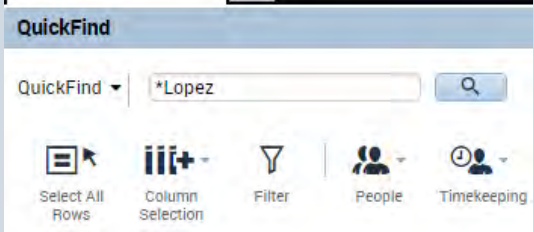
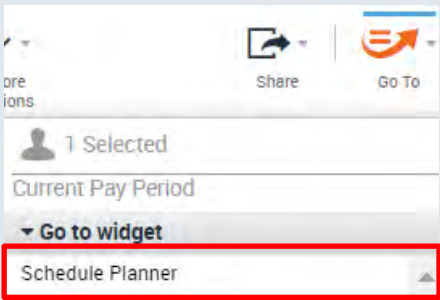
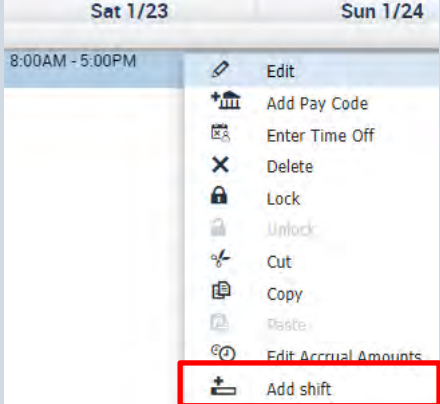
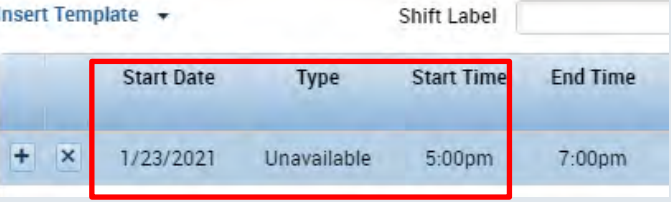


# Entering VOT

## Purpose:

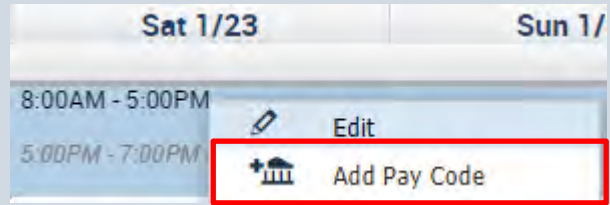
This job aid will help you get started with entering voluntary overtime in Kronos.

Steps	Screenshots
Search for the employee that you want to edit using the quickfind.	
Select their name, then use the Go To button to navigate to the schedule planner.	
Find the day where the employee will be working voluntary overtime, right click and select Add Shift.	
Change the type to unavailable and select the hours they are working overtime.	

## Steps

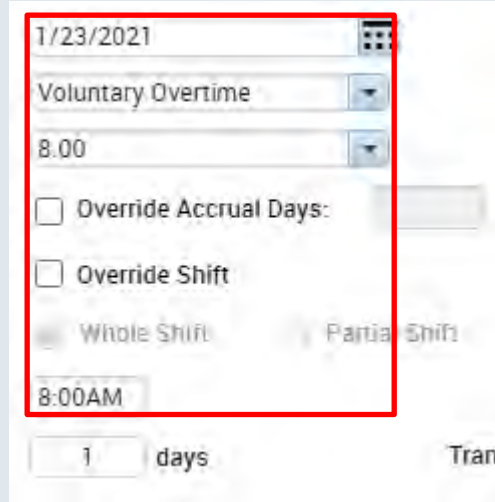
## Screenshots

Right Click on the day and select Add Pay Code.

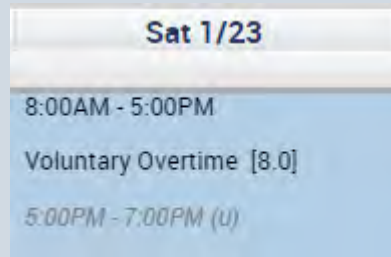


Click on the Voluntary Overtime code and select how many hours you want to use. Make sure override shift is not selected, then fill in the start time at the bottom.

Click Save.



After you save this is the appearance of the voluntary overtime on the schedule planner.



This is what the entry will look like on the timesheet.

	8:00AM-5:0...			8:00AM		5:00PM
		Voluntary	8.0	8:00AM		
				5:01PM		7:00PM

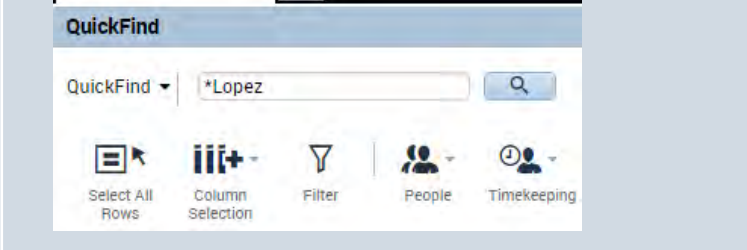
# Entering MOT

## Purpose:

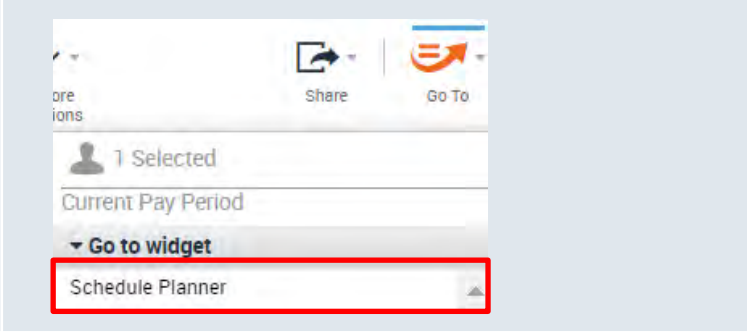
This job aid will help you get started with entering mandated overtime in Kronos.

Steps	Screenshots
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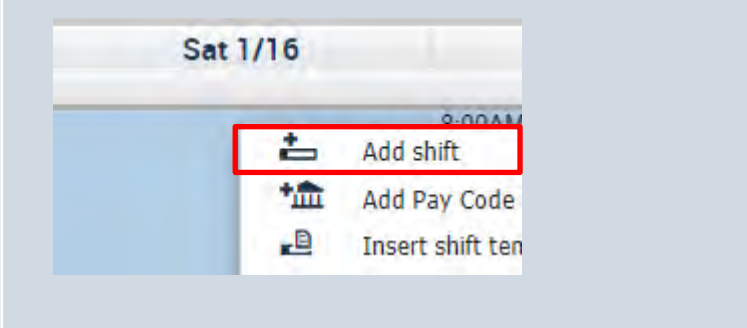
Search for the employee that you want to edit using the quickfind.



Select their name, then use the Go To button to navigate to the schedule planner.



Find the day where the employee will be working mandated OT and select **Add Shift**.



Change the shift type to Unavailable, and then add the hours that the employee is working mandated time for.

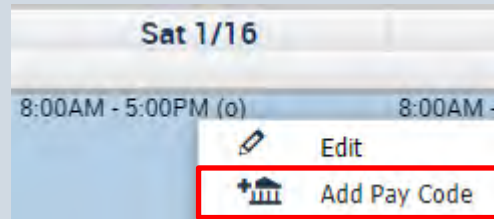
Insert Template ▾      Shift Label       Repeat this shift for  days

Start Date	Type	Start Time	End Time	End Date	Duration	Job Tr...	Labor Level Transfer	Work Rule	Transfer
3/05/2021	Unavailable	5:00pm	11:00pm	3/05/2021	30.00				

## Steps

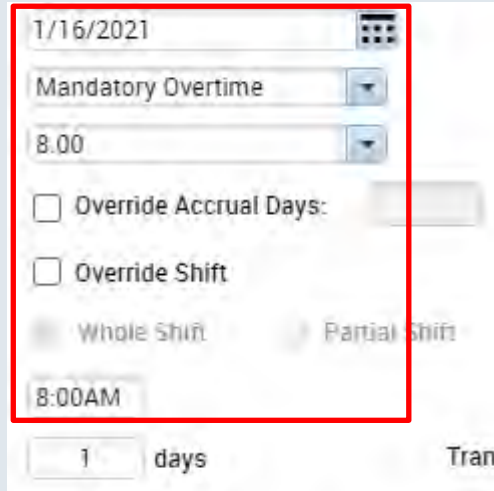
Right Click on the day and select Add Pay Code.

## Screenshots

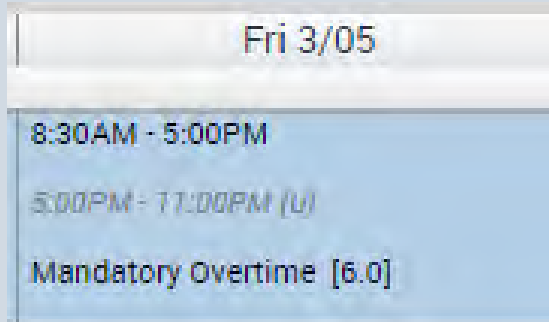


Click on the Mandatory Overtime code and select how many hours you want to use. Make sure override shift is not selected, then fill in the start time at the bottom.

Click Save.



After you save this is the appearance of the mandatory overtime on the schedule planner.



## Steps

## Screenshots

After the shift separation runs, this will be the appearance of the time on the timecard.

8:30AM-5:00PM			8:30AM		5:00PM
	Mandatory Overtime	6.0	5:00PM		
			5:01PM		11:00PM

Click on the Transfer cell between the two overtime punches, then click Search.

5:00PM			11:00PM
5:01PM			

Search results:  
:1199 Double Time FT NL  
:11 FT HOLCOMP OT8OT40 NL S  
:11 FT HOLCOMP OT8OT40 S3 M  
:11 FT CT40 SDE NL STD 8  
/DOC025400/////;1199 Double T  
Search...

Click on the Work Rule tab, and then find the correct Mandated OT work rule based on whether they should receive a lunch deduction. Click Save.

- 1199 Double Time FT
- 1199 Double Time PT
- 1199 Double Time FT NL
- 1199 Double Time PT NL

Job Transfer | Labor Account | Work Rule

**Add Work Rule**

1199 d

- 1199 Double Time FT
- 1199 Double Time FT ESOS NL
- 1199 Double Time FT NL**
- 1199 Double Time PT
- 1199 Double Time PT NL

Click Apply and Save, and then your transfer will be added.

Apply

# Entering ESOS

## Purpose:

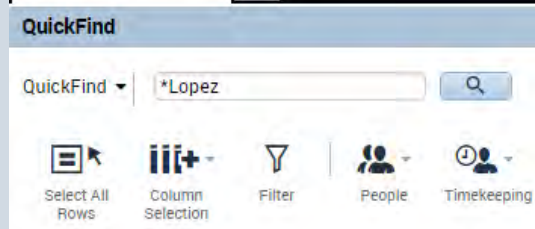
This job aid will help you get started with entering ESOS in Kronos.

**Note: This is for DOC only.**

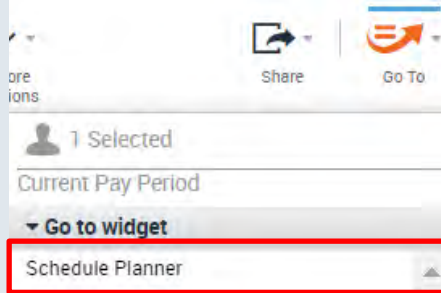
## Steps

## Screenshots

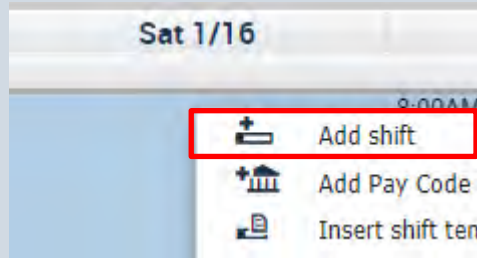
Search for the employee that you want to edit using the quickfind.



Select their name, then use the Go To button to navigate to the schedule planner.



Find the day where the employee will be working mandated OT and select **Add Shift.**



Change the shift type to Off, and then add the hours that the employee is working mandated time for.

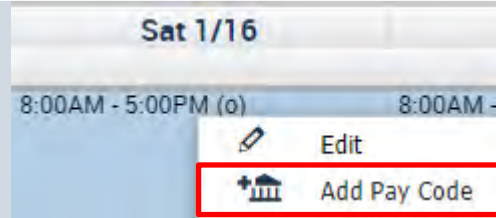
Insert Template ▾ Shift Label  Repeat this shift for  days

Start Date	Type	Start Time	End Time	End Date	Duration	Job Tr...	Labor Level Transfer	Work Rule	Transfer
3/05/2021	Unavailable	5:00pm	11:00pm	3/05/2021	30.00				

## Steps

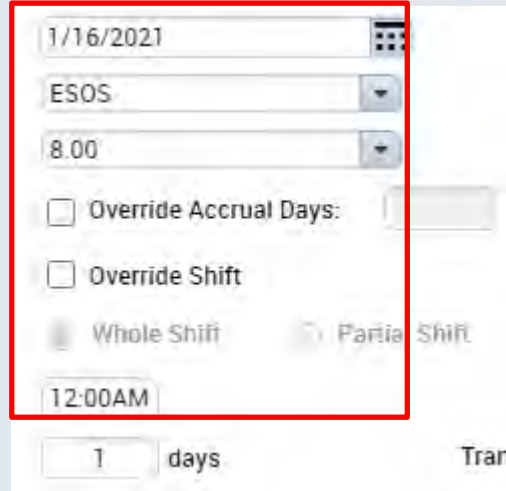
Right Click on the day and select Add Pay Code.

## Screenshots

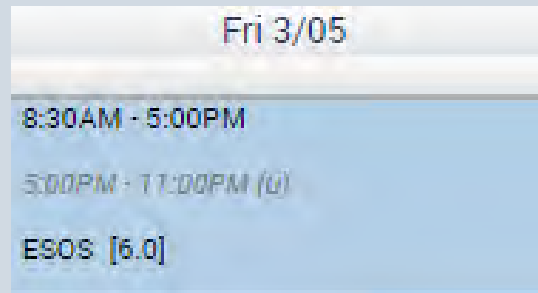


Click on the ESOS code and select how many hours you want to use. Make sure override shift is not selected, then fill in the start time at the bottom.

Click Save.



After you save this is the appearance of ESOS on the schedule planner.



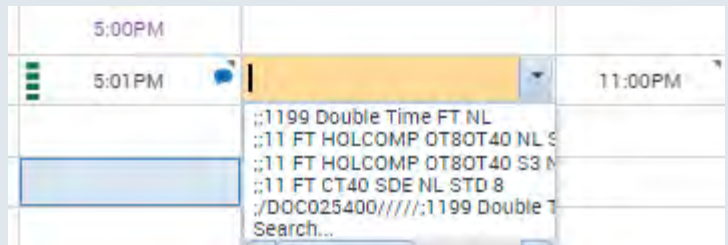
## Steps

## Screenshots

After the shift separation runs, this will be the appearance of the time on the timecard.

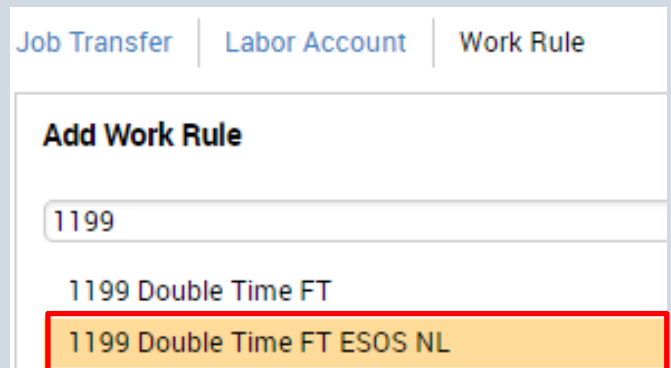
8:30AM-5:00PM			8:30AM		5:00PM
	ESOS	6.0	5:00PM		
			5:01PM		11:00PM

Click on the Transfer cell between the two overtime punches, then click Search.



Click on the Work Rule tab, and then find the correct Mandated OT work rule from the list below. Click Save.

1199 Double Time FT ESOS NL



Click Apply then Save, and then your transfer will be added.

