

Internal Agency Briefing Guide: Reporting Excess Time when Rule Element is set to UNB

Reported Time

- On the timesheet, the hours will be populated for the current week based on your standard schedule.
- Add a new row by clicking the plus sign icon on the far right hand side of the timesheet. This will add a row with blank boxes.
- Enter overtime hours in the newly added row under the day in which overtime was worked. (this assumes that you followed your agency practice on overtime pre-approval)
- Choose the overtime standard time reporting code (TRC) by clicking on the magnifying glass icon to look up time reporting code values in the TRC column. Scroll through time reporting codes or search by name. Select time reporting code OTS* and click on the time reporting code link.
- The OTS time reporting code will populate on the timesheet. Find and select the Submit Button located beneath the Timesheet to submit the timesheet.

Punch Timesheet

- On the timesheet, the hours will be populated for the current week based on your standard schedule.
- Add a new row by clicking the plus sign icon on the far right hand side of the timesheet. This will add a row with blank boxes.
- Enter the number of overtime hours worked in the Quantity field for the newly added row.
- Choose the overtime standard time reporting code (TRC) by clicking on the magnifying glass icon to look up time reporting code values in the TRC column. Scroll through time reporting codes or search by name. Select time reporting code OTS* and click on the time reporting code link.
- The OTS time reporting code will populate on the timesheet. Find and select the Submit Button located in the middle of the page, beneath the Timesheet to submit the timesheet.

* Note: The OTS time reporting code is used when overtime hours worked are below 40 hours reported for the week. Hours worked in excess of 40 hours will require the addition of another row and the use of the overtime premium (OTP) time reporting code.