



## **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								
<b>4</b> Quisk Actions	View	Selection Filter			<b>≣</b> 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