

# Paying Overtime on Biweekly Employees in Banner

Your current Institution is OSU

## Employee Details

Select Next or Previous to access another employee.

**Time transaction successfully submitted.**

**Employee ID and Name:** A11720136 Debra L Higgins  
**Title:** 639279-00 ADV ADMIN SUPP STAFF  
**Department and Description:** X 100436 Payroll Services  
**Transaction Status:** Pending

[Clock Time Adjusted Comments](#) | [Routing Queue](#) | [Account Distribution](#)

After the timesheet has been submitted for approval, click on the **Change Record** button.

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## Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

### Time Sheet

**Name:** Debra L Higgins  
**Title and Number:** ADV ADMIN SUPP STAFF -- 639279-00  
**Department and Number:** Payroll Services -- 100436  
**Time Sheet Period:** Aug 28, 2016 to Sep 10, 2016  
**Submit By Date:** Sep 13, 2016 by 03:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 28, 2016	Monday Aug 29, 2016	Tuesday Aug 30, 2016	Wednesday Aug 31, 2016	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016
<input checked="" type="checkbox"/>	Regular Hourly Pay	1	0	91.5		Enter Hours	8.75	11.75	11.25	12	13.75	5.75
	Compensatory Leave Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Family Medical Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Pay Overtime Indicator	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
	<b>Total Hours:</b>			91.5	0	0	8.75	11.75	11.25	12	13.75	5.75
	<b>Total Units:</b>				0	0	0	0	0	0	0	0

Then click on the **Enter Units** selection for the first day worked in the first week.

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## Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

### Time Sheet

**Name:** Debra L Higgins  
**Title and Number:** ADV ADMIN SUPP STAFF -- 639279-00  
**Department and Number:** Payroll Services -- 100436  
**Time Sheet Period:** Aug 28, 2016 to Sep 10, 2016  
**Submit By Date:** Sep 13, 2016 by 03:00 PM

**Earning:** Pay Overtime Indicator  
**Date:** Aug 30, 2016  
**Shift:** 1  
**Units:** 1

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 28, 2016	Monday Aug 29, 2016	Tuesday Aug 30, 2016	Wednesday Aug 31, 2016	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016
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Enter 1 in the units box and click on the **Save** button. Repeat on the first day of the following week.