

Moving overtime to TOIL

When converting overtime to TOIL, the system allocates overtime hours at the end of the week once the colleague exceeds their contracted hours. If the hours moved to TOIL are not overtime hours, TOIL accrual is overwritten with basic hours.

For example, if a colleague works additional hours on Sunday but their normal working hours are Monday to Friday, overtime is only recognized on Friday when they exceed their contracted hours. Therefore, the Friday shift should be moved to TOIL. **Please note that the change in pay code will appear on the timesheet for worked hours, and not the scheduler as these are worked hours only.*

TESTWFM 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Demand Graph	22.50 hrs 0.00 hrs	30.75 hrs 0.00 hrs	31.00 hrs 0.00 hrs	31.00 hrs 0.00 hrs	30.00 hrs 0.00 hrs	30.25 hrs 0.00 hrs	0.00 hrs 0.00 hrs
Gaps							
Testmanager WFM £0.00 0.00 / 40.00 hrs Max 40.00 hrs Non-Scheduled Manager Full	All day	All day	All day	All day	All day	All day	All day
Test Natalie £0.00 46.50 / 39.00 hrs Max 39.00 hrs Non-Scheduled Colleague Keyholder	09:00 > 17:00 7h 30m 30m Unpaid Basic 09:00 > 17:00 On Shift	08:30 > 16:45 7h 45m 30m Unpaid Basic	09:00 > 18:00 8h 1h Unpaid Basic	09:00 > 18:00 8h 1h Unpaid Basic	09:00 > 17:00 7h 30m 30m Unpaid Basic	09:00 > 17:15 7h 45m 30m Unpaid Basic 09:00 > 17:15 On Shift	

Additional hours showing as basic

Friday will then show as overtime on the timesheet

	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23	Sat 24
DAILY TOTALS	Scheduled 30:45 hrs Worked 30:45 hrs	Scheduled 31:00 hrs Worked 31:00 hrs	Scheduled 31:00 hrs Worked 31:00 hrs	Scheduled 30:00 hrs Worked 30:00 hrs	Scheduled 30:15 hrs Worked 30:15 hrs	Scheduled Worked
Testmanager WFM Non-Scheduled Manager ID: 8TN6seYc-02-XPS1 ETusgw Type: Hourly						
Test Natalie Non-Scheduled Colleague ID: WnDPKTC_20SnDkK OZAiB3Q Type: Hourly	08:30-16:45 30m 7:45 hrs Basic	09:00-18:00 60m 8:00 hrs Basic	09:00-18:00 60m 8:00 hrs Basic	09:00-17:00 30m 7:30 hrs Basic	09:00-17:15 30m 0:15 hrs Basic 7:30 hrs OT1.0	

Doing good together

You can only move TOIL if it is a current or past shift within the week, future shifts on the timesheets are read only. You can move the shift to TOIL on the scheduler also, you must ensure you are only moving overtime hours to TOIL else this will be overwritten by the system.

To move overtime hours to TOIL accrual on the timesheets, click into the shift to open the shift window

Scroll down and you will see the talk drop down, select TOIL accrual from the drop down

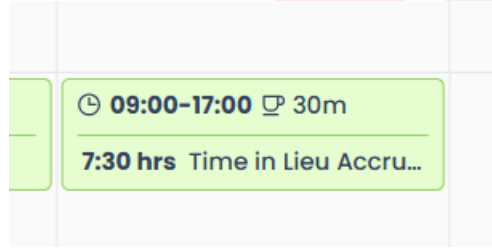
The screenshot shows the 'Timesheet details' window. At the top, it displays 'Scheduled 09:00 - 17:00' and '30m' with a total of '7:30 hrs'. Below this, there are radio buttons for 'Shift' (selected) and 'Leave'. A 'Location' dropdown is set to 'TESTWFM1'. A table compares 'SCHEDULED', 'CLOCKED', and 'TIMESHEET' data for 'SHIFT START', 'BREAK DURATION', and 'SHIFT END'. At the bottom, a 'Tasks' section shows a dropdown menu with 'TOIL Accrual' selected and highlighted by a red box. Other options include 'On Shift', 'CSA to DM', and 'Special Hourly Rate'.

Then click approve

This screenshot shows the 'Tasks' section of the interface. It includes a dropdown menu with 'TOIL Accrual' selected, a 'Reset to scheduled time' button, and time input fields for '09:00' and '17:15'. Below the tasks, there is a 'Comments (0)' section and a row of action buttons: 'Approve' (highlighted with a red box), 'Save', 'Delete', and 'Close'.

Doing good together

The shift should now display the Time in Lieu Accrual code on the timesheet



To move half / partial shift to TOIL, click add task and select TOIL accrual. The task on shift will relate to the period within the shift to be paid, amend the times accordingly.

	SCHEDULED	CLOCKED	TIMESHEET
SHIFT START	09:00	-	09:00
BREAK DURATION	-	-	30 m
SHIFT END	17:00	-	17:00

Tasks Reset to scheduled time ↺

<input type="radio"/> On Shift	09:00	12:00	✕
<input type="radio"/> TOIL Accrual	12:00	17:00	✕
+ Add task			

Moving Overtime to TOIL for future shifts

To move the overtime to TOIL on the scheduler, click into the shift this must be the shift in which the hours worked for the week will take the colleague over their contracted hours. (this will show within the timesheet if you are unsure)
Change the active task in the drop down to TOIL accrual

Location: TESTWFM 2

Active tasks ⓘ 24 hour view off

On Shift (dropdown) 09:00 - 17:00

- On Shift
- CSA to DM
- Special Hourly Rate
- TOIL Accrual

OTL.0 (dropdown) 7 hrs 30 m

+ Add payroll code

Short code

Click save.
This will move the full shift to TOIL.

To move partial hours, click add task

Location: TESTWFM 2

Active tasks ⓘ 24 hour view off

On Shift (dropdown) 09:00 - 17:00

+ Add task

And select TOIL accrual.



Doing good together

Location TESTWFM 2

Active tasks (i) 24 hour view off

On Shift	09:00 - 17:00	X
TOIL Accrual	17:00 - 18:00	X

+ Add task

Paid break 0 mins

Unpaid break 30 mins

Payroll codes (i)

OT1.0 8 hrs 30 m

+ Add payroll code

Short code

Shift name

Save Delete Paid shift length: 8h 30m

Change start time and end as necessary, click save.