

# TOPIC B

## Enter Overtime Work

In the previous topic, you entered task progress information. As tasks progress, it may be necessary for employees to work overtime, and the project plan should be updated to reflect this. In this topic, you will enter overtime work.

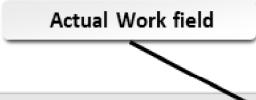
### Actual Work

In addition to tracking the progress of tasks as a percentage and recording the actual start and finish dates, you can track the actual work performed on a task. **Actual work** refers to the amount of work that has already been completed by resources assigned to tasks. For example, a resource working part-time on a task may complete 20 hours of work on that task during the status week. Project uses actual work to calculate the real costs of the task.

### The Actual Work Field

The **Actual Work field** tracks all the work completed to date for a task by the assigned resources. You can add the **Actual Work** field to a task or resource sheet so that you can review and compare actual work values against baseline work values. You can also use the field to filter a task or resource sheet, or to manually enter actual work information. If you enter a value in a task's **Actual Work** field, Project divides the value among the resources assigned to that task.

Like all fields in Project, you can add the **Actual Work** field either at the right end of the **Task Entry** table, or you can right-click any field, select **Add New Column**, and then select the appropriate field. It will be placed to the left of the field you selected.

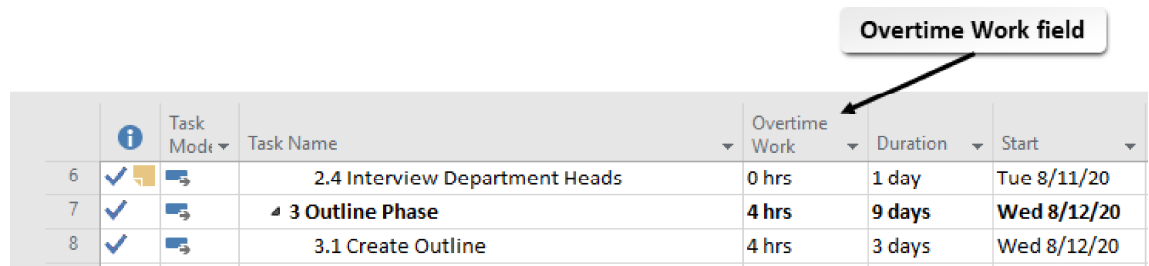


Task Name	Duration	Start	Finish	Predecessors	Resource Names	Actual Work
2 Research Phase	7 days	Mon 8/3/20	Tue 8/11/20			64 hrs
2.1 Review Existing HR Manual	1 day	Mon 8/3/20	Mon 8/3/20	1	Project Manager	8 hrs
2.2 Review Common Industry Practices	1 day	Wed 8/5/20	Wed 8/5/20	3	HR Manager,Pro	16 hrs
2.3 Review Government Regulations	2 days	Wed 8/5/20	Thu 8/6/20	4SS	Attorney 1,Attor	40 hrs
2.4 Interview Department Heads	1 day	Tue 8/11/20	Tue 8/11/20	5FS+2 days,4	Customer Servic	0 hrs

Figure 1-6: You can add the Actual Work field to the Task Entry table.

### Overtime Work

**Overtime work** is work scheduled to take place beyond the regular working hours of a resource. Assigning overtime to a resource does not change the original amount of work on the task and does not necessarily affect the duration; it merely allots some of the total hours assigned for the task completion as overtime work. It is recorded separately for each task. When you enter overtime work for a resource, the cost for that portion of the work is calculated based on the overtime rate for the resource.



	Task Modt	Task Name	Overtime Work	Duration	Start
6	✓	2.4 Interview Department Heads	0 hrs	1 day	Tue 8/11/20
7	✓	3 Outline Phase	4 hrs	9 days	Wed 8/12/20
8	✓	3.1 Create Outline	4 hrs	3 days	Wed 8/12/20

Figure 1-7: The Overtime Work field in a project plan.

## The Work Table

The **Work** table contains the work fields that you need to update to reflect work completed on task assignments. You can use this table to update **Actual Work** and **Remaining Work**. You can also add the **Overtime Work** field to this table.

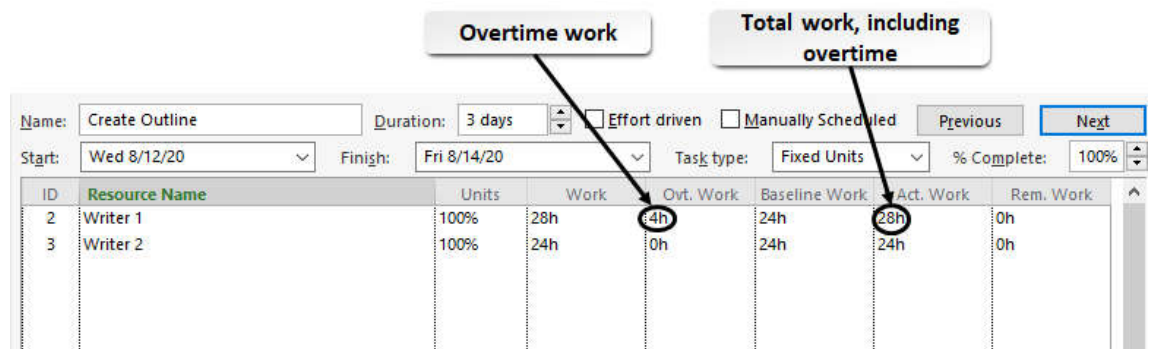
	Task Name	Work	Baseline	Variance	Actual	Remaining	% W. Comp.
0	My HR Manual Update	744 hrs	752 hrs	-8 hrs	64 hrs	680 hrs	9%
1	1 Begin Project	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0%
2	2 Research Phase	96 hrs	104 hrs	-8 hrs	64 hrs	32 hrs	67%
3	2.1 Review Existing HR Manual	8 hrs	8 hrs	0 hrs	8 hrs	0 hrs	100%
4	2.2 Review Common Industry Practices	16 hrs	16 hrs	0 hrs	16 hrs	0 hrs	100%
5	2.3 Review Government Regulations	40 hrs	48 hrs	-8 hrs	40 hrs	0 hrs	100%
6	2.4 Interview Department Heads	32 hrs	32 hrs	0 hrs	0 hrs	32 hrs	0%

Figure 1-8: Update work fields in the Work table.

## The Task Form View

The **Task Form** view is a convenient view for entering overtime work into a project plan. When a task is selected in the **Task Entry** table, the default **Task Form** view shows the task's **Resource Names** and **Predecessor Names**. To enter overtime work, the layout of the view must be changed by right-clicking anywhere in the view and selecting **Work** from the list of options.

Enter the total number of hours in the **Act. Work** field, including overtime. In the figure, the Create Outline task was scheduled to be completed in three days. Writer 1 worked four hours of overtime and 24 hours of regular time during the three days, so the actual work was recorded as 28 hours. Writer 2 did not work any overtime, and their actual work was recorded as 24 hours.



ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
2	Writer 1	100%	28h	4h	24h	28h	0h
3	Writer 2	100%	24h	0h	24h	24h	0h

Figure 1-9: The Task Form view can be used to enter overtime work.

## The Task Usage View

By default, Project evenly distributes the overtime hours over each day of a multi-day task. In this situation, you will use the **Task Usage** view to reassign the overtime to the day when it was actually worked. You can add the **Actual Work** and **Actual Overtime Work** fields to the table (they are not there by default) if you wish, although this is not required.

The first figure shows the **Task Usage** view before the work was reassigned to the correct day, and the second figure shows the reassignment.

### Overtime as assigned by Project

Task Mode	Task Name	Budget Cost	Actual Overtime Work	Actual Work	Work	Details	M	T	W	T	F
7	Outline Phase		4 hrs	28 hrs	140 hrs	Work			17.33h	17.33h	17.33h
8	Create Outline		4 hrs	28 hrs	52 hrs	Work			17.33h	17.33h	17.33h
	Writer 1		4 hrs	28 hrs	28 hrs	Work			9.33h	9.33h	9.33h
	Writer 2		0 hrs	0 hrs	24 hrs	Work			8h	8h	8h

Figure 1-10: Overtime is evenly distributed over a multi-day task.

### Overtime after redistribution

Task Name	Budget Cost	Actual Overtime Work	Actual Work	Work	Details	W	T	F
7	Outline Phase	4 hrs	52 hrs	140 hrs	Work	16h	16h	20h
8	Create Outline	4 hrs	52 hrs	52 hrs	Work	16h	16h	20h
	Writer 1	4 hrs	28 hrs	28 hrs	Work	8h	8h	12h
	Writer 2	0 hrs	24 hrs	24 hrs	Work	8h	8h	8h

Figure 1-11: The Task Usage view can be used to redistribute overtime work.

The **Indicators** field displays a graphical symbol on the row with the resource who worked overtime. When you hover over it, **This assignment has been edited** appears as a screen tip to denote that the standard calendar has been modified for the resource and task at issue.

	Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Enter Overtime Work.
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# ACTIVITY 1–2

## Entering Overtime Work

### Before You Begin

The My HR Manual Update.mpp project plan file is open.

### Scenario

Your project team has completed week 2, and it is time to update the plan again. During this week, the remaining subtask in the Research Phase was completed in one day as planned. The first subtask in the Outline Phase, the creation of the HR Manual outline, was also completed.

One of the writers working on the outline encountered a problem, and she had to work overtime on the last day of the task to complete it on time. You need to account for this overtime in the plan because even though the duration of the task was not affected, the amount of work increased due to the overtime. The cost of the task also went up, because the writer was paid at her overtime labor rate for the extra hours she worked on the outline. Writer 2 completed his work in the allotted time.

1. Right-click the left edge of the screen and select **Gantt Chart**.
2. Set the status date to **August 14, 2020**.
  - a) Select **Project→Status Date**.
  - b) In the **Status Date** dialog box, in the **Select Date** field, enter **8/14/2020**, and then select **OK**. Verify that the **Status Date** value is **8/14/20**.
3. Mark the **Interview Department Heads** task as complete.
  - a) In the **Task Entry** table, select Task 2.4 **Interview Department Heads**.
  - b) Select **Task→100%**.



**Note:** This is another way to update a task's completion status in multiples of 25 percent.

4. Update the **Create Outline** task.
  - a) Select Task 3.1 **Create Outline**.
  - b) Select **View→Other Views**.
  - c) Select **More Views→Task Form**, then select **Apply**.
  - d) Right-click the body of the table and select **Work** to change the table columns to reflect work entries.
  - e) In the **Writer 1** row, enter **4h** for **Ovt. Work** and **28h** for **Act. Work**.
  - f) In the **Writer 2** row, enter **24h** for **Act. Work**.  
Verify that **Writer 1** completed 4 hrs of overtime work and 28 hrs of actual work, and **Writer 2** completed 24 hrs of actual work.
  - g) Select **OK**.
5. Redistribute the overtime for Writer 1 to show overtime for the third day of the task.
  - a) Select **View→Task Usage**.
  - b) If necessary, scroll to the **Create Outline** task and select the **Writer 1** resource name.
  - c) Select **Task→Scroll to Task** to move the timesheet portion of the view to display the week of August 10, when the task was to have been completed.

d) In the timesheet portion of the view, enter the following values into the cells for Wednesday, Thursday, and Friday: **8hr**, **8hr**, and **12 hr** (the latter to represent the overtime on Friday).

6. Select **View→Gantt Chart**.

7. Verify that **2.4 Interview Department Heads** and **3.1 Create Outline** have check marks in the **Indicators** column.

8. Save the file and leave it open.

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