



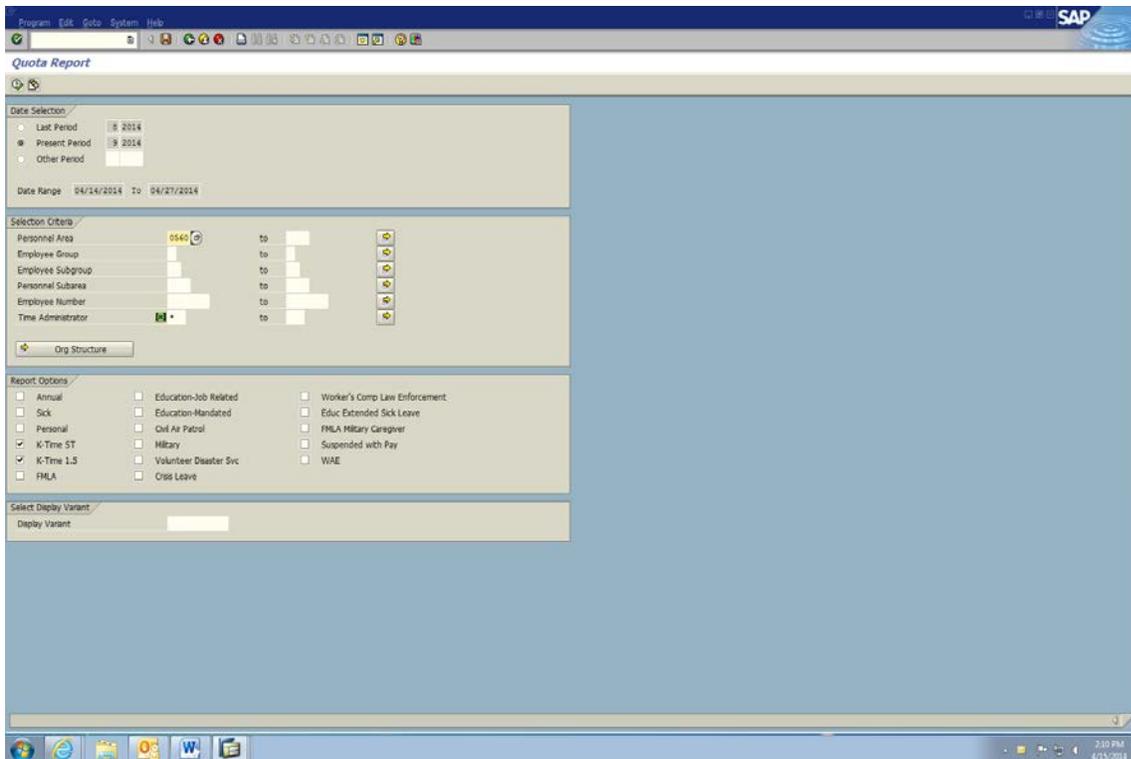
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Overtime Reporting Instructions

1. Use the [ZT06 Quota Report](#) to get accurate Straight K-Time and 1.5 K-Time balances. Enter a “*” in the Time Administrator box to run for all Time Groups. Use the amount indicated in the “Available Balance” column, which takes into account any current and future absence hours, to see the accurate K-Time balance for each employee.



2. Use the [ZT12 Leave Compensation/Reduction Report](#) following any payment/reduction of K-Time quota balances. In the “Compensation Method” box, enter “LK” and “LL” options to get K-Time ST and K-Time 1.5 amounts that were paid/reduced.

