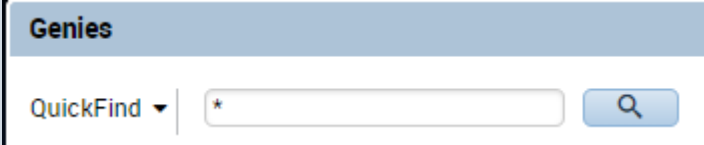
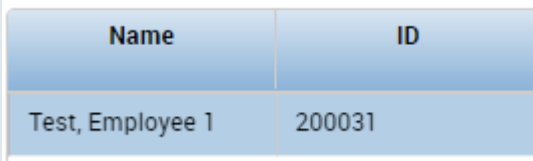
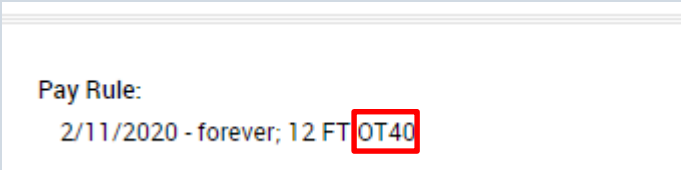
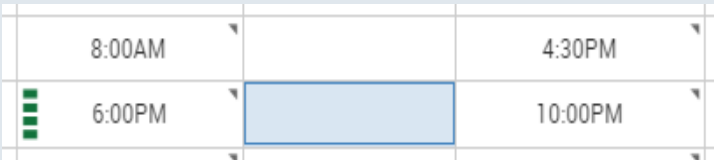
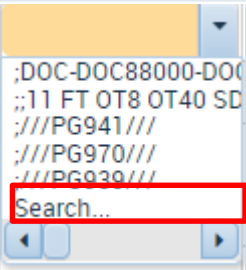


Transfer OT to CT

Purpose:

This job aid will help you switch the earnings received from OT to CT.

Steps	Screenshots						
Use the QuickFind to select the employee that you want to edit.							
Double click on the employee's name to open their timecard.	 <table border="1"><thead><tr><th>Name</th><th>ID</th></tr></thead><tbody><tr><td>Test, Employee 1</td><td>200031</td></tr></tbody></table>	Name	ID	Test, Employee 1	200031		
Name	ID						
Test, Employee 1	200031						
Right click on the employee's name to see the pay rule assigned to them. If the pay rule includes "OT" then they will automatically receive OT and require a work rule transfer to earn comp time.							
Find the day where the employee wants to switch to CT and click on the transfer cell between their punches.	 <table border="1"><tbody><tr><td>8:00AM</td><td></td><td>4:30PM</td></tr><tr><td>6:00PM</td><td></td><td>10:00PM</td></tr></tbody></table>	8:00AM		4:30PM	6:00PM		10:00PM
8:00AM		4:30PM					
6:00PM		10:00PM					
On the transfer drop down click on the Search button.							

Steps

In the Work Rule tab, type in the employee's BU and whether they are FT or PT, in this case I entered "12 FT" and found the appropriate rule that switches to CT.

Match this according to the lunch they should be receiving and their shift diff eligibility.

Screenshots

Job Transfer | Labor Account | Work Rule

Add Work Rule

12 FT CT

12 FT CT40 SDE

12 FT CT40 SDE 45L

12 FT CT40 SDE 60L

After adding the correct work rule transfer, the timecard will look as shown below.

Wed 10/28	8:00AM-4:30PM		8:00AM		4:30PM
			6:00PM	::12 FT CT40 SDE	10:00PM

Click on the icon [here](#).



Switch the totals section to a **Daily** view.

Totals | Accruals | Audits | Historical Corrections

Daily

Pay Code

Click on the date of the OT, after approving the OT you will see the Compensatory Time reflected to the right.

Totals | Accruals | Audits | Historical Corrections

Daily

Pay Code

Pay Code	Amount
CCE - Comp Time Earned	4.0
Regular	8.0