

OT/PT OVERTIME ENTRY INSTRUCTIONS FOR RECOVERY SERVICES

Step 1: Enter overtime on date worked by updating out time to the approved time on signed timesheet

	Day	Date	Sched. Shift	Employee Signature	Approved	Reason	Code	In	Out	In	Out
	SUN	10/24/2021	0		-		(D)				
	MON	10/25/2021	2230		-		(W)	08:00 AM	11:00 AM	11:30 AM	02:55 PM
	TUE	10/26/2021	2230		W. MARDENBOROUGH		(W)	08:00 AM	11:00 AM	11:30 AM	04:00 PM
	WED	10/27/2021	2230		-		(W)	08:00 AM	11:00 AM	11:30 AM	02:55 PM
	THU	10/28/2021	2230		-		(W)	08:00 AM	11:00 AM	11:30 AM	02:55 PM
	FRI	10/29/2021	2230		-		(W)	08:00 AM	11:00 AM	11:30 AM	02:55 PM
	SAT	10/30/2021	0		-		(D)				

Step 2: Save Changes by clicking the SAVE CHANGES button

	Day	Date	Sched. Shift	Employee Signature	Approved	Reason	Code	In	Out	In	Out	Dur.	No Lunch	Pay OT	Approve Comp OT
	SUN	10/24/2021	0		-		(D)					00:00	No	No	No
	MON	10/25/2021	2230		-		(W)	08:00 AM	11:00 AM	11:30 AM	02:55 PM	06:25	No	No	No
	TUE	10/26/2021	2230		W. MARDENBOROUGH		(W)	08:00 AM	11:00 AM	11:30 AM	04:00 PM	07:30	No	No	No
	WED	10/27/2021	2230		-		(W)	08:00 AM	11:00 AM	11:30 AM	02:55 PM	06:25	No	No	No
	THU	10/28/2021	2230		-		(W)	08:00 AM	11:00 AM	11:30 AM	02:55 PM	06:25	No	No	No
	FRI	10/29/2021	2230		-		(W)	08:00 AM	11:00 AM	11:30 AM	02:55 PM	06:25	No	No	No
	SAT	10/30/2021	0		-		(D)					00:00	No	No	No

Step 3: Click SHOW WORK DETAILS

	Day	Date	Sched. Shift	Employee Signature	Approved	Reason	Code	In	Out	In	Out	In	Out	Dur.	No Lunch	Pay OT	Approve Comp OT
	SUN	10/24/2021	0		-		(D)							00:00	No	No	No
	MON	10/25/2021	2230		-		(W)	08:00 AM	11:00 AM	11:30 AM	02:55 PM			06:25	No	No	No
	TUE	10/26/2021	2230		W. MARDENBOROUGH		(W)	08:00 AM	11:00 AM	11:30 AM	02:55 PM	02:55 PM	03:55 PM	07:25	No	No	No
	WED	10/27/2021	2230		-		(W)	08:00 AM	11:00 AM	11:30 AM	02:55 PM			06:25	No	No	No
	THU	10/28/2021	2230		-		(W)	08:00 AM	11:00 AM	11:30 AM	02:55 PM			06:25	No	No	No
	FRI	10/29/2021	2230		-		(W)	08:00 AM	11:00 AM	11:30 AM	02:55 PM			06:25	No	No	No
	SAT	10/30/2021	0		-		(D)							00:00	No	No	No

Step 4: Scroll right to the last COST CENTER COLUMN on the right side of the timesheet

Cost Center	Title	Rate	Out	Dur.	REG	OT	Paid	No Lunch	Pay OT	Approve Comp OT
AUTO	AUTO	\$0.00		00:00	00:00	00:00	00:00		No	No
AUTO	06216	\$0.00		06:25	06:25	00:00	06:25		No	No
AUTO	06216	\$0.00	03:55 PM	07:25	06:25	01:00	07:25		No	No
AUTO	06216	\$0.00		06:25	06:25	00:00	06:25		No	No
AUTO	06216	\$0.00		06:25	06:25	00:00	06:25		No	No
AUTO	AUTO	\$0.00		00:00	00:00	00:00	00:00		No	No

Step 5: Click AUTO and enter the approved Bulk job code indicated on the timesheet and SAVE CHANGES.

Cost Center	Title	Out	Dur.	REG	OT	Paid	Submitted	No Lunch	Pay OT	Approve Comp OT
ABCD	AUTO	03:55 PM	07:25	06:25	01:00	07:25	No		No	No

OCCUPATIONAL AND PHYSICAL THERAPIST OVERTIME

For Staff Working in the Special Education Recovery Services After School Program
Instructions for Entering Overtime for Staff Working in Another School

Where therapists are working in a school that differs from their regular full-time work location to support the Special Education Recovery Services After School Program, the following steps should be taken to process overtime timekeeping:

- **Steps by the school where the person is working in the after school program:**
 - A timesheet should be filled out and signed by the principal of the school where the person is working in the after-school program.
 - The bulk job to be used to pay the overtime must be indicated on the timesheet.
 - The timesheet should be sent to the payroll secretary at the school where the person **works full-time for entry into Cybershift.**
- **Steps by the school where the person works full-time:**
 - The payroll secretary should enter the overtime in Cybershift and select the bulk job indicated on the paper timesheet from the drop-down in the cost center field (as noted in the instructions above).
- **Both schools:**
 - A copy of the timesheet should be maintained by both schools for documentation and audit purposes.

The payroll secretary should contact their BCO payroll liaison with any questions.