

SERS Act 5-Pension Reform Timekeeper Guide

This guide is designed to assist timekeepers with the new process, effective January 1, 2019, of coding mandated overtime in CATS using the Overtime Compensation (OC) field.

Tips and Tricks – below are some reminders to keep in mind when reviewing and coding timesheet entries:

1. Mandatory overtime (known as “Mandated” in SAP) must be coded in CATS using the Overtime Compensation (OC) field. A list of the reason codes is included in the appendix at the end of this guide. Overtime not coded with the “X – Mandated OT” reason code will be assumed voluntary.
2. If an employee works more than one overtime assignment in a day, and one assignment is mandated, and the other is not, it will be necessary to code the assignments separately.
3. Effective January 1, 2019, any attendance types associated with the employee’s regular shift are considered mandated (100% retirement covered). In some cases, the system will generate the mandated wage type even if the OC indicator is not coded with the “X”.
 - a. HT6 (Hol .50-Mandated) – wage type 2643
 - b. IT6 (Insuff Time .50-Mandated) – wage type 2655

In other cases, it may be necessary to code the attendance type as “Mandated”. For example:

- a. DIFF-S1 (SDiff 1.0/PSP SD-5%-Mandated) – wage type 2680/2485
- b. DIFF-S2 (PSP SD-6%-Mandated) – wage type 2686
- c. DIFF-P3 (SDiff-1.0 Prem) – wage type 2681

Therefore, except for HT6 and IT6, our recommendation is to code any other attendance types associated with the regular shift as mandated.

4. Walk Time (DOC) is always considered to be mandated and must be manually coded.
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Included in this guide are examples of overtime scenarios showing a completed timesheet (CATS) and the resulting wage types (PT_BAL00) that generated:

- Scenario 1 – Cutover Mandated & Voluntary OT
- Scenario 2 – Mandated OT
- Scenario 3 – Mandated & Voluntary OT
- Scenario 4 – Higher Class without OT
- Scenario 5 – Higher Class with Mandated & Voluntary OT
- Scenario 6 - Work on a Holiday
- Scenario 7 - Insufficient Return Time (also known as Lap Time) - IT6
- Scenario 8 - Mandated & Voluntary OT with Walk Time (DOC)
- Scenario 9 - FTE Mandated & Voluntary OT
- Scenario 10 - FTE Higher Class with OT
- Scenario 11 – Kronos Voluntary & Mandated OT

Scenario 1 - Cutover Mandated & Voluntary OT: 7.5-hour AFSCME employee (PSA AJ11) whose scheduled work shift is 1500-2300 works OT on 12/31/18, 1/2/19 and 1/4/19. The OT hours worked on 1/2/19 are mandated, and the OT hours worked on 1/4/19 are voluntary.

Data Entry Area																														
LT	R...	A/...	O...	Val. b...	P P...	ID	Po...	F...	Total	12/29	From	To	12/30	From	To	12/31	From	To	01/01	From	To	01/02	From	To	01/03	From	To	01/04	From	To
									67.50	0.00	00:00	00:00	0.00	00:00	00:00	7.50	15:00	23:00	0.00	15:00	23:00	7.50	15:00	23:00	7.50	15:00	23:00	7.50	15:00	23:00
									4.00	0.00			0.00			1.00			0.00			1.00			2.00			0.00		
		T1							1.00							0.50	23:00	23:30										0.50	14:00	14:30
		T1	X						0.50													0.50	23:00	23:30						
		T2							0.50																			0.50	14:30	15:00
		DIFF				S1	1		1.00							0.50	23:00	23:30										0.50	14:00	14:30
		DIFF				S4	1		0.50																			0.50	14:30	15:00
		DIFF	X			S1	1		0.50													0.50	23:00	23:30						

Time wage types

Data select. period 12/29/2018 - 01/11/2019

Pers.No.	Empl./appl.name	Period	Current Date	WT	Wage Type Long Text	Σ	Number
201812	Michael R Semmons	201812	12/31/2018	2480	SDiff 1.0	7.50	
201812	Michael R Semmons	201812	12/31/2018	2100	Normal working hours	7.50	
201812	Michael R Semmons	201812	12/31/2018	2400	OT 1.0	0.50	
201812	Michael R Semmons	201812	12/31/2018	2480	SDiff 1.0	0.50	
201901	Michael R Semmons	201901	01/01/2019	2870	Holiday/Comp lieu Holiday	7.50	
201901	Michael R Semmons	201901	01/02/2019	2680	SDiff 1.0-Mandated	7.50	
201901	Michael R Semmons	201901	01/02/2019	2100	Normal working hours	7.50	
201901	Michael R Semmons	201901	01/02/2019	2600	OT 1.0-Mandated	0.50	
201901	Michael R Semmons	201901	01/02/2019	2680	SDiff 1.0-Mandated	0.50	
201901	Michael R Semmons	201901	01/03/2019	2680	SDiff 1.0-Mandated	7.50	
201901	Michael R Semmons	201901	01/03/2019	2100	Normal working hours	7.50	
201901	Michael R Semmons	201901	01/03/2019	2400	OT 1.0	0.50	
201901	Michael R Semmons	201901	01/03/2019	2480	SDiff 1.0	0.50	
201901	Michael R Semmons	201901	01/03/2019	2410	OT 1.5	0.50	
201901	Michael R Semmons	201901	01/03/2019	2482	SDiff 1.5	0.50	
201901	Michael R Semmons	201901	01/04/2019	2680	SDiff 1.0-Mandated	7.50	
201901	Michael R Semmons	201901	01/04/2019	2100	Normal working hours	7.50	

Scenario 2 - Mandated OT: 7.5-hour AFSCME employee (PSA AJ11) whose scheduled work shift is 0730-1530 works mandated OT outside scheduled work shift and on a scheduled day off.

Data Entry Area																											
LT	A/...	O...	Val. b...	P P...	I. P F	Total	01/12	From	To	01/13	From	To	01/14	From	To	01/15	From	To	01/16	From	To	01/17	From	To	01/18	From	To
						75.00	0.00	00:00	00:00	0.00	00:00	00:00	7.50	07:30	15:30	7.50	07:30	15:30	7.50	07:30	15:30	7.50	07:30	15:30	7.50	07:30	15:30
						7.50	4.50			0.00			2.50			0.50			0.00			0.00			0.00		
		T1	X			2.50	1.50	07:30	09:00				0.50	15:30	16:00	0.50	15:30	16:00									
		T2	X			5.00	3.00	09:00	12:00				2.00	16:00	18:00												

Time wage types

Data select. period 01/12/2019 - 01/25/2019

Pers.No.	Empl./appl.name	Period	Current Date	WT	Wage Type Long Text	Σ	No.
201901	Michael R Semmons	201901	01/12/2019	2600	OT 1.0-Mandated	1.50	
201901	Michael R Semmons	201901	01/12/2019	2610	OT 1.5-Mandated	3.00	
201901	Michael R Semmons	201901	01/14/2019	2100	Normal working hours	7.50	
201901	Michael R Semmons	201901	01/14/2019	2600	OT 1.0-Mandated	0.50	
201901	Michael R Semmons	201901	01/14/2019	2610	OT 1.5-Mandated	2.00	
201901	Michael R Semmons	201901	01/15/2019	2100	Normal working hours	7.50	
201901	Michael R Semmons	201901	01/15/2019	2600	OT 1.0-Mandated	0.50	
201901	Michael R Semmons	201901	01/16/2019	2100	Normal working hours	7.50	
201901	Michael R Semmons	201901	01/17/2019	2100	Normal working hours	7.50	
201901	Michael R Semmons	201901	01/18/2019	2100	Normal working hours	7.50	

Scenario 3 - Mandated & Voluntary OT: 7.5-hour AFSCME employee (PSA AJ11) whose scheduled work shift is 0730-1530 works both mandated and voluntary OT. OT hours worked on 1/12/19 are voluntary, and the OT hours worked on 1/14/19, 1/15/19 and 1/16/19 are mandated.

Data Entry Area		LT	R...	A/A...	O.	V...	P	P...	ID	P...	F...	Total	01/12	From	To	01/13	From	To	01/14	From	To	01/15	From	To	01/16	From	To	01/17	From	To	01/18	From	To
												75.00	0.00	00:00	00:00	0.00	00:00	00:00	7.50	06:00	14:30	7.50	06:00	14:30	7.50	06:00	14:30	7.50	06:00	14:30	7.50	06:00	14:30
												8.50	4.00			0.00			3.50			0.50			0.50			0.00			0.00		
												1.50							0.50	14:30	15:00	0.50	14:30	15:00	0.50	14:30	15:00						
												3.00							3.00	15:00	18:00												
												1.00	1.00	06:00	07:00																		
												3.00	3.00	07:00	10:00																		

Time wage types
Data select. period 01/12/2019 - 01/25/2019

Pers.No.	Name	Period	Current Date	WT	Wage Type Long Text	No.
201901	AJ11 K	201901	01/12/2019	2400	OT 1.0	1.00
201901	AJ11 K	201901	01/12/2019	2410	OT 1.5	3.00
201901	AJ11 K	201901	01/14/2019	2100	Normal working hours	7.50
201901	AJ11 K	201901	01/14/2019	2600	OT 1.0-Mandated	0.50
201901	AJ11 K	201901	01/14/2019	2610	OT 1.5-Mandated	3.00
201901	AJ11 K	201901	01/15/2019	2100	Normal working hours	7.50
201901	AJ11 K	201901	01/15/2019	2600	OT 1.0-Mandated	0.50
201901	AJ11 K	201901	01/16/2019	2100	Normal working hours	7.50
201901	AJ11 K	201901	01/16/2019	2600	OT 1.0-Mandated	0.50
201901	AJ11 K	201901	01/17/2019	2100	Normal working hours	7.50
201901	AJ11 K	201901	01/18/2019	2100	Normal working hours	7.50
201901	AJ11 K	201901	01/21/2019	2100	Normal working hours	7.50
201901	AJ11 K	201901	01/22/2019	2100	Normal working hours	7.50
201901	AJ11 K	201901	01/23/2019	2100	Normal working hours	7.50
201901	AJ11 K	201901	01/24/2019	2100	Normal working hours	7.50
201901	AJ11 K	201901	01/25/2019	2100	Normal working hours	7.50

Scenario 4 - Higher Class without OT: 7.5-hour AFSCME employee (PSA AA11) whose scheduled work shift is 0730-1530 works higher-class* during their scheduled work shift.

Clerk 2 (AA11) working as a Clerk 3 (AA11)
*Threshold met

Data Entry Period 01/12/2019 - 01/25/2019

Data Entry Area		LT	R...	A/A...	O.	V...	P	P...	ID	Position	F	Total	01/12	From	To	01/13	From	To	01/14	From	To	01/15	From	To	01/16	From	To	01/17	From	To	01/18	From	To
												75.00	0.00	00:00	00:00	0.00	00:00	00:00	7.50	07:30	15:30	7.50	07:30	15:30	7.50	07:30	15:30	7.50	07:30	15:30	7.50	07:30	15:30
												45.00	0.00			0.00			7.50			7.50			7.50			7.50			7.50		
												45.00							7.50	07:30	15:30	7.50	07:30	15:30	7.50	07:30	15:30	7.50	07:30	15:30	7.50	07:30	15:30

Time wage types
Data select. period 01/12/2019 - 01/18/2019

Pers.No.	Name	Period	Date	WT	Wage Type Long Text	#Number
201901	AA11 K	201901	01/14/2019	2500	Higher Class Pay-Base	7.50
201901	AA11 K	201901		2100	Normal working hours	7.50
						15.00
201901	AA11 K	201901	01/15/2019	2500	Higher Class Pay-Base	7.50
201901	AA11 K	201901		2100	Normal working hours	7.50
						15.00
201901	AA11 K	201901	01/16/2019	2500	Higher Class Pay-Base	7.50
201901	AA11 K	201901		2100	Normal working hours	7.50
						15.00
201901	AA11 K	201901	01/17/2019	2500	Higher Class Pay-Base	7.50
201901	AA11 K	201901		2100	Normal working hours	7.50
						15.00
201901	AA11 K	201901	01/18/2019	2500	Higher Class Pay-Base	7.50
201901	AA11 K	201901		2100	Normal working hours	7.50
						15.00

K = Domino Assignment - Used when an employee is performing the higher-level duties of another position, where the employee of that position is also performing higher-level duties.

Scenario 5 - Higher Class with Mandated & Voluntary OT: 7.5-hour AFSCME employee (PSA AA11) whose scheduled work shift is 0730-1530 works higher class* and OT outside scheduled work shift on 1/12/19 and 1/14/19. OT worked on 1/14/19 is mandated.

Clerk 2 (AA11) working as a Clerk 3 (AA11)

*Threshold met

Data Entry Period		01/12/2019 - 01/25/2019											
Data Entry Area													
LT	R.. A/A...	O.. Val. b...	P P.. ID	Position	F...	Total	01/12 From To	01/13 From To	01/14 From To	01/15 From To	01/16 From To	01/17 From To	01/18 From To
						75.00	0.00 00:00 00:00	0.00 00:00 00:00	7.50 07:30 15:30	7.50 07:30 15:30	7.50 07:30 15:30	7.50 07:30 15:30	7.50 07:30 15:30
						55.00	7.50	0.00	10.00	7.50	7.50	7.50	7.50
	HC	K		20453		45.00			7.50 07:30 15:30	7.50 07:30 15:30	7.50 07:30 15:30	7.50 07:30 15:30	7.50 07:30 15:30
	H1	L		20453		0.50			0.50 15:30 16:00				
	H2	L		20453		2.00			2.00 16:00 18:00				
	H1	K		20453		2.00	2.00 07:30 09:30						
	H2	K		20453		2.50	2.50 09:30 12:00						
	H2	K		20453		3.00	3.00 12:30 15:30						

Pers.No.	Name	Period	Current Date	WT	Wage Type Long Text	Number
201901	Larry B Muller	201901	01/12/2019	2505	HC OT 1.0	2.00
201901	Larry B Muller	201901	01/12/2019	2400	OT 1.0	2.00
201901	Larry B Muller	201901	01/12/2019	2510	HC OT 1.5	2.50
201901	Larry B Muller	201901	01/12/2019	2410	OT 1.5	5.50
201901	Larry B Muller	201901	01/12/2019	2510	HC OT 1.5	3.00
201901	Larry B Muller	201901	01/14/2019	2500	Higher Class Pay-Base	7.50
201901	Larry B Muller	201901	01/14/2019	2100	Normal working hours	7.50
201901	Larry B Muller	201901	01/14/2019	2605	HC 1.0-Mandated	0.50
201901	Larry B Muller	201901	01/14/2019	2600	OT 1.0-Mandated	0.50
201901	Larry B Muller	201901	01/14/2019	2601	HC OT 1.5-Mandated	2.00
201901	Larry B Muller	201901	01/14/2019	2610	OT 1.5-Mandated	2.00
201901	Larry B Muller	201901	01/15/2019	2500	Higher Class Pay-Base	7.50
201901	Larry B Muller	201901	01/15/2019	2100	Normal working hours	7.50
201901	Larry B Muller	201901	01/16/2019	2500	Higher Class Pay-Base	7.50
201901	Larry B Muller	201901	01/16/2019	2100	Normal working hours	7.50
201901	Larry B Muller	201901	01/17/2019	2500	Higher Class Pay-Base	7.50
201901	Larry B Muller	201901	01/17/2019	2100	Normal working hours	7.50
201901	Larry B Muller	201901	01/18/2019	2500	Higher Class Pay-Base	7.50
201901	Larry B Muller	201901	01/18/2019	2100	Normal working hours	7.50

K = Domino Assignment - Used when an employee is performing the higher-level duties of another position, where the employee of that position is also performing higher-level duties.

L = Domino Assignment-Mandated - Used when an employee is performing the higher-level duties of another position, where the employee of that position is also performing higher-level duties and works mandated overtime.

Scenario 6 - Work on a Holiday: 7.5-hour AFSCME employee (PSA AA11) whose scheduled work shift is 0700-1500 works a holiday, both inside and outside scheduled work shift. Hours outside the scheduled work shift are mandated.

Reminder: HT6 paid for hours worked on a holiday (regular shift).

Data Entry Period		02/09/2019 - 02/22/2019										
Data Entry Area												
LT	R.. A/A...	O.. Val. b...	P P.. ID	P.. F...	Total	02/16 From To	02/17 From To	02/18 From To	02/19 From To	02/20 From To	02/21 From To	02/22 From To
					75.00	0.00 00:00 00:00	0.00 00:00 00:00	7.50 07:00 15:00	7.50 07:00 15:00	7.50 07:00 15:00	7.50 07:00 15:00	7.50 07:00 15:00
					17.00	0.00	0.00	17.00	0.00	0.00	0.00	0.00
	RT				7.50			7.50 07:00 15:00				
	HT6				7.50			7.50 07:00 15:00				
	HT2	X			2.00			2.00 15:00 17:00				

No need to designate HT6 as Mandated since the attendance type and the hours are associated with the employee's scheduled work shift. Mandated WT 2643 automatically generates.

Time wage types

Data select. period 02/09/2019 - 02/22/2019

Pers.No.	Name	Period	Current Date	WT	Wage Type Long Text	Number
201902	Kirby B Paul	201902	02/11/2019	2100	Normal working hours	7.50
201902	Kirby B Paul	201902	02/12/2019	2100	Normal working hours	7.50
201902	Kirby B Paul	201902	02/13/2019	2100	Normal working hours	7.50
201902	Kirby B Paul	201902	02/14/2019	2100	Normal working hours	7.50
201902	Kirby B Paul	201902	02/15/2019	2100	Normal working hours	7.50
201902	Kirby B Paul	201902	02/18/2019	2643	Hol .50-Mandated	7.50
201902	Kirby B Paul	201902	02/18/2019	2100	Normal working hours	7.50
201902	Kirby B Paul	201902	02/18/2019	2646	Hol 1.5-Mandated	2.00
201902	Kirby B Paul	201902	02/19/2019	2100	Normal working hours	7.50
201902	Kirby B Paul	201902	02/20/2019	2100	Normal working hours	7.50
201902	Kirby B Paul	201902	02/21/2019	2100	Normal working hours	7.50
201902	Kirby B Paul	201902	02/22/2019	2100	Normal working hours	7.50

Scenario 7 - Insufficient Return Time (also known as Lap Time) - IT6: 7.5-hour AFSCME employee (PSA AJ11) whose schedule change on 1/17/19 requires the employee to report to work earlier than the start time of the previous day's scheduled work shift.

Data Entry Period		01/12/2019 - 01/25/2019																							
Data Entry Area																									
LT	R.	A/A...	O. V.. P P.. ID P Fund	Total	01/12	From	To	01/13	From	To	01/14	From	To	01/15	From	To	01/16	From	To	01/17	From	To	01/18	From	To
				75.00	0.00	00:00	00:00	0.00	00:00	00:00	7.50	07:30	15:30	7.50	07:30	15:30	7.50	07:30	15:30	7.50	06:30	14:30	7.50	07:30	15:30
				1.00	0.00			0.00			0.00			0.00			0.00			1.00			0.00		
			RT	0.50																0.50	07:00	07:30			
			IT6	0.50																0.50	07:00	07:30			

No need to designate IT6 as Mandated since the attendance type and the hours are associated with the employee's scheduled work shift. Mandated WT 2655 automatically generates.

Time wage types
Data select. period 01/12/2019 - 01/25/2019

Pers.No.	Empl./appl.name	Period	Current Date	WT	Wage Type Long Text	Σ	No.
44424	Demetri, Colleen	201901	01/14/2019	2100	Normal working hours	7.50	
44424	Demetri, Colleen	201901	01/15/2019	2100	Normal working hours	7.50	
44424	Demetri, Colleen	201901	01/16/2019	2100	Normal working hours	7.50	
44424	Demetri, Colleen	201901	01/17/2019	2100	Normal working hours	7.50	
44424	Demetri, Colleen	201901	01/17/2019	2655	Insuff Time .50-Mandated	0.50	
44424	Demetri, Colleen	201901	01/18/2019	2100	Normal working hours	7.50	
44424	Demetri, Colleen	201901	01/21/2019	2100	Normal working hours	7.50	
44424	Demetri, Colleen	201901	01/22/2019	2100	Normal working hours	7.50	
44424	Demetri, Colleen	201901	01/23/2019	2100	Normal working hours	7.50	
44424	Demetri, Colleen	201901	01/24/2019	2100	Normal working hours	7.50	
44424	Demetri, Colleen	201901	01/25/2019	2100	Normal working hours	7.50	

Scenario 8 - Mandated & Voluntary OT with Walk Time (DOC): 8.0-hour PSCOA employee (PSA HH11) whose scheduled work shift is 1400-2200 works both mandated and voluntary OT and has walk time. OT on 1/15/19 is mandated.

Data Entry Period		01/13/2019 - 01/26/2019																							
Data Entry Area																									
LT	R.	A/A...	O. V.. P P.. ID P.. F..	Total	01/13	From	To	01/14	From	To	01/15	From	To	01/16	From	To	01/17	From	To	01/18	From	To	01/19	From	To
				80.00	0.00	00:00	00:00	0.00	00:00	00:00	8.00	14:00	22:00	8.00	14:00	22:00	8.00	14:00	22:00	8.00	14:00	22:00	8.00	14:00	22:00
				12.86	0.00			8.00			0.60			0.00			4.00			0.26			0.00		
			T2	8.00							8.00	06:00	14:00												
			WT2	0.43							0.30	22:00	22:18							0.13	22:00	22:08			
			DIFF	0.43		S4	1				0.30	22:00	22:18							0.13	22:00	22:08			
			T2	2.00																2.00	12:00	14:00			
			DIFF	2.00		S4	1													2.00	12:00	14:00			

Time wage types
Data select. period 01/12/2019 - 01/26/2019

Pers.No.	Employee/app.name	Period	Current Date	WT	Wage Type Long Text	Σ	Number
44424	Richard T Heisterkamp	201901	01/14/2019	2610	OT 1.5-Mandated	8.00	
44424	Richard T Heisterkamp	201901	01/15/2019	2681	SDiff 1.0 Prem-Mandated	8.00	
44424	Richard T Heisterkamp	201901	01/15/2019	2100	Normal working hours	8.00	
44424	Richard T Heisterkamp	201901	01/15/2019	2637	WalkTime 1.5-Mandated	0.30	
44424	Richard T Heisterkamp	201901	01/15/2019	2682	SDiff 1.5-Mandated	0.30	
44424	Richard T Heisterkamp	201901	01/16/2019	2681	SDiff 1.0 Prem-Mandated	8.00	
44424	Richard T Heisterkamp	201901	01/16/2019	2100	Normal working hours	8.00	
44424	Richard T Heisterkamp	201901	01/17/2019	2681	SDiff 1.0 Prem-Mandated	8.00	
44424	Richard T Heisterkamp	201901	01/17/2019	2100	Normal working hours	8.00	
44424	Richard T Heisterkamp	201901	01/17/2019	2410	OT 1.5	2.00	
44424	Richard T Heisterkamp	201901	01/17/2019	2482	SDiff 1.5	2.00	
44424	Richard T Heisterkamp	201901	01/18/2019	2681	SDiff 1.0 Prem-Mandated	8.00	
44424	Richard T Heisterkamp	201901	01/18/2019	2100	Normal working hours	8.00	
44424	Richard T Heisterkamp	201901	01/18/2019	2637	WalkTime 1.5-Mandated	0.13	
44424	Richard T Heisterkamp	201901	01/18/2019	2682	SDiff 1.5-Mandated	0.13	
44424	Richard T Heisterkamp	201901	01/19/2019	2681	SDiff 1.0 Prem-Mandated	8.00	
44424	Richard T Heisterkamp	201901	01/19/2019	2100	Normal working hours	8.00	

Walk time is always considered mandated.

Scenario 9 - FTE Mandated & Voluntary OT: 8.0-hour AFSCME employee (PSA BN24) whose scheduled work shift is 0600-1430 works voluntary OT on 1/14/19 and mandated OT on 1/16/19.

Data Entry Period		01/12/2019 - 01/25/2019																							
Data Entry Area																									
LT	R. A/A...	O. V...	P P.. ID P F..	Total	01/12	From	To	01/13	From	To	01/14	From	To	01/15	From	To	01/16	From	To	01/17	From	To	01/18	From	To
				80.00	0.00	00:00	00:00	0.00	00:00	00:00	8.00	06:00	14:30	8.00	06:00	14:30	8.00	06:00	14:30	8.00	06:00	14:30	0.00	00:00	00:00
				4.50	0.00			0.00			1.50			0.00			3.00			0.00			0.00		
				1.50							1.50	14:30	16:00												
				3.00													3.00	14:30	17:30						

Time wage types

Data select. period 01/12/2019 - 01/25/2019

Pers.No.	Empl./appl.name	Period	Current Date	WT	Wage Type Long Text	Σ	No.
201901	Wheeler, J. Officer	201901	01/14/2019	2100	Normal working hours	8.00	8.00
201901	Wheeler, J. Officer	201901	01/14/2019	2410	OT 1.5	1.50	1.50
201901	Wheeler, J. Officer	201901	01/15/2019	2100	Normal working hours	8.00	8.00
201901	Wheeler, J. Officer	201901	01/16/2019	2100	Normal working hours	8.00	8.00
201901	Wheeler, J. Officer	201901	01/16/2019	2610	OT 1.5-Mandated	3.00	3.00
201901	Wheeler, J. Officer	201901	01/17/2019	2100	Normal working hours	8.00	8.00
201901	Wheeler, J. Officer	201901	01/19/2019	2100	Normal working hours	8.00	8.00
201901	Wheeler, J. Officer	201901	01/20/2019	2100	Normal working hours	8.00	8.00
201901	Wheeler, J. Officer	201901	01/21/2019	2100	Normal working hours	8.00	8.00
201901	Wheeler, J. Officer	201901	01/21/2019	2643	Hol .50-Mandated	8.00	8.00
201901	Wheeler, J. Officer	201901	01/22/2019	2100	Normal working hours	8.00	8.00
201901	Wheeler, J. Officer	201901	01/24/2019	2100	Normal working hours	8.00	8.00
201901	Wheeler, J. Officer	201901	01/25/2019	2100	Normal working hours	8.00	8.00

Scenario 10 - FTE Higher Class with OT: 7.5-hour AFSCME employee (PSA A11) whose scheduled work shift is 0830-1630 works higher-class* during their scheduled work shift.

Clerk Typist 2 (AA11) working higher class as a Clerk Typist 3 (AA11)

*Threshold was met in this pay period

Data Entry Period		01/05/2019 - 01/18/2019																							
Data Entry Area																									
LT	R. A/A...	O. V...	P P.. ID Position F...	Total	01/05	From	To	01/06	From	To	01/07	From	To	01/08	From	To	01/09	From	To	01/10	From	To	01/11	From	To
				75.00	0.00	00:00	00:00	0.00	00:00	00:00	7.50	08:30	16:30	7.50	08:30	16:30	7.50	08:30	16:30	7.50	08:30	16:30	7.50	08:30	16:30
				60.00	0.00			0.00			7.50	08:30	16:30	7.50	08:30	16:30	7.50	08:30	16:30	7.50	08:30	16:30	7.50	08:30	16:30
				60.00							7.50	08:30	16:30	7.50	08:30	16:30	7.50	08:30	16:30	7.50	08:30	16:30	7.50	08:30	16:30

Data Entry Area																									
LT	R. A/A...	O. V...	P P.. ID Position F...	Total	01/12	From	To	01/13	From	To	01/14	From	To	01/15	From	To	01/16	From	To	01/17	From	To	01/18	From	To
				75.00	0.00	00:00	00:00	0.00	00:00	00:00	7.50	08:30	16:30	7.50	08:30	16:30	7.50	08:30	16:30	7.50	08:30	16:30	7.50	08:30	16:30
				60.00	0.00			0.00			7.50			7.50			7.50			0.00			0.00		
				60.00							7.50	08:30	16:30	7.50	08:30	16:30	7.50	08:30	16:30						

Time wage types

Data select. period 01/05/2019 - 01/19/2019

Pers.No.	Name	Period	Current Date	WT	Wage Type Long Text	Σ	Number
201901	Heldt, J. Clerk	201901	01/07/2019	2100	Normal working hours	7.50	7.50
201901	Heldt, J. Clerk	201901	01/07/2019	2500	Higher Class Pay-Base	7.50	7.50
201901	Heldt, J. Clerk	201901	01/08/2019	2100	Normal working hours	7.50	7.50
201901	Heldt, J. Clerk	201901	01/08/2019	2500	Higher Class Pay-Base	7.50	7.50
201901	Heldt, J. Clerk	201901	01/09/2019	2100	Normal working hours	7.50	7.50
201901	Heldt, J. Clerk	201901	01/09/2019	2500	Higher Class Pay-Base	7.50	7.50
201901	Heldt, J. Clerk	201901	01/10/2019	2100	Normal working hours	7.50	7.50
201901	Heldt, J. Clerk	201901	01/10/2019	2500	Higher Class Pay-Base	7.50	7.50
201901	Heldt, J. Clerk	201901	01/11/2019	2100	Normal working hours	7.50	7.50
201901	Heldt, J. Clerk	201901	01/11/2019	2500	Higher Class Pay-Base	7.50	7.50
201901	Heldt, J. Clerk	201901	01/14/2019	2100	Normal working hours	7.50	7.50
201901	Heldt, J. Clerk	201901	01/14/2019	2500	Higher Class Pay-Base	7.50	7.50
201901	Heldt, J. Clerk	201901	01/15/2019	2100	Normal working hours	7.50	7.50
201901	Heldt, J. Clerk	201901	01/15/2019	2500	Higher Class Pay-Base	7.50	7.50
201901	Heldt, J. Clerk	201901	01/16/2019	2100	Normal working hours	7.50	7.50
201901	Heldt, J. Clerk	201901	01/16/2019	2500	Higher Class Pay-Base	7.50	7.50
201901	Heldt, J. Clerk	201901	01/17/2019	2100	Normal working hours	7.50	7.50
201901	Heldt, J. Clerk	201901	01/18/2019	2100	Normal working hours	7.50	7.50

I = Scheduled Day Off - Used when an employee is on a regularly scheduled day off and another employee is temporarily assigned to perform the duties of that employee's position. This is different from an employee being on leave. This reason code would most frequently be used in 24x7 operations.

Scenario 11 - Kronos Voluntary & Mandated OT: 8.0-hour AFSCME employee (PSA AN11) whose scheduled work shift is 2300-0730 worked voluntary OT before the scheduled work shift and mandated OT after the scheduled work shift on 1/13/19.

Timecards

1 of 1

Approve Timecard Sign Off Accruals Actions

Date	Schedule	In	Out	Transfer	Pay Code
Sat 1/12					
Sun 1/13	23:00-7:30	22:30	2:30	//////1345202000;Regular Time	
Mon 1/14		2:30	3:00	;Unpaid Meal on REG	
		3:00	8:00	;Regular Time	
		12:00	20:00	//////10000490//;Higher Class Regular Duty	
Tue 1/15	23:00-7:30	22:30	2:30	//////1345202000;Regular Time	

Punch Actions

Date: 1/13/2019
 Time: 22:30
 Rounded Time: 1/13/2019 22:30 GMT-05:00
 Override: In Punch
 Time Zone: (GMT -05:00) Eastern Time (USA; Canada)
 Exceptions: Early In
 Comments: Mandated OT
 Last Edit Date: 12/20/2018
 Edit Made By: Christina, Edward C.

Unmark as Reviewed Edit Comments Justify Exception

EE worked mandated OT from 2230-2300 and voluntary OT from 0730-0800.

The comment, "Mandated OT", was selected for the OT beginning at 2230 which generates an "X" in the OC field in CATS. Please note that the employee's RT punches are displayed in CATS because of cost distribution.

Data Entry Period 01/12/2019 - 01/25/2019

Data Entry Area

LT	Rec.	CCTR	A/A	OC	Val. basis	P	P	ID	Position	Fund	Total	01/12	From	To	01/13	From	To	01/14	From	To
											80.00	0.00	00:00	00:00	8.00	23:00	07:30	0.00	00:00	00:00
				X	0.00						93.75	0.50			16.50			0.50		
				X	0.00					1070200125	8.00				0.50	22:30	23:00	2.50	00:00	02:30
				X	0.00					1070200125	1.00				1.00	23:00	24:00			
					0.00					1070200125	26.50							5.00	03:00	08:00

Time wage types

Data select. period 01/12/2019 - 01/25/2019

Pers.No.	Name	Period	Current Date	WT	Long text	Number
1111	Jerry Braden	201901	01/12/2019	2610	OT 1.5-Mandated	0.50
1111	Jerry Braden	201901	01/12/2019	2682	SDiff-1.5-Mandated	0.50
1111	Jerry Braden	201901	01/13/2019	2100	Normal working hours	8.00
1111	Jerry Braden	201901	01/13/2019	2410	OT 1.5	0.50
1111	Jerry Braden	201901	01/13/2019	2680	SDiff 1.0-Mandated	8.00
1111	Jerry Braden	201901	01/13/2019	2482	SDiff-1.5	0.50

Appendix CATS Overtime Compensation (OC) Reason Codes

OC	Text	Description
C	Nonscheduled Leave	Used when an employee is on non-scheduled leave and another employee is temporarily assigned to perform the duties of that employee's position.
D	Nonscheduled Leave-Mandated	Used when an employee is on non-scheduled leave and another employee is temporarily assigned to perform the duties of that employee's position and works mandated overtime.
E	Other	Used when an employee is assigned to perform a temporary special project that involves duties not assigned to a specific, permanent position.
F	Other-Mandated	Used when an employee is assigned to perform a temporary special project that involves duties not assigned to a specific, permanent position and works mandated overtime.
G	Prescheduled Leave	Used when an employee is on prescheduled leave and another employee is temporarily assigned to perform the duties of that employee's position.
H	Prescheduled Leave-Mandated	Used when an employee is on prescheduled leave and another employee is temporarily assigned to perform the duties of that employee's position and works mandated overtime.
I	Scheduled Day Off	Used when an employee is on a regularly scheduled day off and another employee is temporarily assigned to perform the duties of that employee's position. This is different from an employee being on leave. This reason code would most frequently be used in 24x7 operations.
J	Scheduled Day Off-Mandated	Used when an employee is on a regularly scheduled day off and another employee is temporarily assigned to perform the duties of that employee's position and works mandated overtime. This is different from an employee being on leave. This reason code would most frequently be used in 24x7 operations.
K	Domino Assignment	Used when an employee is performing the higher-level duties of another position, where the employee of that position is also performing higher-level duties.
L	Domino Assignment-Mandated	Used when an employee is performing the higher-level duties of another position, where the employee of that position is also performing higher-level duties and works mandated overtime.
M	Training	Used when an employee is receiving TWOC compensation to perform training duties. It is not related to attending training.
N	Training-Mandated	Used when an employee is receiving TWOC compensation to perform training duties. It is not related to attending training and works mandated overtime.
O	Vacancy	Used when an employee is assigned to perform the duties of a vacant position.
P	Vacancy-Mandated	Used when an employee is assigned to perform the duties of a vacant position and works mandated overtime.
Q	Winter Service Assignment	Used when a PennDOT employee is assigned a winter service assignment in accordance with the Maintenance and Trades Unit Appendix of the AFSCME Master Agreement.
R	Winter Srvc Asgnmt-Mandated	Used when a PennDOT employee is assigned a winter service assignment in accordance with the Maintenance and Trades Unit Appendix of the AFSCME Master Agreement and works mandated overtime.
X	Mandated OT	Used to identify mandated overtime.