

Allocating Overtime to TOIL



Go to colleague's **timecard** and select relevant week using the Calendar icon

Within the totals tab, please select **Daily** from the dropdown and click on the timecard day to see the breakdown.

(In this case I had clicked on **Monday**, Basic was 7:30 and OT1.5 was 2:00)

Approve Timecard Sign Off Accruals Actions

Date	Schedule	In	Transfer	Out	Pay Code	Amount
Sun 16/9						
Mon 17/9	7:30-15:30	7:30		17:30		
Tue 18/9	8:00-16:00	8:00		16:00		

Totals Contract + FTE Hrs Accruals Audits Historical Corrections

Daily All

Totals Details for 17/9/2018

Location	Job	Account	Pay Code	Amount
		Administrat	Basic	7:30
		Administrat	OT1.5	2:00

Right mouse button over the wording of **OT1.5** and select **Move Amount**

Select the paycode of **Add to TOIL Balance** and enter **2:00** or **2** (example)> Click **ok**

Totals Actions

Date: 17/9/2018

Pay Code: OT1.5

Account: Food Retail Support/Workforce Management

Amount: 2:00

Move Amount

Move Amount

From

Paycode : OT1.5

Amount (HH:mm): 2:00

Transfer : ;Food Retail/Head Office Retail Support/Retail Support/B0191/B0191BWMAM/-/Workforce Management Application Administrator

To

Effective Date : * 17/9/2018

Paycode : * Add to TOIL Balance

Amount (HH:mm): 2:00

Transfer :

Comments (0) [Add Comment](#)

Cancel **OK**

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Click on the other days to ensure that the full TOIL amount has been moved

Change **Daily** to **All** to view the weekly amount and 4 hours will now be assigned to **Add to TOIL Balance**

	Date	Schedule	In	Transfer	Out	Pay Code	Amount
+ X	Sun 16/9						
+ X	Mon 17/9	7:30-15:30	7:30		17:30		
+ X	Tue 18/9	8:00-16:00	8:00		16:00		
+ X	Wed 19/9	8:00-16:00	8:00		16:00		
+ X	Thu 20/9	8:00-16:00	8:00		16:00		
+ X	Fri 21/9	8:00-16:00	8:00		16:00		
+ X	Sat 22/9						

Totals Contract + FTE Hrs Accruals Audits Historical Corrections

Location	Job	Account	Pay Code	Amount
		Administrator	Add to TOIL Balance	2:00
		Administrator	Basic	37:30
		Administrator	OT1.5	0:00

Click on the Accruals tab and 4 hours will also appear on the **Accrual Available Balance**