
GMS Update to Overtime Calculation

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Fri, Oct 24, 2014 at 1:41 PM



Dear Timekeepers, Department Administrators, HR Contacts, HR Partners, Academic HR Partners, Finance Partners and CFOs,

As of the Monday, October 27th pay period we will update how overtime is calculated in GMS for employees with multiple positions. Overtime will no longer be charged to the Primary position only. Overtime will now be evaluated daily and will be charged to the position where the overtime is worked.

The new calculation process is as follows:

- If only one position was worked when overtime is incurred, the department of that position is charged the overtime.
- If both positions are worked on a day when overtime is incurred, the primary position will be charged, since the system does not know which position was first.

This change will also improve how overtime is reflected on timesheets and employee payslips.

- On the Timesheet there will be a new total column in the upper-right hand corner for overtime hours displaying the total amount of overtime worked per week.
- On the Pay slip the overtime rate will now display as one and one half times the employee's regular rate of pay in the Rate column of the Earnings section, making the overtime rate paid more transparent to employees.

PLEASE NOTE:

- **From Monday, October 27th at 1:00 PM until Tuesday, October 28th at 11:59 PM ALL timesheets will be locked and hourly employees will not be able to enter any time while we make the calculation changes in GMS.**
- **The new display of overtime hours and rates on timesheets and pay slips will appear on Wednesday, October 29th.**
- **This calculation change will require the No Retro Prior To Date for all HOURLY employees to be set for October 27, 2014. As a result, all timesheets and payroll changes with an effective date before October 27, 2014 will have to be submitted through a GPF.**

If it is necessary to reallocate overtime charges for an employee, the Payroll Accounting Adjustment process should be followed. To learn more about this process, please refer to the [Payroll Accounting Adjustment Quick Reference Guide](#) located on the Financial Affairs website, under the [Forms section](#).

As always, if you have any GMS questions, please contact the Service Center by emailing help@georgetown.edu or calling **(202) 687-4949**.

Sincerely,

Claudette Richardson
Director of Payroll Services

Charles DeSantis
AVP, Benefits, Payroll and Wellness
Chief Benefits Officer