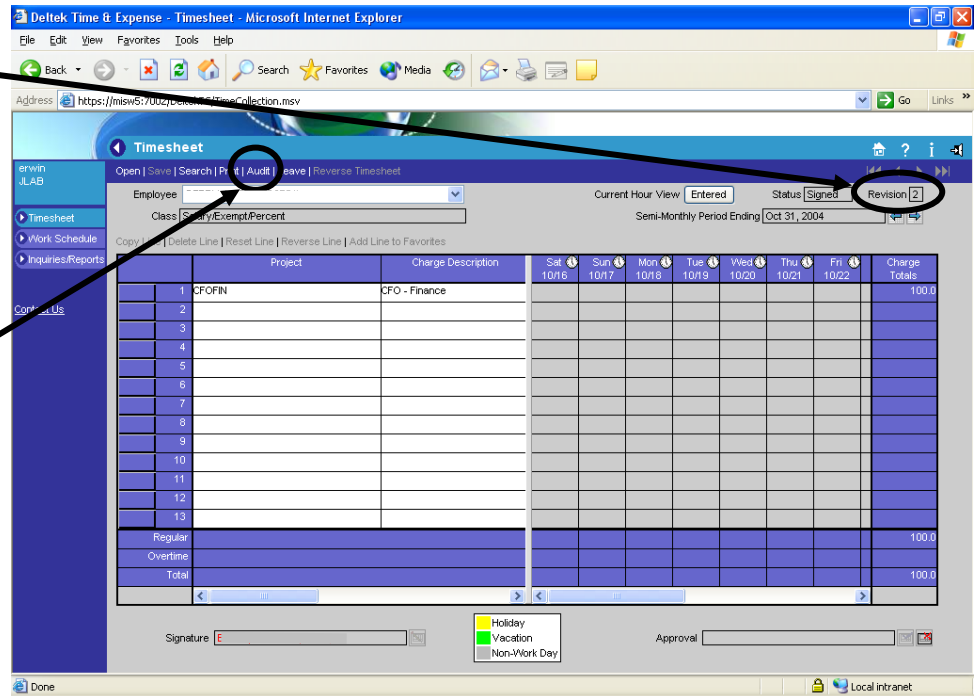
The Revision Audit pop-up box shows any revisions and/or corrections made to the timesheet and the corresponding reason(s)

Signature and approval information also can be viewed through Audit
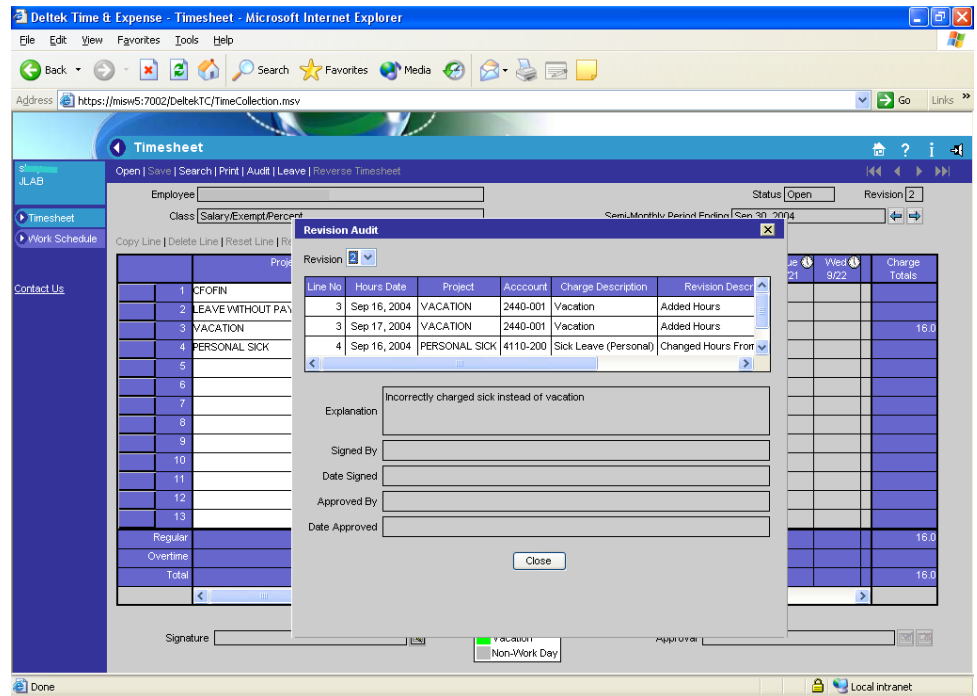
Leave Balances

To view leave information, click on Leave

Leave pop-up screen

Click on the dropdown arrow beside Leave Type and select which leave you want to view

The leave pop-up screen will display leave balances as well as accruals and hours taken for the current calendar year

Leave hours taken will be deducted from the running leave balance when the timesheet is saved

Managing MyDesktop

Icons
House – Desktop
? – Help
i – About T & E
Door – Exit

My Tasks
Any system assigned tasks

My Timesheets
Displays links to the last 6 timesheets that have been entered

My Alerts
Informational timesheet notices only

My Menu
Links to functional items (can be same as far left-hand side menu

To perform tasks

Click on the plus sign beside a task line to drill down for task detail

To load the timesheet for completing the task, either

Click in the box beside the timesheet and select Launch, or

Click on the actual underlined timesheet link
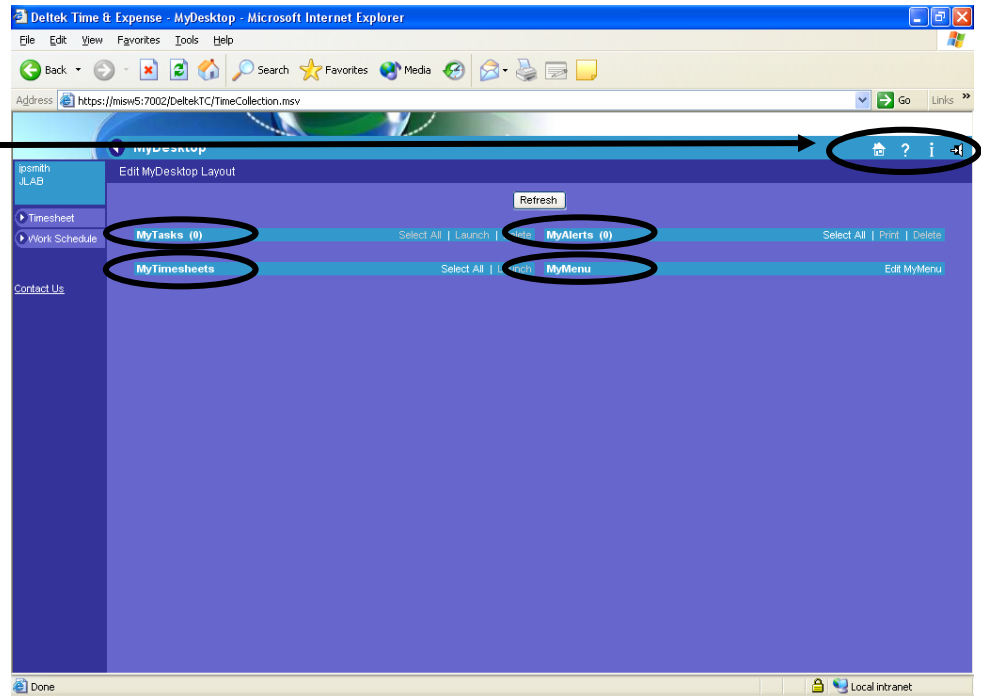
- Any rows that display in yellow are at the "Warning" level and need to be completed as soon as possible
- Any rows that display in red are at the "Critical" stage and need to be completed immediately
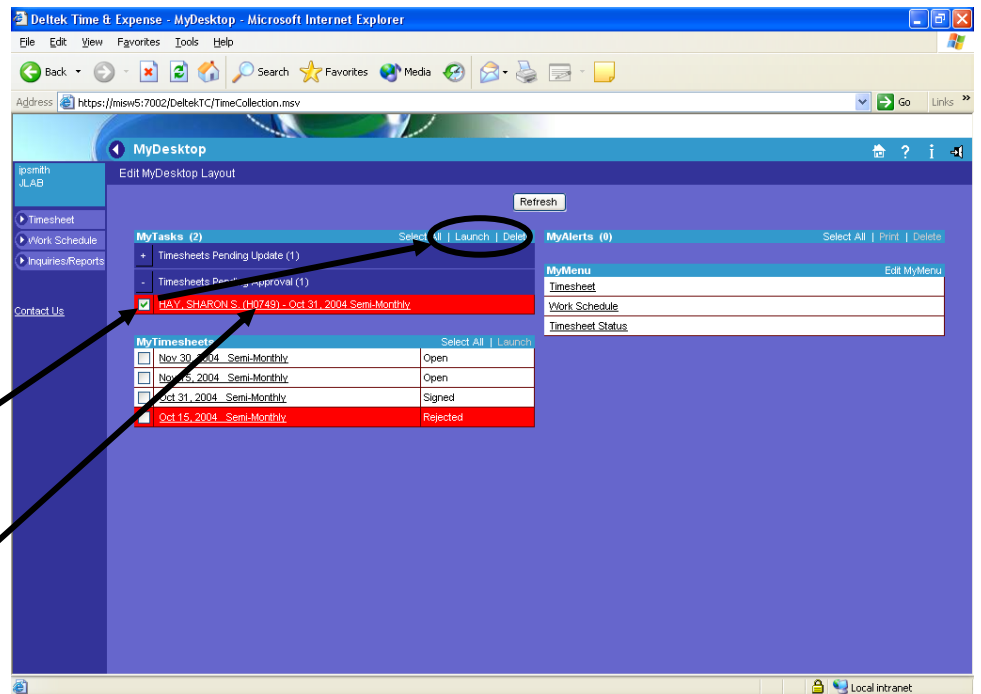
- Clicking the box beside each timesheet and selecting Launch is the best method for multiple timesheets

If the line link is used, then this "My Task Details" popup box will appear

Click on Launch to view the timesheet
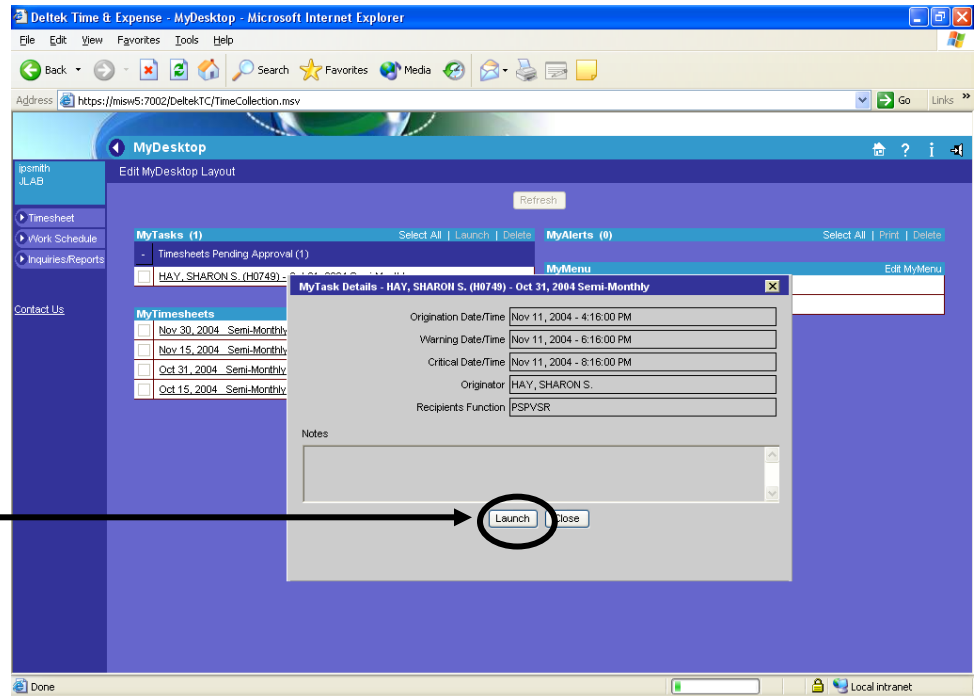
• Perform the assigned task when the timesheet appears

To hide the left-hand side menu, click on the left arrow beside "MyDesktop"

To add or remove items from "My Menu," click on Edit my Menu
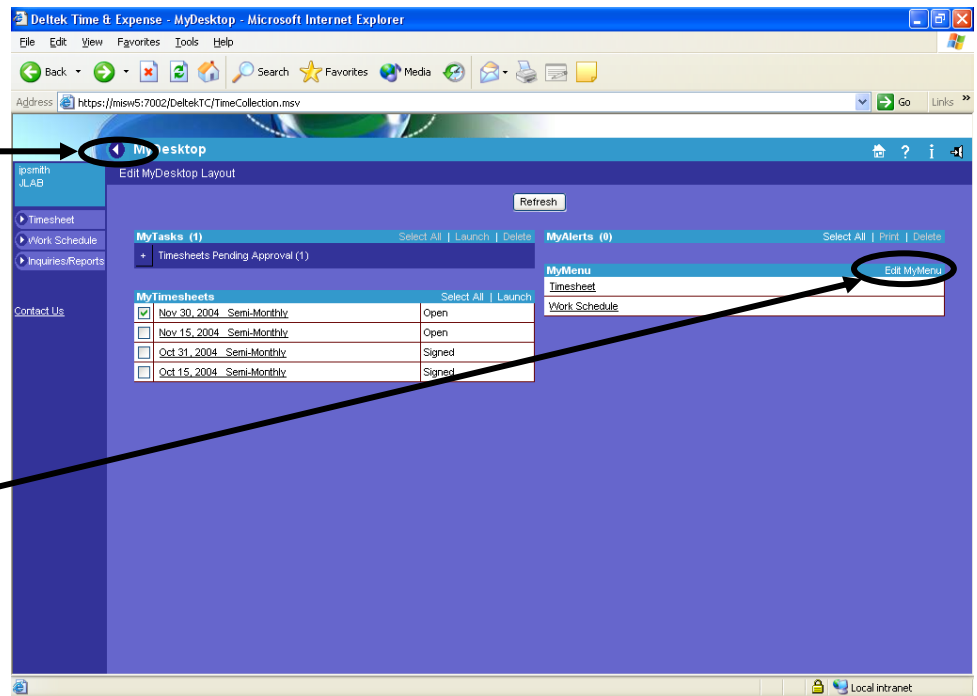
**Edit MyMenu
pop-up screen**

**To add items to
your desktop,**

**Highlight the item
from the list on the
right**

Click on Add

Click on OK
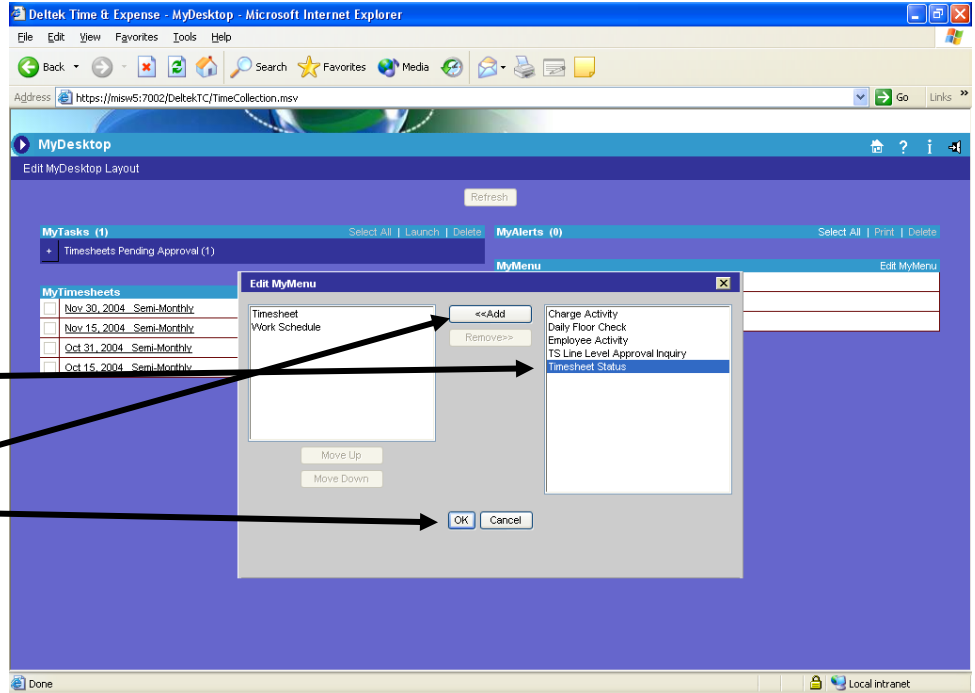
**To remove items
from your desktop,**

**Highlight the item
from the list on the
left**

Click on Remove

Click on OK
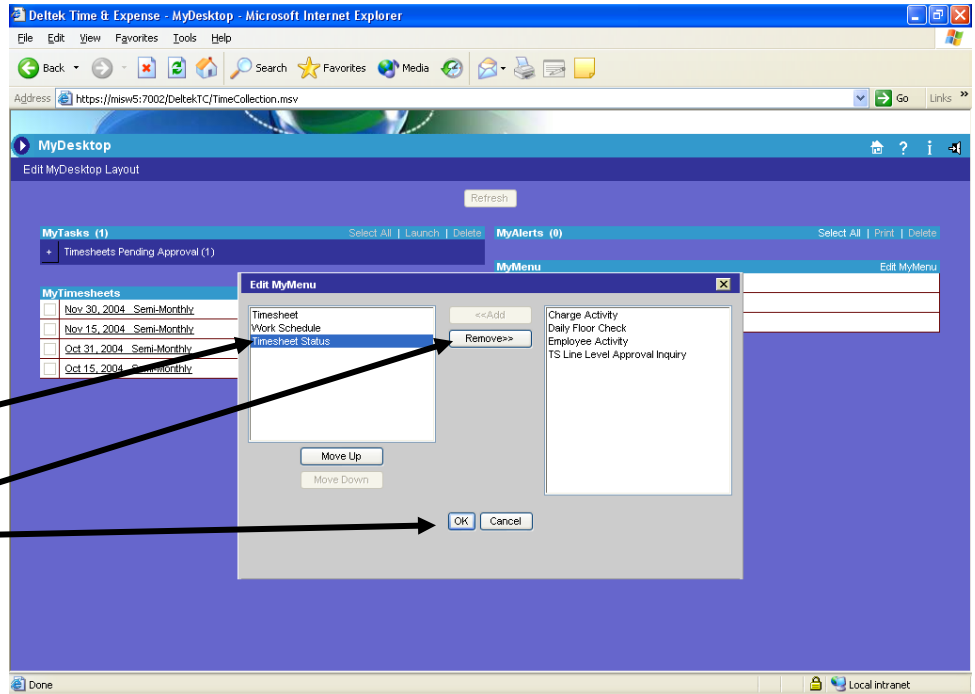
Supervisory & Administrative Section

Supervisory tasks show in the MyTasks section of the desktop

To access a timesheet waiting for approval, click to launch the timesheet

To approve more than one timesheet at a time,
1) Click Select All
2) Click Launch
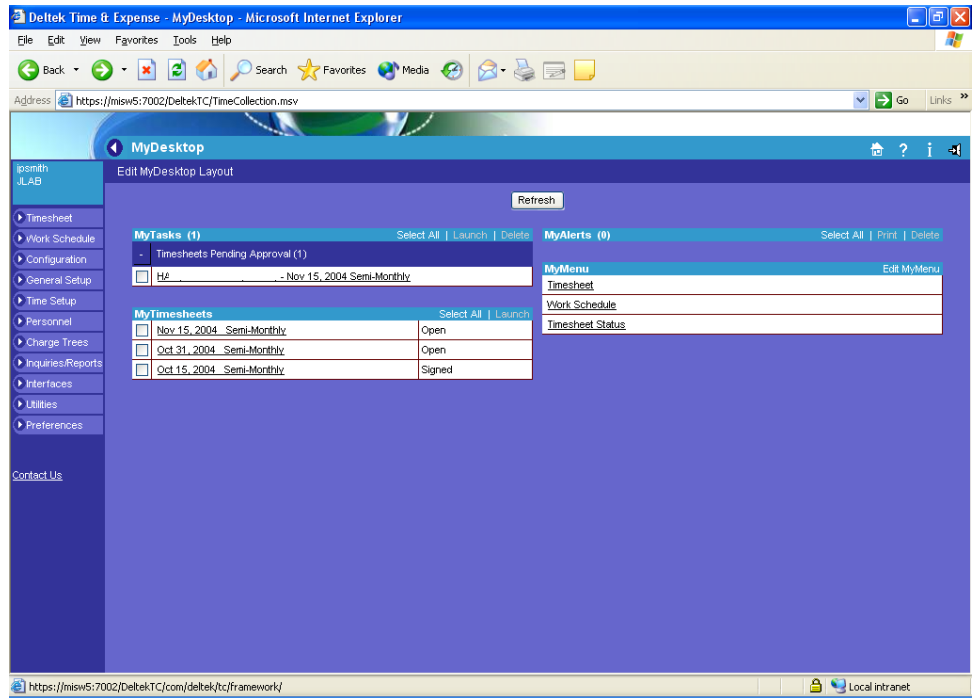
Click on the box with the blue check mark to approve an employee's timesheet

Click on the box with a red X to reject an employee's timesheet
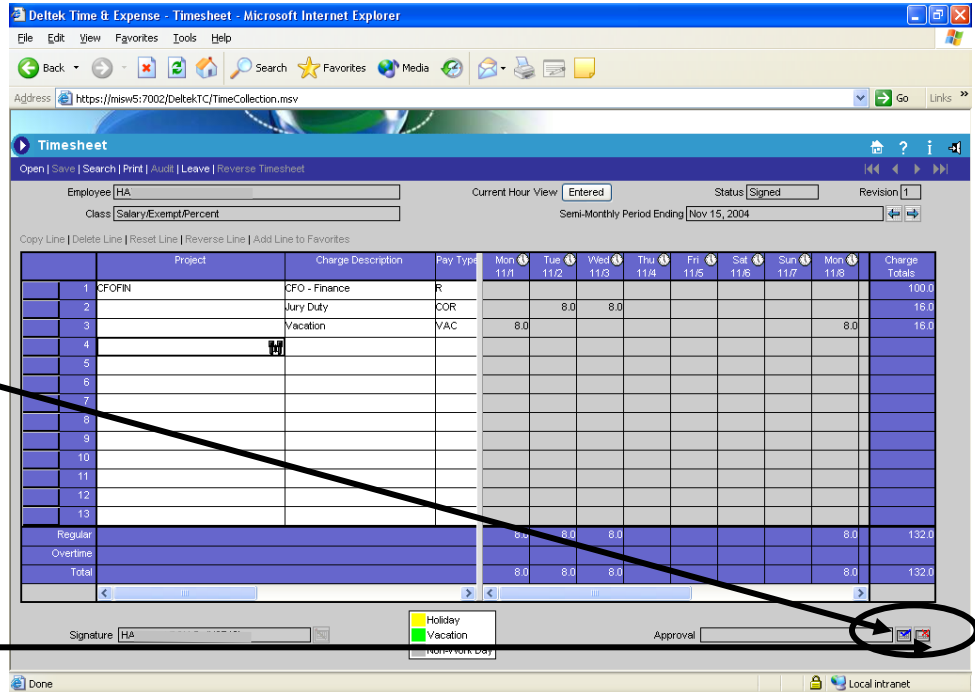
Supervisors and Division Coordinators can view employee timesheets by selecting the search option while on the timesheet screen
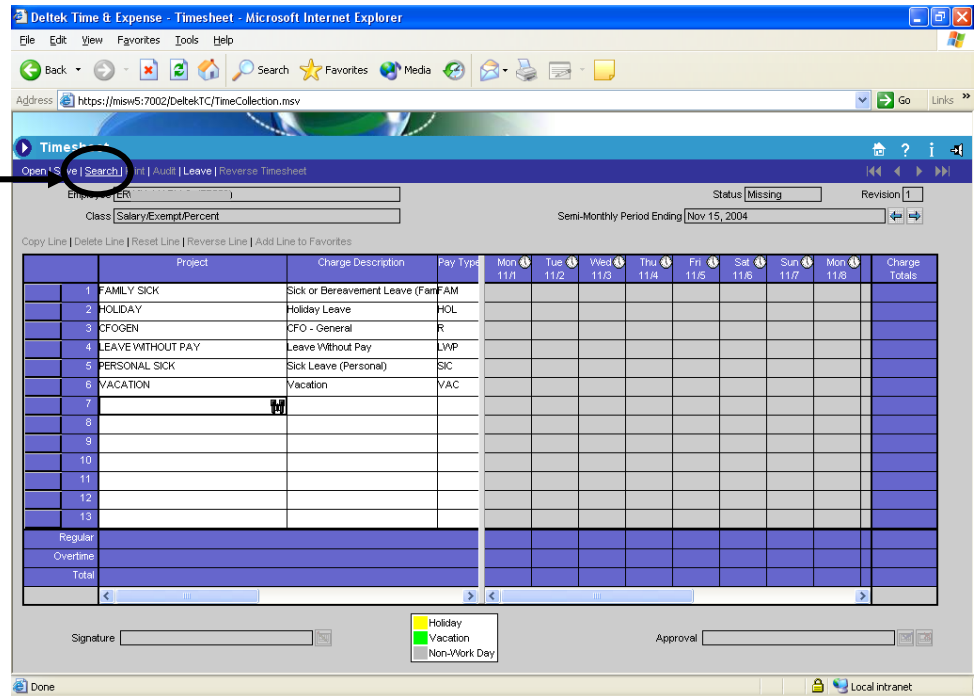
Select the timesheet period

Function
To view timesheets of your direct reports, select the functional role of Primary Supervisor

To view timesheets for employees of your direct reports, select the functional role of Backup Supervisor
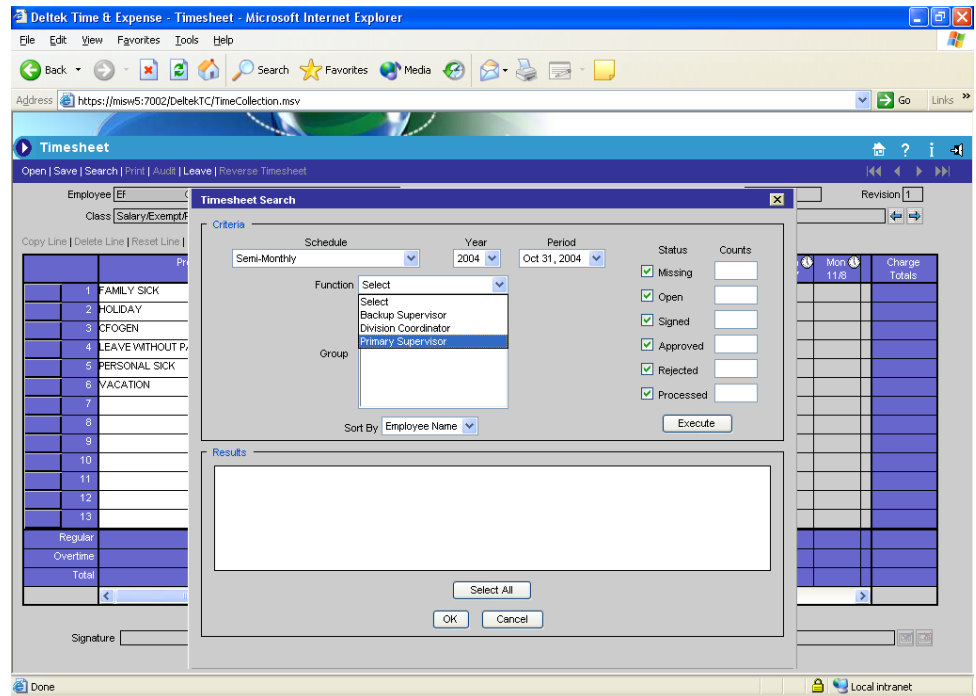
- Not everyone will have the same functional roles, some may be only Primary Supervisors, some may be only Division Coordinators
- The Division Coordinator role is available only to a few employees in each division

Highlight the group for which you want to view timesheets

Status
Once the functional role has been selected, click beside the boxes in the status section to select specific timesheet statuses
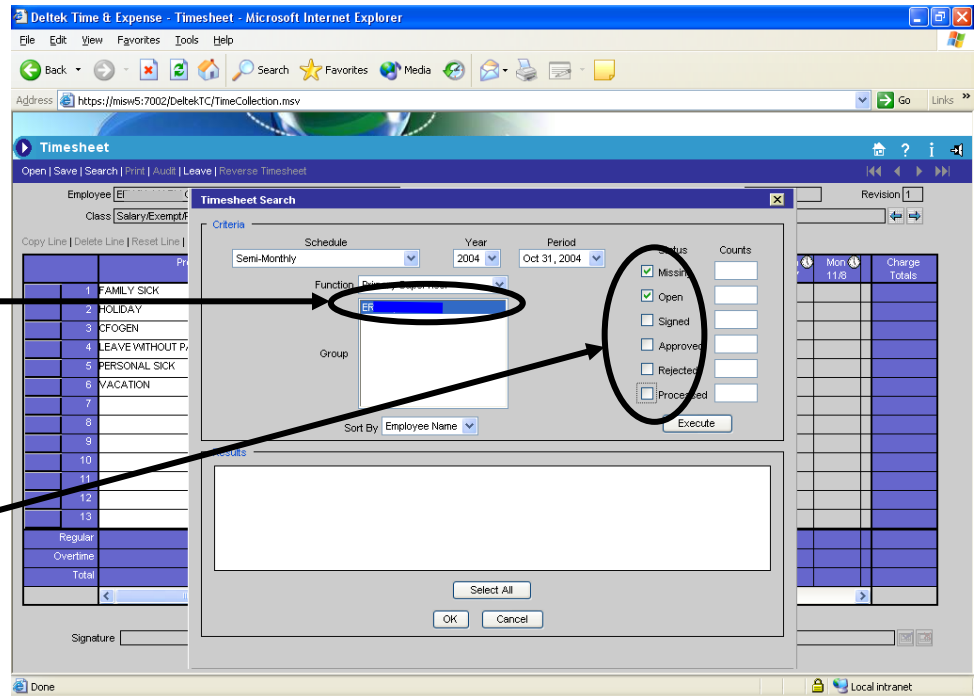
- Missing – Timesheet has not been updated at all
- Open – Timesheet has been saved, but may not be complete
- Signed – Timesheet has an employee-type signature
- Approved – Timesheet has been approved by someone in a supervisory role
- Rejected – Timesheet was rejected by someone in a supervisory role
- Processed – Timesheet was pulled in and processed for payroll

Click on Execute once the Period, Function, and Status types have all been selected

To view a specific timesheet, highlight the employee

Click on OK
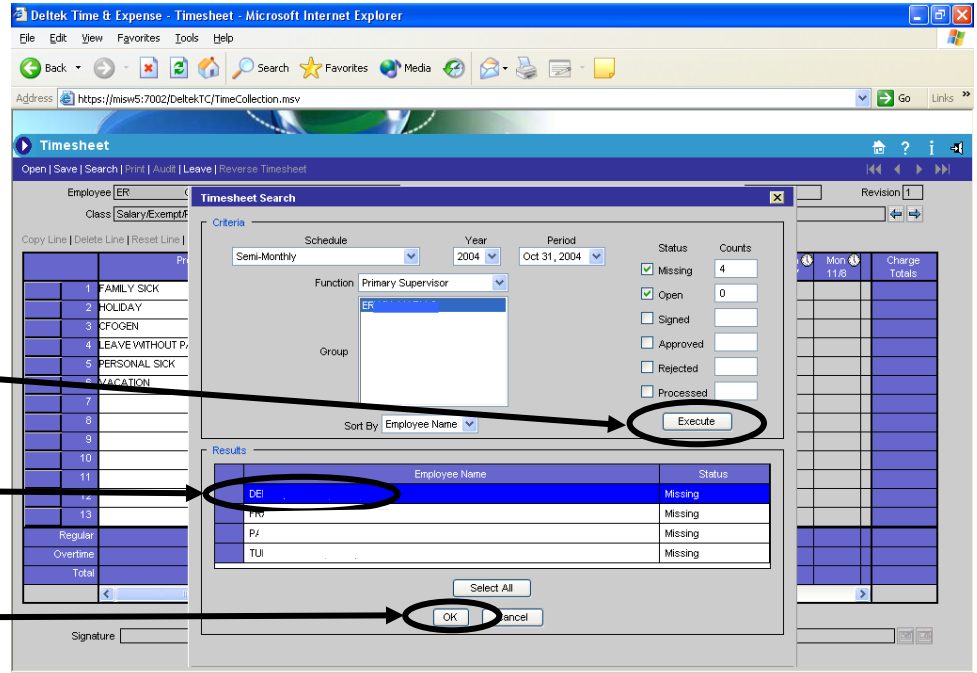
If needed, the Supervisor can complete the timesheet for the employee, then save and sign

If anyone besides the employee signs his/her timesheet, the system considers it a revision and will ask for an explanation
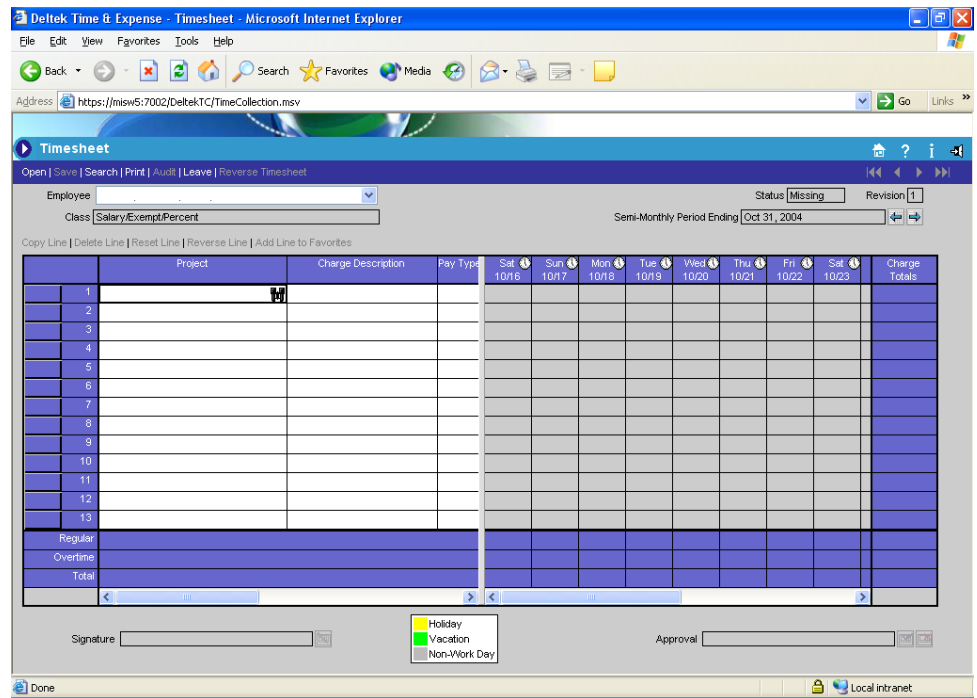
If the supervisor signs the timesheet, his/her name will display in red in the Signature block

Because the timesheet requires two signatures, the Backup Supervisor or Division Coordinator will have to approve the timesheet
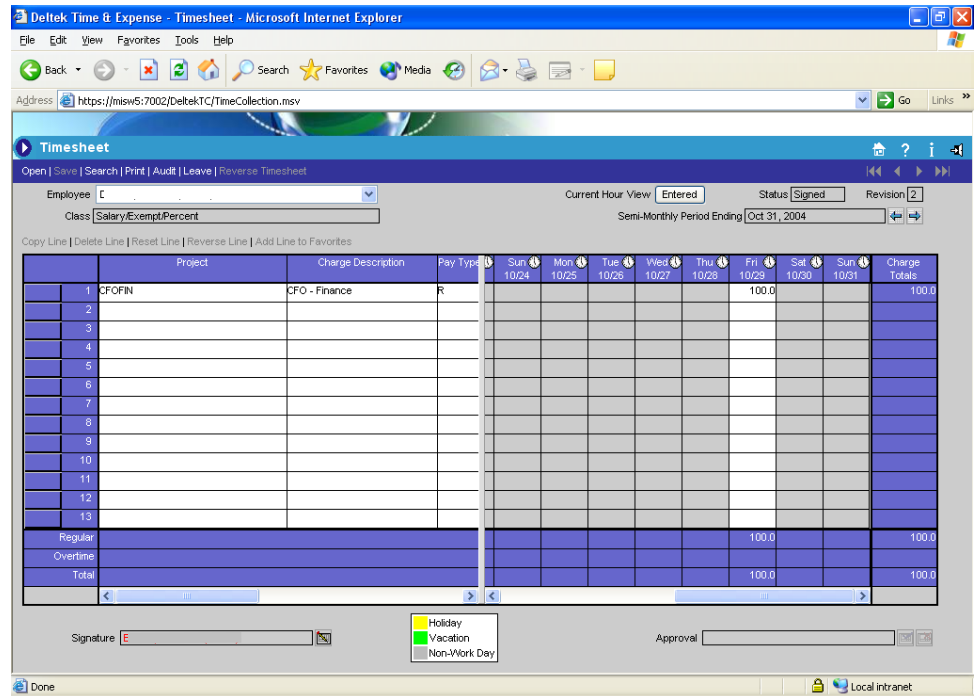
- When someone other than the employee signs his/her timesheet, the employee will be assigned a task to validate the timesheet by signing

Timesheet showing a signature and an approval
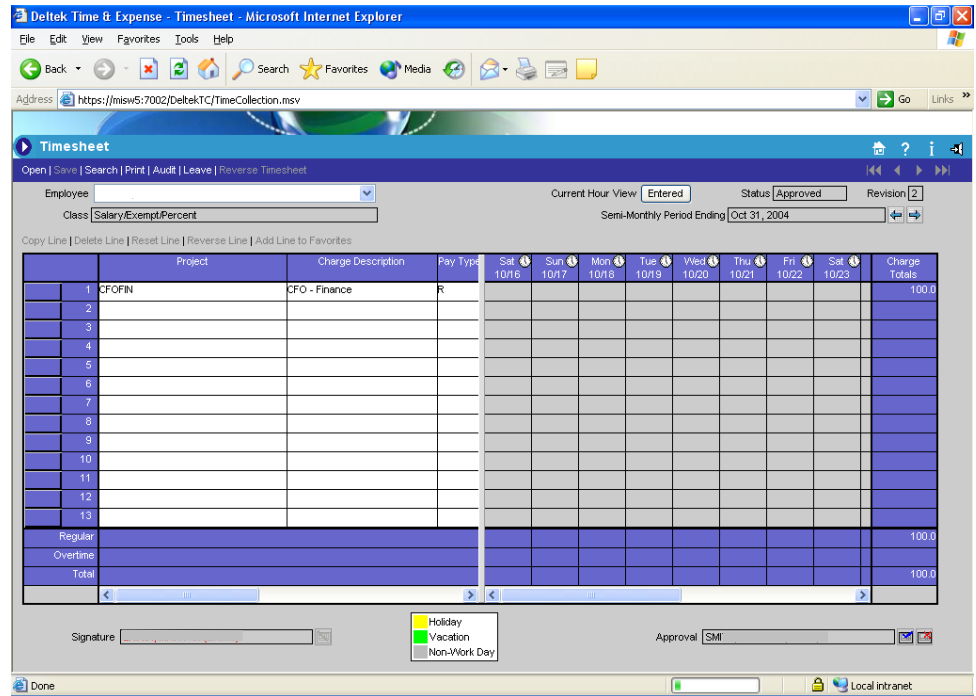
When the Primary Supervisor is not available to approve timesheets, the Backup Supervisor can go into the timesheet search and select approve under the Backup Supervisor function

Select the groups you want to approve

Click on Execute

Select All
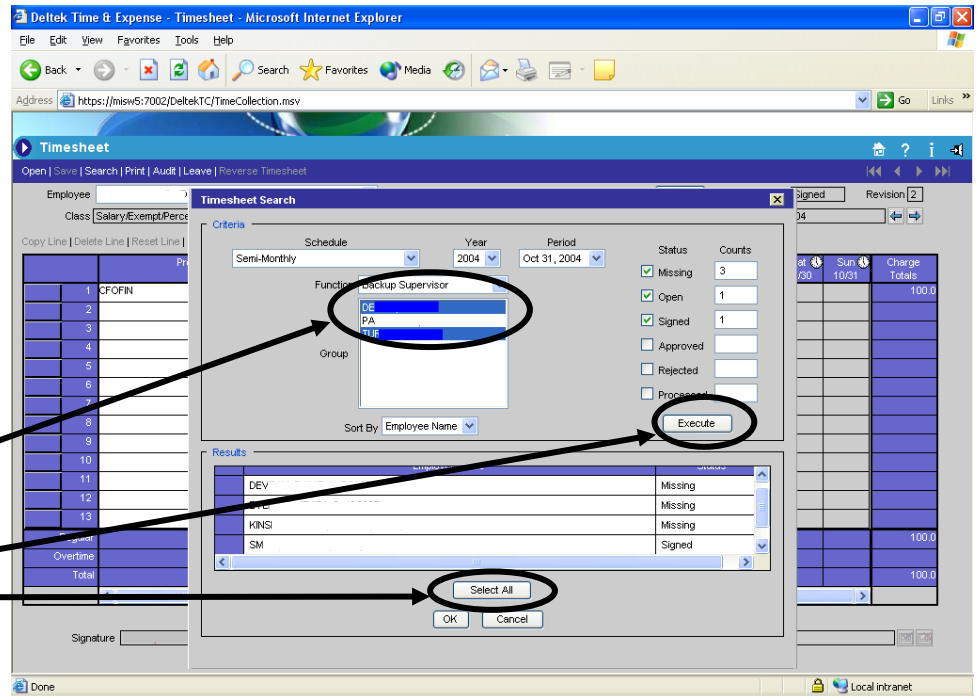
The timesheets can be viewed by two different methods

Either select the employees using the dropdown arrow by the employee name, or

Click on the white arrows to scroll through each selected employee's timesheet
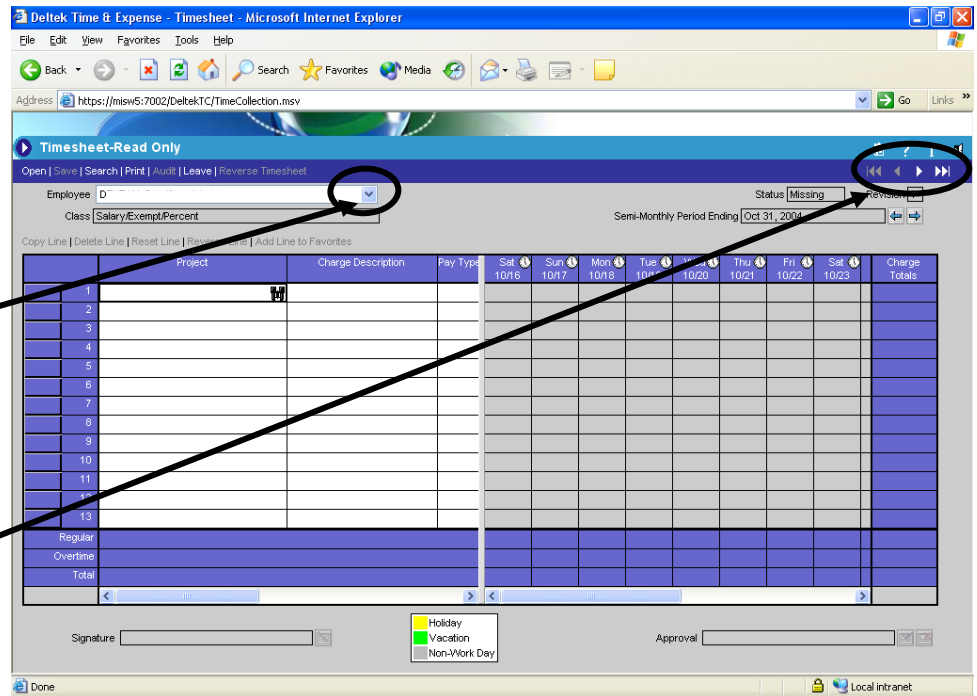
To view employee activity, Click on Inquiries/Reports, then click on Employee Activity
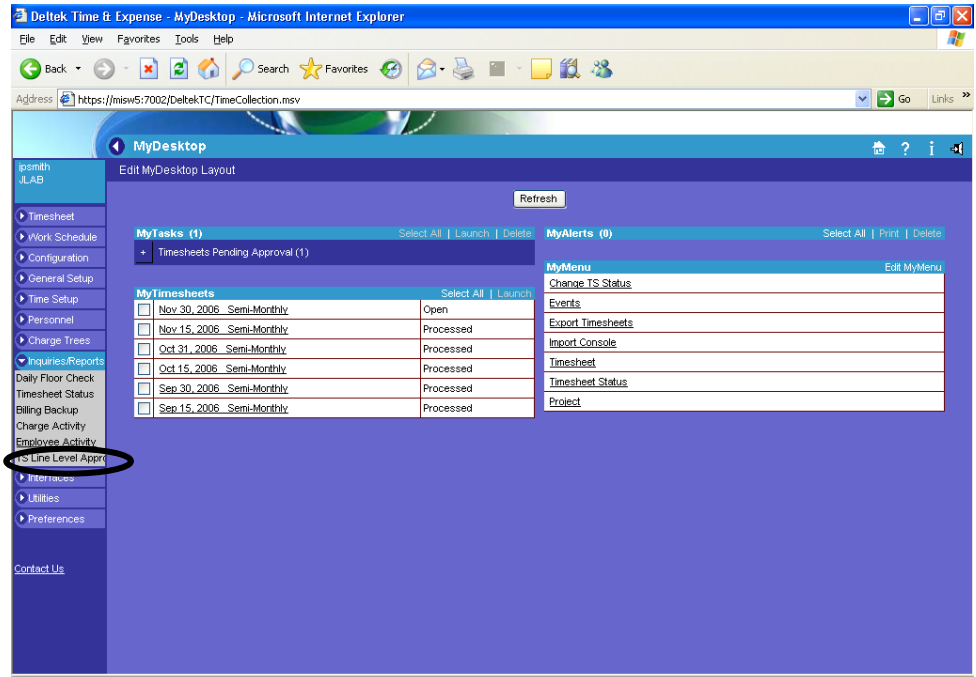
Employee Activity Screen

Select a function
Highlight the group
Select the dates
Select the Drill-Down Options
Click on Execute
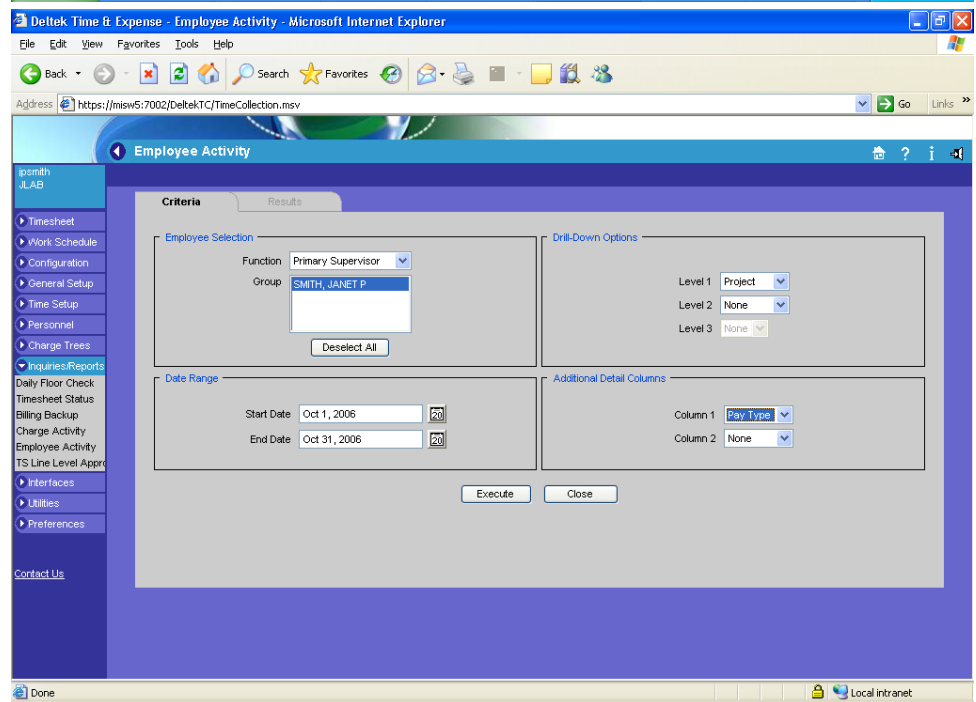
The results of the query will display

Click on the plus sign to drill down

Click on the plus sign to drill down further

The lowest level of
results shows the
dates and hours
charged

Click to Print
or
Click to Close
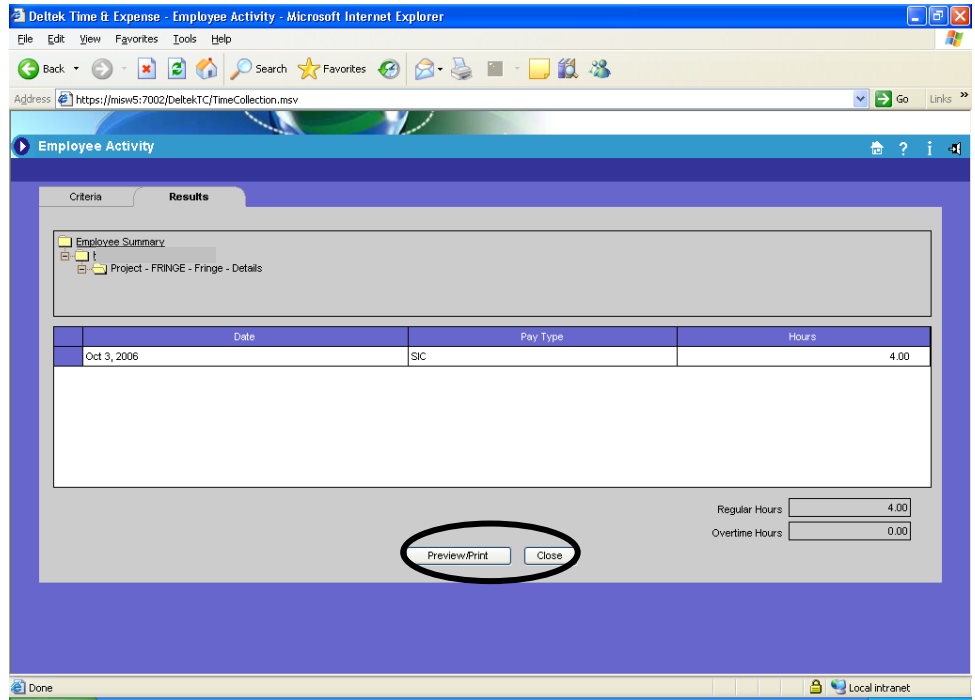
Project Management Approval

From either your desktop or your timesheet, select Inquiries/Reports
Select TS Line Level Approval

Under Selection Criteria, select Pending Approval
Select the function of Project Manager or Backup Project Manager
Click on Execute
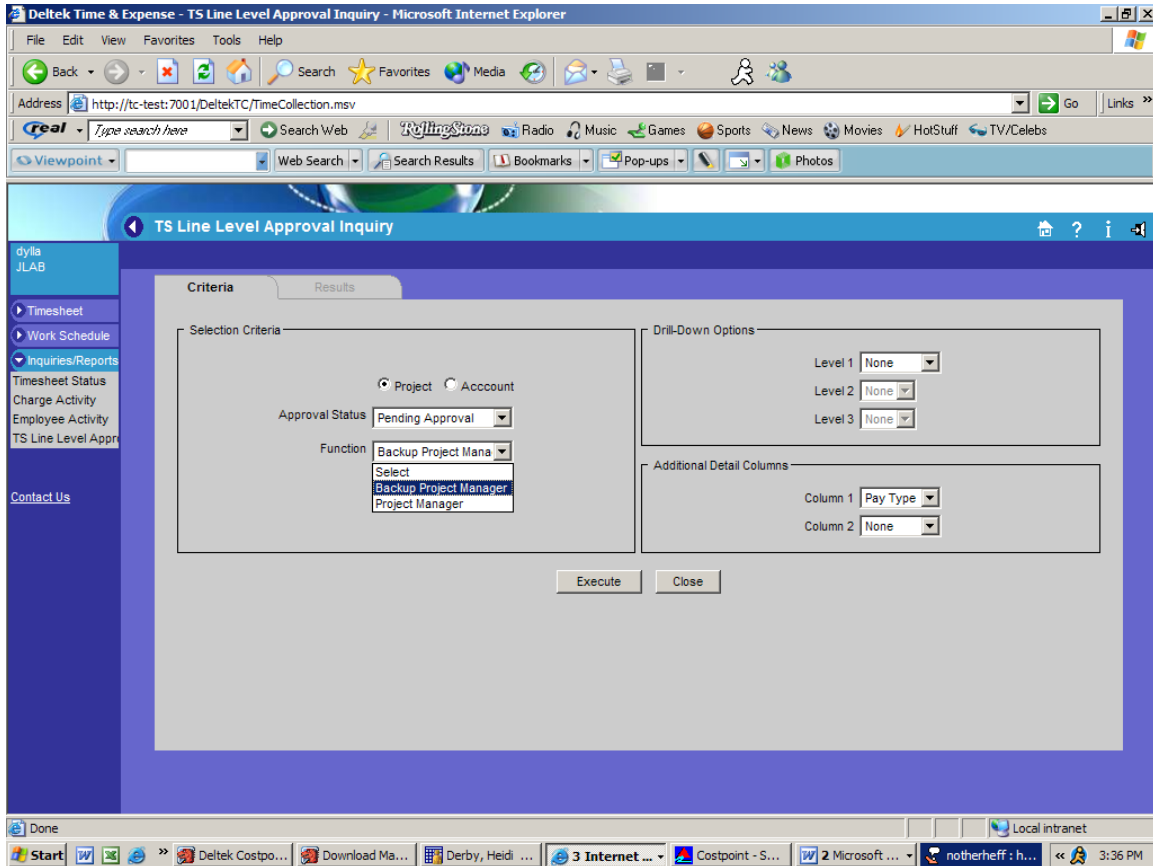
Click on the + next to each project to see timesheet line details

The detail screen shows 'entered' amounts by timesheet period
You can see actual cell detail by clicking on the date link

Note: If an employee records their time using daily hours, you will see hours here. However, since part of the Lab employees input their time in percents, you will not see actual hours for them. Instead you will see percents and will have to know what percentage those employees worked on the project

You can approve all the employees at one time by clicking on "Select All," then clicking on Approve Charges, or you can approve one employee at a time. To do this, highlight the employee's name by clicking on the blue box next to the grid icon, then click on Approve Charges.
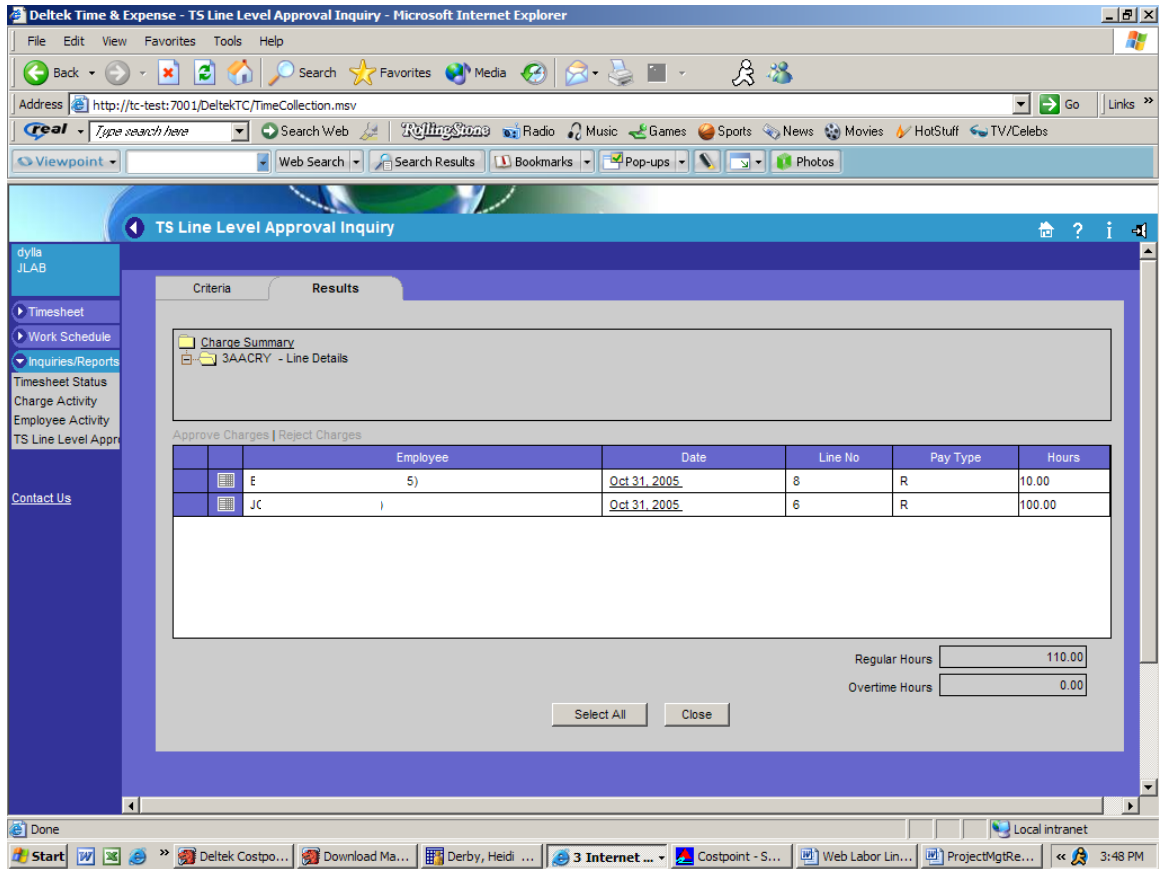
Appendix

Timesheet Classes

Employee Class Description	Paid Overtime?	Leave Allowed?	Shift Allowed?	Call-in?
Casual/Non-Exempt	Yes	No	No	Yes
Graduate/Exempt/Percent	No	No	No	No
Machine Shop/Exempt/Daily	No	Yes	No	No
Machine Shop/Non-Exempt	Yes	Yes	No	Yes
Part-Time/Exempt/Daily	No	Yes	No	No
Part-Time /Exempt/Percent	No	Yes	No	No
Part-Time/Non-Exempt	Yes	Yes	No	Yes
Salary/Exempt/Daily	No	Yes	No	No
Salary/Exempt/Percent	No	Yes	No	No
Salary/Non-Exempt	Yes	Yes	No	Yes
Salary/Shift/Non-Exempt	Yes	Yes	Yes	Yes
Student/Non-Exempt	Yes	No	No	No

Timesheet Statuses

Missing   No information has been entered in the timesheet for the period.

Open   The timesheet has been saved, but has not been signed by the employee. The timesheet may or may not be complete.

Signed   The timesheet has been signed by the employee or an employee representative, but has not been approved by the Supervisor, Back-up Supervisor or Division Coordinator.

Approved   The timesheet has been approved by someone in a supervisory role, but has not been processed by the Payroll Department.

Rejected   The Supervisor, Back-up Supervisor, or Division Coordinator has rejected the timesheet, but the employee has not corrected it.

Processed   The timesheet has been successfully processed (exported) by the Payroll Department.

Example of Dangling Week Overtime Calculation

Sept	Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total
		Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
Project	Reg	8	8	8			8	8	8	8	8			8	8	8	88
CFOFIN	Overtime													2	2	2	6

Sept	Time	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total
		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
Project	Reg	8	8			8	8	8	8	8			8	8	8	8	88
CFOFIN	Overtime																

Sept	Time	13	14	15	16	17	18	19
		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Project	Reg	8	8	8	8	8		
CFOFIN	Overtime	2	2	2				

Current (Pay Date Oct 1) Sept 15

	Hrs	Dollars
Reg	88	866.67
Prem OT (1.5 X)		
Straight OT (1 X)		
Total	88	866.67

(Pay Date Oct 16) Sept 30

	Hrs	Dollars
Reg	88	866.67
Prem OT (1.5 X)	6	90.00
Straight OT (1 X)		
Total	94	956.67

Sept Total

	Hrs	Dollars
Reg	176	866.67
Prem OT (1.5 X)	6	90.00
Straight OT (1 X)	0	-
Total	182	956.67

New (Pay Date Oct 1) Sept 15

	Hrs	Dollars
Reg	88	866.67
Prem OT (1.5 X)	6	60.00
Straight OT (1 X)	6	60.00
Total	94	926.67

(Pay Date Oct 16) Sept 30

	Hrs	Dollars
Reg	88	866.67
Prem OT (1.5 X)	6	90.00
Straight OT (1 X)	(6)	(60.00)
Total	88	896.67

Sept Total

	Hrs	Dollars
Reg	176	866.67
Prem OT (1.5 X)	6	90.00
Straight OT (1 X)	0	-
Total	182	956.67