

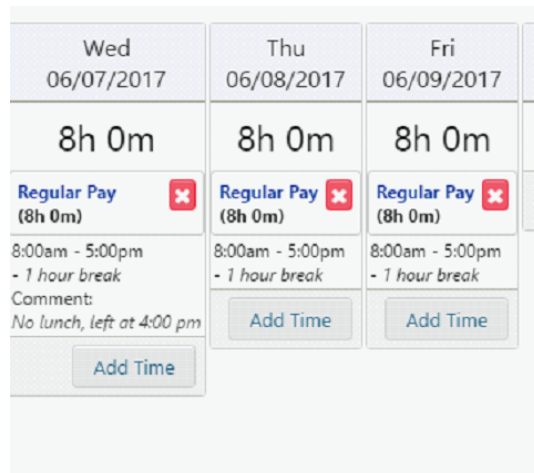
Recording overtime on weekly timesheets

Overtime hours are calculated on both a daily and weekly basis. To provide complete visibility for supervisors of the total hours worked during a weekly pay period, contractors will record both regular and overtime hours on the timesheet. To record overtime, simply calculate the hours worked outside your regular shift and enter the hours on the corresponding day under the **overtime** pay type.

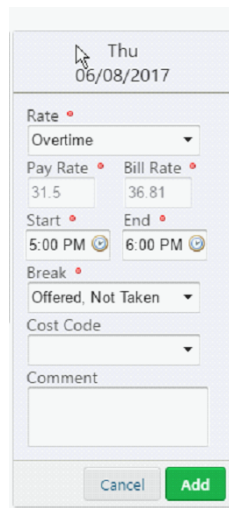
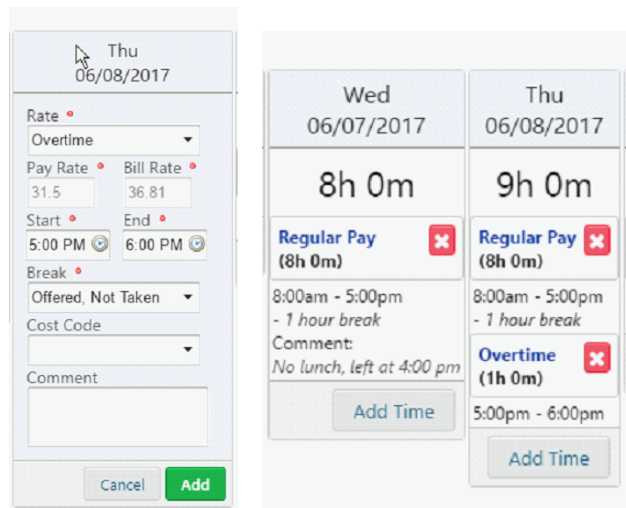
Here's how easy it is.

1. Log in with your username and password at mybowen.ca. Missing this information? Contact your BOWEN representative.

2. On your timesheet, capture hours worked in your standard shift rotation using the **regular** pay type. For example, if you work a 8 hour shift, enter 8 hours under the **regular** pay type for that day.



3. On each day where the hours worked exceed your regular schedule, hours are recorded in both the **regular** and **overtime** pay types. For example, if you normally work a 8 hour shift, but instead you worked 9 hours, you would record 8 hours under the **regular** pay type and 1 hour under the **overtime** pay type.



4. Once you've recorded all of your time (and any expenses or allowances, if applicable) and have reviewed your timesheet for accuracy, click **submit**.