How do I pay an employee overtime hours in Kronos?

Tell Me

Supervisors have the option to elect to pay overtime when an eligible employee works more than forty (40) hours in a workweek. The supervisor or timekeeper should perform the steps below at the end of the timesheet period to ensure the employee receives OT pay.

1. Go to Favorites Star > My Team> Timesheets By Pay Period.
2. Verify that you are in the correct bi-weekly period by reviewing the dates at the top. Use the arrows to navigate.

3. Click the edit timesheet icon to open up the timesheet.
4. Review the Summary By Day tab view to determine how many hours need to be paid. The system calculation of overtime for the week will be shown in the OTREG_COMP (or OTGAP_COMP if less than 1.0 FTE).

5. Go to the Time Entry tab view and select the day you want to add the OT pay category on.

6. If the overtime hours all fall on the same day in one record, for example a Saturday - you will only need to add the appropriate pay category to that line of hours. If the overtime hours are combined with regular work hours, then you will need to break out the hours to be paid by clicking the insert button to the far left of the row to add a new line.

   a. Adjust the start/stop times so that the hours reflect the correct amount to be paid that was previously determined on the Summary By Day tab.

   b. Add the pay category by clicking the magnifying glass and selecting the flag next to the corresponding pay out type.
7. Click **SAVE** on the blue action item bar at the top of the screen.
8. Leave a comment on the next screen and click **OK** (i.e. OT payout to employee).
9. Review the **Summary By Day** tab for accuracy.
   a. Make sure the **REGPAY** column totals 40:00. If it does not, you will need to repeat **step 6** above.

The OTREG_COMP or OTGAP_COMP should have changed to OTREG or OTGAP respectively.

**Related FAQs**

- How do I pay an employee overtime hours in Kronos?
- How do I identify an Alternative Manager in Kronos to manage requests while I'm out of the office?
- Where do I find an employee's Change Request or modification of a Time Off Request submitted within Kronos?
- What do I do when I receive a message that there are pending requests while trying to approve an employee's timesheet in Kronos?
- How do I remove my employee's automatic lunch deduction in Kronos if they were unable to take a lunch break?