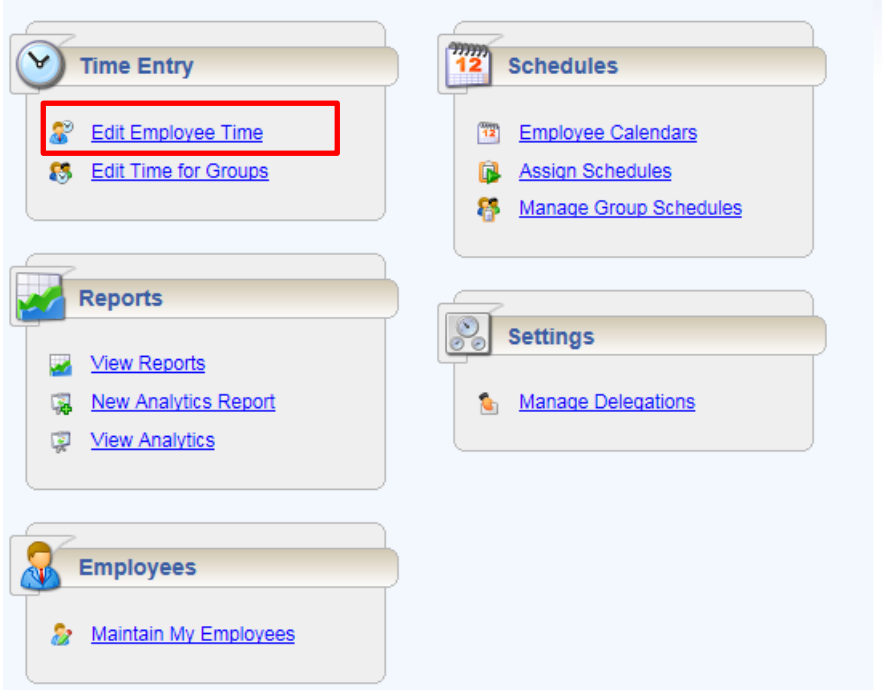
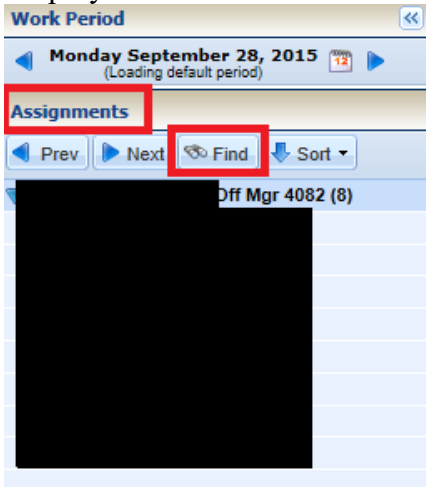


Job Aid 29: How to enter Paid OT for Non-FLSA Covered employees with Optional Codes

In order for Non-FLSA Covered employees to get paid OverTime, you must have a special approval from Applicant Services. **Without approval you are not authorized to pay to Overtime.**

<p>1.</p>	<p>Once Paid Overtime has been approved and the Auditor is notified, the Auditor must add a pay code on the timesheet within that pay period. Log into eSTAR on your dashboard select Time Entry → Edit Employee Time.</p> 
<p>2.</p>	<p>Select an assignment group if you have more than one group of employees, or use the “Find” button to locate the employee by name or employee ID number.</p> 


3. • **Non- FLSA Covered employees:** Select the **Plus** button on the day that the unpaid hours are generating on the Results Tab. Enter pay code **Reclassify Unpaid to OT 1.0**. Enter the hours for the total amount of paid overtime for that day.
- On the **Results** tab, verify you are viewing it to include Work Day.

Work Date	Pay Code	Hours	Am...	Rate	Calculated...	Optional P...	Additional...	Earnings C...	Estimated...
02/01/2021	REG Regula...	7.50	0.00	24.325129	24.325129		N	REG	182.44
02/02/2021	REG Regula...	7.50	0.00	24.325129	24.325129		N	REG	182.44

- The Optional Code must be on the line the hours were worked for this process to work.

Time Entry		ACT Balances																		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	Sep 26, 2019		<input checked="" type="checkbox"/> Show All Weeks				
15	16	17	18	19	20	21	22	23	24	25	26	27	28	Date	Pay Code	Hours	Clock In Name	Clock Out Name	Amount	Combo Code
52.50																				
Sun 09/22																				
Mon 09/23																				
Tue 09/24																				
Wed 09/25																				
Thu 09/26																				
Fri 09/27																				
Sat 09/28																				
47.50																				
47.50																				

Exceptions Results Schedule Leave										
DDS Code	Pay Code	Hours	Am...	Rate	Calculated...	Combo Code	Optional P...	Additional...	Wilmington...	Earnings C...
350120200	SLT Sick Le...	8.75	0.00	27.380571	27.380571			N	N	SLT
350120200	T10H Overtl...	25.00	0.00	27.380571	27.380571			N	N	T10
350120200	REG Regula...	66.25	0.00	27.380571	27.380571			N	N	REG

4.	<p>After the information is added click Save.</p> 
5.	<p>Once saved, the results tab will NOT show Unpaid and should show T10H for total amount of hours the employee should be getting Overtime for.</p>