RIAS, View OT Reports – Instructions for Approvers, Time Keepers and Other Department Time and Labor Administrators

In addition to providing departments with the ability to view and approve Overtime (OT) for eligible Non-Exempt (NE) employees via timesheets, the RIAS system also includes functionality to generate and view reports for OT. Reports can be generated at the department level or at the employee level. These capabilities provide departments and the University with a mechanism to track and monitor OT to ensure compliance with federal, state and university regulations.

Background:
Departments should view and monitor OT reports on a routine basis to help manage resources and budgets. Per Policy 60.3.14, Overtime for Regularly Appointed Staff, all unused Compensatory Time (CT) is paid out to eligible NE employees as OT at the end of the fiscal year. For additional information please visit:  http://uhr.rutgers.edu/otct

System Guidelines:

System Icons – The following icons are available to assist you with entering information:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Look up or search for a value." /></td>
<td>Look up or search for a value.</td>
</tr>
<tr>
<td><img src="image" alt="Select a value from a drop-down list." /></td>
<td>Select a value from a drop-down list.</td>
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</tbody>
</table>

System Messages – You should read all system messages presented while entering data because the content of the messages helps ensure successful completion of entries and submissions.

Step-by-Step Instructions to Generate and View OT Reports:

Navigation:
Manager Self Service > Rutgers Reports > Time and Labor

Step 1: Click on the “Department Overtime Report” link.
Step 2: Enter your department number into the “Department” field or an individual employee’s ID number into the “Empl ID” field, then click on the “Search” button.

Step 3: Reports include “Payable Amount” information by employee.

If you entered your department number, the report will include OT data for employees in your department. Data may appear on screen for one employee at a time. If so, use the “Next in List” and “Previous in List” buttons to view data for each employee in the report. If data appears for multiple employees at a time, then click on an employee’s name to see data just for that individual.

If you entered an employee ID number, the report will include data for that particular employee only.

Note: Departments should generate and review reports frequently – quarterly at a minimum.