Paying an Overtime Eligible M&P

**IMPORTANT**
Timesheets must be filled out, and the time entered in Oracle, on a weekly basis. Hours entered into Oracle for Overtime Eligible M&Ps will be included in the next unprocessed regular monthly paycheck.

Initiator – Steps for M&P Time Entry in Oracle

1. Log into Oracle, then click **YUHR_Phase 2 Time Entry**.
2. To find an M&P’s straight hourly rate, click **M&P Eligible for Overtime**. Otherwise, proceed to step 7.
3. Enter the M&P’s **Employee Number**, or their last name followed by a percent sign (%) in the **Full Name** field.
4. Click Proceed.
5. In the window that pops up, the employee’s straight hourly rate can be found in the Hourly Rate column.
6. Note the rate, close the window, then return to the Oracle Navigator page.
7. Click **Casual/Student Payroll Entry**.
8. Click in the **Organization Name** field. If you have access to more than one org, a pop up window will appear. If you have access to one org, it should auto-populate in that field.
9. If the pop up windows appears, highlight the Overtime Eligible M&P’s home org, then click **OK**.
10. Click in the **Name** field. Type in the Overtime Eligible M&P’s last name, followed by a percent sign (%).
11. Press **Tab** on your keyboard.
12. If the M&P has a common last name, list both names followed by percent signs (i.e. Smith%John%).
13. If more than one employee matches your search criteria, highlight the correct employee in the pop up window that appears, then click **OK**.
14. Press **Tab** again. In the **Rate** field, enter the straight hourly rate you found in step 5, then press **Tab** twice.

**IMPORTANT**: Leave the Costing field blank. If the Overtime should not be charged to the employee’s primary assignment PTAEO, an element level labor schedule (Preauth Monthly Overtime) must be entered into LD.

15. Enter the number of over-time hours worked in the **OT** field, then press **Tab** on your keyboard.
16. In the **Payment Type** field, click on the “List of Values” button (**...**).
17. In the pop up window, select “Preauth Monthly Overtime” Payment Type, click **OK**.
18. Exit out of Oracle.

Approver – Steps for Approving M&P Time Entry in Oracle

1. Log into Oracle, then click **YUHR_Phase 2 Time Entry**.
2. Click **Casual/Student Payroll Entry**.
3. Review the entries.
4. To approve all of the entries at once, click **Approve All**, then proceed to step 6.
5. To approve the entries one at a time, type **A** in the **Status** column of an entry. Once you’re finished approving entries, proceed to step 7.
6. If you choose to click **Approve All**, an “Are you sure?” window will pop up. Click **OK**.
7. Approved entries will appear as black text with a grayed-out background. No changes can be made until the Approval Status has been removed, either by deleting it and saving or by clicking **Remove All**.
8. Exit out of the Casual Time Entry application.

ILLUSTRATED INSTRUCTIONS BEGIN ON THE NEXT PAGE
1. Log into Oracle, then click YUHR_Phase 2 Time Entry.

2. If you do not know the straight hourly rate of the M&P, click M&P Eligible for Overtime. Otherwise, proceed to step 6.

3. Enter the M&P’s Employee Number, or their last name immediately followed by a percent sign (%) in the Full Name field.

4. Click Proceed.

5. In the window that pops up, the employee’s straight hourly rate can be found in the Hourly Rate column. Note the rate, and then close the window.

6. Return to the Oracle Navigator page, and click Casual/Student Payroll Entry.
Click in the **Organization Name** field. If you have access to more than one org, a pop up window will appear. If you have access to one org, it should auto-populate in that field.

If the pop up window appears, highlight the **Overtime Eligible M&P’s** home org, then click **OK**.

Click in the **Name** field. Type in the **Overtime Eligible M&P’s** last name, followed by a percent sign (%).

Press **Tab** on your keyboard.

If the M&P has a common last name, add the first name and another percent sign after the last name (i.e. Smith%John%).

If more than one employee matches your search criteria, highlight the correct employee in the pop up window that appears, then click **OK**.

Press **Tab** again and your cursor will appear in the **Rate** field. Enter the straight hourly rate you found in step 5, then press **Tab** twice.
IMPORTANT: Leave the Costing field blank. If the Overtime should not be charged to the employee’s primary assignment PTAEO, an element level labor schedule (Preauth Monthly Overtime) must be entered into LD.

11 Enter the number of overtime hours worked in the OT field, then press Tab on your keyboard.

12 In the Payment Type field, click on the “List of Values” button (⋯).

13 In the pop up window that appears, select the “Preauth Monthly Overtime” Payment Type, then click OK.

14 Exit out of the Casual Time Entry application.
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2. Click Casual/Student Payroll Entry.

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4. To approve all of the entries at once, click Approve All, then proceed to step 6.

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Exit out of the Casual Time Entry application.