



Viewing Overtime

- To view overtime for a team member from Schedule Planner or from Schedules
 - o To the right of the schedule posted the last column is Overtime
 - Hovering over the hours in this column displays the details of the Overtime

| Schedule Planner | | | | | | | | |
|------------------------------|---|------------------|-----|----|------------------------|------|--|--|
| 4 Quisk Actions | View | Selection Filter | | | ≣ Select all | | | |
| | By Employee Person Name Job S S T Pay | | | | | | Sun 3/10 | Mon 3/11 |
| Person Name | Job | Per | Hou | Wo | Pay_ | Ove | Sull 3/10 | Mon 3/11 |
| Open Shifts[17] + | | | | | | | 4 | 1 |
| | RN | . 7 | 4_ | 4 | 20 | 4.75 | | 7:00 - 19:30 (c) (x) |
| | RN | . 8 | 0 | 2 | 05 | | | |
| | RN | . 7 | 3_ | з | 07 | | 7:00 - 19:30 | 7:00 - 19:30 (x;07-NE30-C-Shift P CHG) |
| | RN | . 7 | 3_ | 3 | 07 | | 19:00 - 7:30 | 19:00 - 7:30 |
| | RN | . 2 | 4_ | 4 | 20 | 5.25 | 7:00 - 19:30 (x) | 7:00 - 19:30 (c) (x) |
| | RN | . 7 | 3_ | 3 | 07 | | 19:00 - 7:30 (x;07-NE30-C-Shift P CHG) | 19:00 - 7:30 (x;07-NE30-C-Shift P CHG) |
| | PCA | . 7 | 3_ | з | 12 | | | 6:30 - 19:00 |
| | PCA | . 7 | 3_ | 3 | 12 | | | 18:30 - 7:00 |
| | RN | . 7 | 3_ | 3 | 07 | | | 19:00 - 7:30 |
| | BN | . 4 | 2_ | 2 | 07 | | | |
| | PCA | . 7 | 6_ | 6 | 12 | 22 | 18:30 - 7:00 | |
| | | | | | | | | |
| | RN | . 8 | 1_ | 3 | 05 | | | Unavailable Days 0 [24.0] |
| | RN | . 7 | 3_ | 4 | 07 | 1.50 | Job: PCA Location: UVAHS/MC/PCS/HEART/4C | |
| | RN | . 7 | 3_ | 6 | 07 | 22 | Std Pay Period Hours: 72.0 | 19:00 - 7:30 (c) (x;07-NE30-C-Shift P PRE) |
| | HUC | . 8 | 4_ | 3 | 12 | | Scheduled Hours: 60.00 Total Hours Worked: 62.5 | 7:00 - 17:00 |
| | RN | . 7 | 3_ | 2 | 07 | | Pay Rule: 12-NE30-NC-Shift T_1 Overtime Hrs: 22.5 | |
| | PCA | . 7 | 3_ | 2 | 12 | _ | Overunie me. 22.3 | |

Additional Questions?

- Call the Help Desk at 434-924-5334 OR
- Go to KNOWLEDGELINK and enter a ticket online





See job aid located on the Kronos Welcome Page titled: Submit a Help Desk Ticket On-line