



OVERTIME/COMP TIME PAYOUT REPORT

This report can be run for any previous pay period and will detail by cost center and employee what Overtime was earned as well as what Comp Time expired and was paid out during that period.

1. Log onto Kronos.
2. Go to the Related Items pane
3. Click on All Quick Links
4. Click on + sign next to Other Reports to expand it.
5. Select the report name, "OTSS and POCE Payout Report v4"
6. **People** category – select the "All Home" if not select.
 - a. You can also, select a pre-defined HyperFind
7. **Time Period** category- select the desired time period to run the report on.
8. **Cost Center** category- move the % from **Available to Selected** by clicking the single arrow pointing to the right.
9. Click **Run Report** once.
10. Click **Refresh Status** once
 - a. Click on Refresh Status button until report status column changes from "waiting" to "complete."
11. Click **View Report**, once the *Status* is *Complete*.
12. Double-click on the report name to display it (report opens in another window/tab).
13. The report output is in PDF format and you can elect to save or print.

REPORTS

SELECT REPORTS | CHECK REPORT STATUS

Run Report | Refresh | Email | Print | Schedule Report | Validate Template | Edit Template

Create Favorite | Save Favorite | Duplicate Favorite | Delete Favorite

Missing Assigned Group Schedules
 Neighborhood Dept Time Rpt
OTSS and POCE Payout Report v4
 Paycode by Day Summary Report
 Paycode by Day V2
 Pending 119 by CC

OTSS AND POCE PAYOUT REPORT V4

Description: Displays Overtime and Comp Time Payout Data

People: All Home [Edit] [New]

Time Period: Current Pay Period

Overtime/Compensatory Time Payout Summary Report (example)

6500080005 - ARA-Special Events - SPECIAL EVENTS				
Emp. Name	Emp. No.	Paycode	Hours	Expenses
A		OTSS - Overtime Pay	3.00	\$98.69
B		OTSS - Overtime Pay	8.00	\$272.88
Total Hours Charged to 6500080005				11.00
Total Expenses Charged to 6500080005				\$371.57
Overtime/Compensatory Time Payout Summary Report				
6500080009 - ARA-Citizens Assist - CITIZENS ASSISTANT OFFICE				
Emp. Name	Emp. No.	Paycode	Hours	Expenses
L		POCE - Pay Out NE Comp Expired	19.27	\$324.26
Total Hours Charged to 6500080009				19.27
Total Expenses Charged to 6500080009				\$324.26