



Electronic Timekeeping Job Aid

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 Click the **GENERAL** tab and select **REPORTS**.
- 3 Click on + sign next to **Other Reports** to expand it.
- 4 Click once on report titled **"OTSS and POCE Payout Report"** to select it.
- 5 In the drop-down menu next to the word **Show**; select the desired hyperfind to run the report on.
- 6 In the drop-down menu next to the word **Time Period**; select the desired time period to run the report on.
- 7 Click once on the **Run Report** button.
- 8 Click on tab called **"Check Run Status."**
- 9 Click on **Refresh Status** button until report status column changes from **"waiting"** to **"complete."**
- 10 Double-click on the report name to display it (report opens in another window/tab).
- 11 The report output is in PDF format and you can elect to save or print it based on Preference.



Administration & Regulatory Affairs
 Payroll Services
 Hyperfind Selected: ARA – 6500
 For: Previous Pay Period



Overtime/Compensatory Time Payout Summary Report

6500080005 - ARA-Special Events - SPECIAL EVENTS				
Emp. Name	Emp. No.	Paycode	Hours	Expenses
ARMSTRONG, LOUIS	101155	OTSS - Overtime Pay	3.00	\$98.69
BROWN, KELLY H	145285	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
LANE, BOBBY J.	115548	POCE - Pay Out NE Comp Expired	19.27	\$324.26
			Total Hours Charged to 6500080009	19.27
			Total Expenses Charged to 6500080009	\$324.26