DFS Guidelines

Reporting Overtime Hours for Contract Employees

In order for a contract employee to receive overtime they must meet the following criteria:

- Must have pre-approval from their supervisor and division director.
- Must work more than 40 hours in one position.

1. Log in to SSTA with your user ID (employee ID) and password.
2. Locate the row for the day you were approved to work overtime.
3. Select on the **ADD A ROW (+)** icon on that day. A row must be added for each TRC used.
4. In the **TRC** column, select the magnifying glass icon in the new row for the day you earned overtime. This will display the **LOOK UP TRC** table.
5. Scroll through the table and select the time reporting code OTP (Overtime Premium).
6. Enter your **IN** and **OUT** time to reflect the overtime hours you worked[1], including meal breaks[2]; the appropriate combo codes; and user fields as determined by your supervisor.
7. Repeat steps as necessary for each day you earned overtime.
8. If your timesheet is accurate, select the **SUBMIT** button.
9. The **SUBMIT CONFIRMATION** page will display. Select the **OK** button on this page to certify your attendance record.
10. Review your **REPORTED HOURS** and **SCHEDULED HOURS** information below your timesheet. Notice that your **REPORTED HOURS** are greater than your **SCHEDULED HOURS** because overtime has been reported.
11. If the hours of overtime worked spans across 2 days, please contact HR for assistance.

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[1] Sick Leave does not count toward total hours worked when calculating overtime

[2] Employees are required to sign in and out for an unpaid meal period on a daily basis in their timesheet. State law: minimum of 30 unpaid minutes for a meal after 6 or more consecutive hours of work.