

## Instructions to add Overtime and Shift Earnings Codes to DBT Position Pool records

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For each pair of blank rows insert the appropriate Overtime and Shift Earnings Code

- a. Enter Earnings Code by typing it or using the lookup icon

FWS Earnings Code	Description	Overtime Code	Shift Code
ARW	America Reads	ARO	AR5
CSW	Community Service	CSO	CS5
CWS	General FWS	FWO	FS5

- b. Tab to Sequence Number and enter 1
- c. Tab through Funding End Date field and through the Fiscal Year Budget Amount field
- d. Tab into the Distribution % box and enter the same number as the row you are patterning after (e.g. 100)