

OT INDICATOR FOR KRONOS EPAR SUBMISSION GUIDE
(Previously OT Indicator for TimeLink)

Overview/Tips

If an update to the FTE OT Ind is needed, this type of EPAR must be submitted to the HR Service Center.

IT9105 – FTE OT Ind – is used to determine entitlement for overtime (OT) rules.

EPAR Form

The screenshot shows the E-PAR form interface. At the top, it says "Commonwealth of PA E-PAR". The form is divided into two columns. The left column has a "Position Action:*" dropdown menu with options: "Change Supervisor Position", "Create a Position", "Delimit a Position", "Fill a Vacant Position", "Reclassify/Reallocate a Filled Position", "Reclassify/Reallocate a Vacant Position", "Update Roles", and "Other - Please Explain" (highlighted in blue with a red box and a '1' next to it). Below this is an "Other/Please Explain:" dropdown menu with "OT Indicator for TimeLink" selected (highlighted in red with a '2' next to it). Below that is a text input field for "Position Number:" containing "50535963" (highlighted in red with a '3' next to it). The right column has an "Employee Action:*" dropdown menu with options: "Separation", "Working Out of Class", and "Other - Please Explain". Below this is another "Other/Please Explain:" dropdown menu with "Select One" selected. Below that is a text input field for "Personnel Number:". At the bottom right is a "Submit" button. A note at the bottom of the form reads: "*To deselect an action, hold down the Ctrl key and click the action."

1 Under Position Action, Select Other - Please Explain.

2 Under Other/Please Explain, select OT Indicator for TimeLink.

3 Enter the Position Number and click Submit.

Commonwealth of PA **E-PAR**

OT Indicator for TimeLink

PAR ID: **OT Indicator for TimeLink - 00210783 - Yth Dvpt Aide - 50535963**

Name: J Na

Start Dt: **1** End Dt:

Pers No: 00743768 Pos No: 50535963 Pay Area: Z2

Org: 00210783 - HS Bur Juv Jus Svcs Estm Rgn

Job: 41790 - Youth Development Aide

Emp Grp: P Emp Sub Grp: F8 Pers Subarea: AN11

Earl RA Dt:

Description:* **2**

*Indicates a Required Field

Status: **Requester**

Submit to: **3**

Your email: [Attach Documents](#)

Spw/Mgr email:

HR email:

1 Enter effective date in which requested changes should be made.

2 Include a description of all requested updates.

If the FTE OT Indicator is:

- **Blank:** The BU and FLSA determine attendance eligibility and pay calculation.
- **1 - Over 40:** The OT rules fall in the Over "40" group but the FLSA & BU eligibility criteria defined in the FLSA document does not match with the FLSA & BU for the employee
- **2 - 8/80:** The position is 8 hours a day and 80 hours a pay period
- **3 - Friday Weekend:** The FLSA & BU are used to determine OT eligibility in calculation and follow the FRI/SAT weekend definition for time and one-quarter.
- **4 - 8/80 + Fri Wknd:** The position is 8/80 and follows the Fri/Sat weekend definition for time and one-quarter.

3 Choose appropriate option based on your agency's chain of approval and click submit.

References

[Time Alert 2011-05: Updates to the FTE Indicator via PO13 \(DMVA, PGCB, DHS and DOC\) FTE Alerts](#)