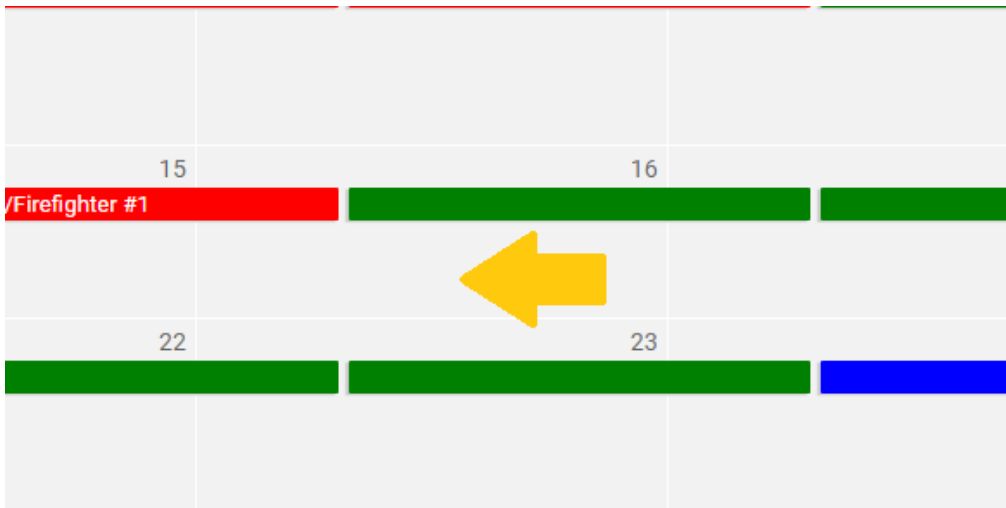


HOW TO VIEW TOTAL OT HOURS LIST

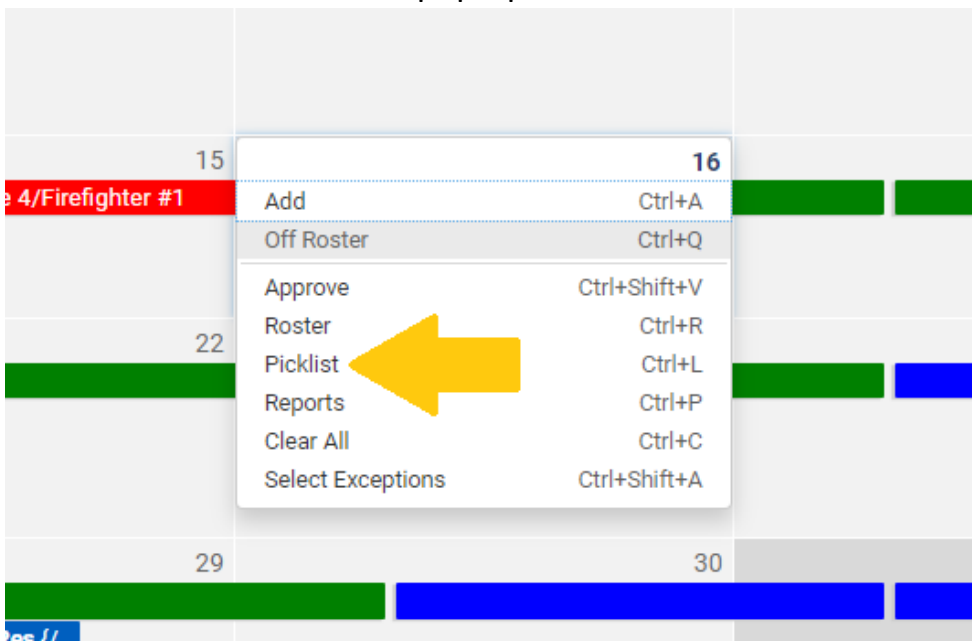
1. Click on "Calendar" from top menu



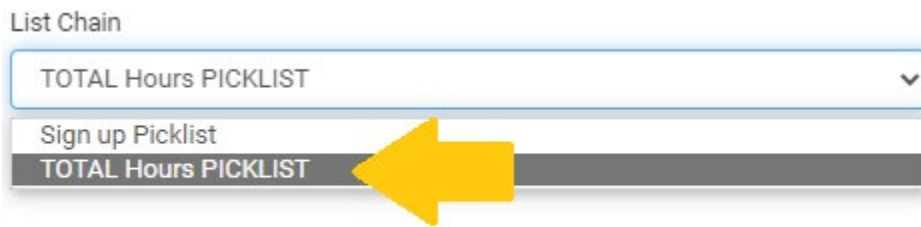
2. Click on the date you would like to view



3. Click on "Picklist" from the pop-up menu



4. Select "Total hour PICKLIST" from the list chain dropdown menu



5. List will show everyone sorted by total counted hours.

- a. If multiple people have the same hours, they are then sorted by badge number (seniority)
- b. If someone has signed up for a shift on the date that is being viewed, there will be a green "X" next to their name

52		Fitzgerald, Ryle (ED/S)
53		Quadt, Joey J. (S/T)
54	⊗	(AC/HR/S)
55		Bartlett, Alex (S)
56		Pickerrell, James R. (ED/HR/S/U)