



# Viewing Overtime

- To view overtime for a team member from *Schedule Planner* or from *Schedules*
  - 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									
By Employee									
Person Name	Job	S. Per	S. Ho.	T. Wo.	Pay.	Ove...	Sun 3/10		Mon 3/11
Open Shifts[17]						4			1
RN		7	4	4	20	4.75		7:00 - 19:30 (c) (v)	
RN		8	0	2	05				
RN		7	3	3	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		7	3	3	07		7:00 - 19:30 (c)	7:00 - 19:30 (c) (v)	
RN		2	4	4	20	5.25			
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	3	12			6:30 - 19:00	
PCA		7	3	3	12			18:30 - 7:00	
RN		7	3	3	07			19:00 - 7:30	
RN		4	2	2	07				
PCA		7	6	6	12	22	18:30 - 7:00		
RN		8	1	3	05			Unavailable Day 0 [24.0]	
RN		7	3	4	07	1.50			
RN		7	3	6	07	22		15:00 - 7:30 (c) (x,07-NE30-C-Shift P PRE)	
HUC		8	4	3	12			7:00 - 17:00	
RN		7	3	2	07				
PCA		7	3	2	12				

## 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*