

Time Entry and Labor (TEL) Documentation Basic Overtime Reporting

Overtime is defined as any hours **worked** by a non-exempt (biweekly) employee over forty (40) hours per week.

Overtime is paid at 1.5x the employee's rate of pay. [Click here](#) to read section 5.6, "Overtime Hours," in the *You and UAB Handbook for Administrative, Professional, and Support Personnel* for the UAB policy regarding overtime time payment for non-exempt biweekly employees.

UAB TEL → TEL

UAB HR Officer → Biweekly Timesheets → TEL

UAB Timekeeper → Biweekly Timesheets → TEL

Enter **ALL** hours worked in the Work A line item. This includes the overtime hours. Only total number of hours to be paid should be reported. **All time should be recorded as whole hours and/or decimals.** For the conversion table, [click here](#).

TEL Form

Assignment # **1015971** Dist # Document # **1492400** Submit Date
 Person **Smith, Linda** Document Status **OPEN** Reprocessed
 Job Title **Coord Payroll Systems** Document Reason **DATA ENTRY**
 Organization **113003000 Payroll** Reporting Method **TEL**
 Asg Category **01 Regular FT** Requestor **Mitchell, Kimberly M**

Effective Date **10-JUL-2005** - **23-JUL-2005** July 23, 2005 Active Assignment

Balances: Vacation **56.15** Sick **87.43** Personal Holiday **15.24** Work & Benefit Hrs Total **0.00**

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
WEEK	<input type="checkbox"/>	Work A-WK1		8.00	10.00	8.00	8.25	8.00		42.25		<input type="checkbox"/>	<input type="checkbox"/>	
WEEK	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
WEEK	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
ONE	Work & Benefit Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				OT Prem 0.00
ONE	Impact of Reprocess													Other 0.00
WEEK	<input type="checkbox"/>									0.00		<input type="checkbox"/>	<input type="checkbox"/>	
WEEK	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
WEEK	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
TWO	Work & Benefit Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				OT Prem 0.00
TWO	Impact of Reprocess													Other 0.00

Comments All LD LD Comments

Open Reprocess Save Submit ActionLog Reassign Labor Sources << < > >> *

Time Entry and Labor (TEL) Documentation BASIC OVERTIME REPORTING

To enter the overtime hours, add the element OTP on the second line and enter all overtime hours **ONLY**.

TEL: Form

Assignment # **1015971** Dist # Document # **1492400** Submit Date

Person **Smith, Linda** Document Status **OPEN** Reprocessed

Job Title **Coord Payroll Systems** Document Reason **DATA ENTRY**

Organization **113003000 Payroll** Reporting Method **TEL**

Asg Category **01 Regular FT** Requestor **Mitchell, Kimberly M**

Effective Date **10-JUL-2005** - **23-JUL-2005** July 23, 2005 Active Assignment

Balances: Vacation **56.15** Sick **87.43** Personal Holiday **15.24** Work & Benefit Hrs Total **42.25**

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
ONE	<input type="checkbox"/>	Work A-WK1		8.00	10.00	8.00	8.25	8.00		42.25		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	OTP-WK1			2.00		0.25			2.25		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
Work & Benefit Hours			0.00	8.00	10.00	8.00	8.25	8.00	0.00	42.25				OT Prem 2.25
Impact of Reprocess														Other 0.00
TWO	<input type="checkbox"/>	Work A-WK2		8.00	8.00	8.00	8.00	8.00		40.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
Work & Benefit Hours			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				OT Prem 0.00
Impact of Reprocess														Other 0.00

Comments

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Once the information is correct, click **Save**

Impact of Reprocess Other **0.00**

Comments

Open Reprocess Save Submit ActionLog Reassign Labor Sources << < > >> *

Select **Submit**

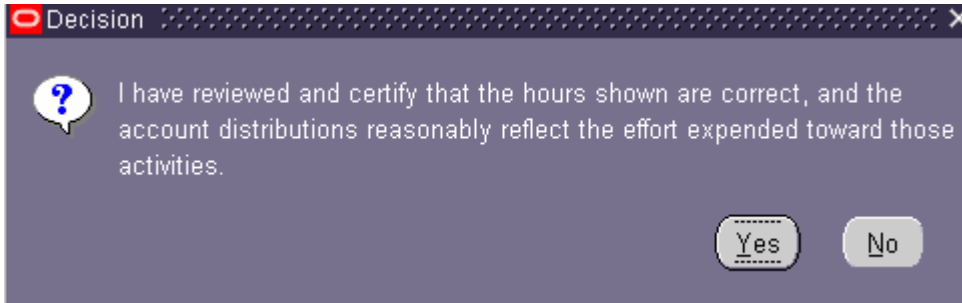
Impact of Reprocess Other **0.00**

Comments

Open Reprocess Save Submit ActionLog Reassign Labor Sources << < > >> *

Time Entry and Labor (TEL) Documentation
BASIC OVERTIME REPORTING

The **DECISION** box will appear. If the information is correct, select **Yes**



The document enters workflow.

****Follow the same procedure if submitting overtime hours for Week Two.**

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