Subject	Bulletin No.
Reporting of Lost Time and Overtime in the Same Work Week	P-623

	Date
	July 25, 1989

Effective immediately reporting for full-time employees having lost time and overtime during the same work week is changed.

A new code — OT ST TIME — has been established to report the number of hours of overtime, paid at the straight time rate, to bring the employees paid hours to 37½ or 40 for the week.

Reporting requirements are as follows:

Group 3
Class B

Complete blocks 01 through 06 and the following:
#07	Transaction Code	— enter OT ST TIME
23	Gross (Add)	
24	Normal (Deduct)	— if applicable
49	Misc Block A	— enter beginning date
50	Misc Block B	— enter ending date
51	Misc Block C	— enter the OT ST TIME in days or decimal part of a day
52	Misc Block D	— enter amount of OT ST TIME payment

The calculation for OT ST TIME is as follows:

Multiply annual salary plus additional salary factors (excluding pre-shift pay and premium overtime) times the biweekly factor times .10 to get the daily rate. The daily rate is multiplied by the number of days or decimal parts of a day in Block 51 to equal the OT ST TIME in Block 52.

NOTE
An employee who has partial inconvenience and was assigned to that shift when overtime was rendered is entitled to have inconvenience pay included as part of the total annual salary. This must be noted in the REMARKS section.

Example:
For an employee who works a 37½ hour work week, who in the same
work week has 1 day lost time and 12 hours of overtime, the PR-75
would report 1 day (7½ hrs) of LT, 1 day (7½ hrs) of OT ST TIME
and 2 hours of overtime. The remaining 2½ hours are non comp overtime.

Salary Register - Check Stub

The code to identify OT ST TIME will be OTS. This will appear on the
salary register in the column for miscellaneous adjustments. The total amount
paid each period will be on the total page of the salary register. The amount on
the check stub will also be identified as OTS.