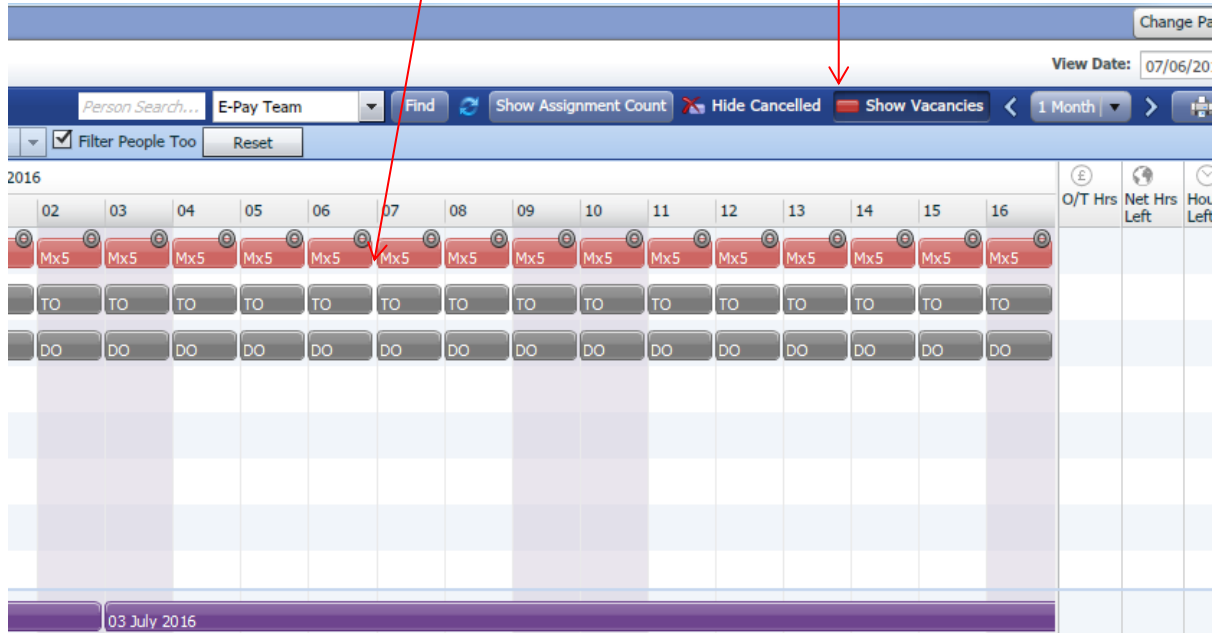


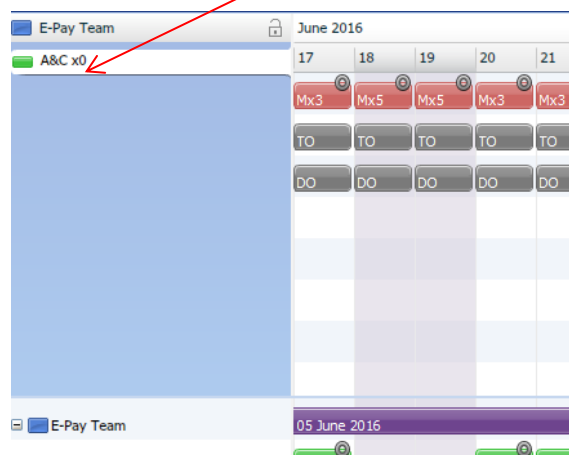
How to add additional/overtime hours for staff

If the overtime is done on a day not normally worked

- 1) In the Roster, select your team and in the top right corner the box 'Show Vacancies' should be selected if there are no any duties showing, this will show all available duties.



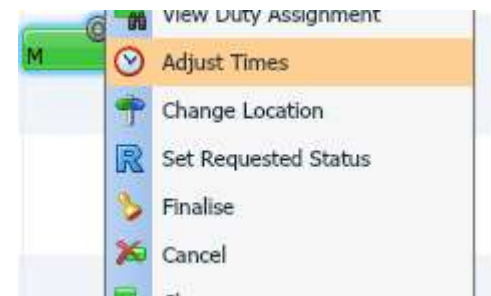
- 2) Select a vacant duty ensuring it is from the correct date at the top, drag and drop onto the matching day for the staff you are adding it in for. Please ensure the duty is selected from the correct unit in the top left corner:



This will add an extra duty into the roster for you to now follow the below steps 2,3,4 & 5.

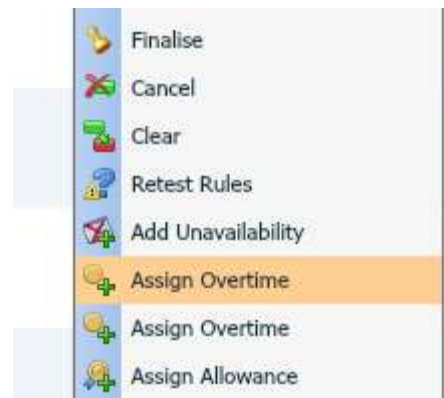
If the overtime is done on a day normally worked:

- 1)** Right click on the shift you need to add in overtime to and 'adjust times':

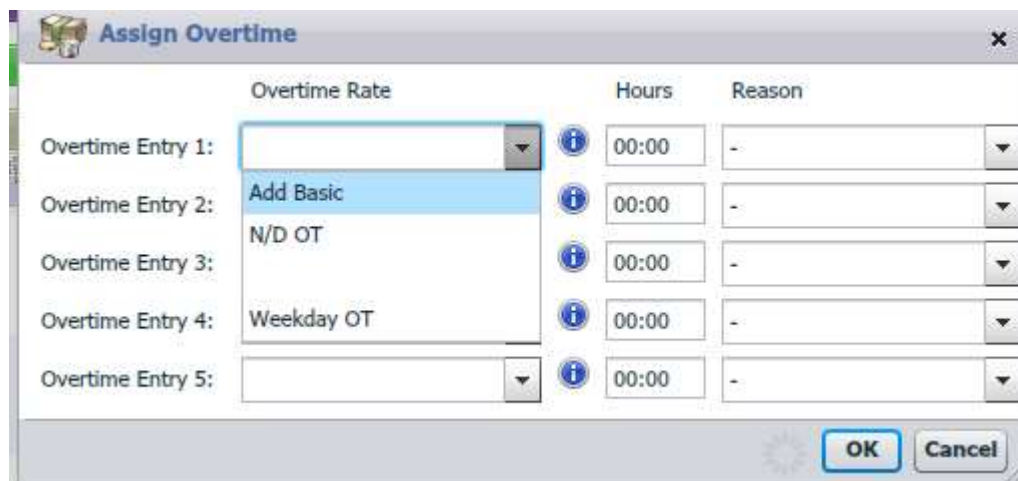


- 2)** You can then adjust the times worked to reflect the overtime hours. Then press OK.

- 3)** Again, right click on the shift and select Assign Overtime.



- 4)** You will then see the following box: Select the correct rate for the payment i.e. anything up to 37.5 hours a week for AfC staff is paid at basic, anything over is overtime. Weekends are also paid at a different rate which will show if you are trying to enter onto a weekend duty.



- 5)** You will then see a coin appear on the duty, this indicates the extra payment is due.

