

# Overview Tab - Overtime Dashboard



## Process Owner

Shannon Temples

Finance Manager

## General Description

The Overview tab displays general indicators based on the data available. This data includes Total Hours, Total Regular Hours, Total Overtime Hours, Average % Overtime, and Vacation Hours. Several Graphs display indicators for these KPIs.

## General Comments

Data are updated in country specific files by the 6th of each month by the contacts named above. The google sheets are as follows - beware to not change the structure:

- [China Data](#)
- [UK Data](#)
- [USA Data](#)
- [Germany Data](#)

The files are comprised of the raw data as well as a country specific list of cost centers that are considered "direct" and by opposition the cost centers not in the list are considered "indirect".

Site Controllers are responsible for providing the relevant cost centers to be added to the "direct" cost center list.

## Target Users

- Site Managers
- Productions Area Leaders
- HR Managers
- Controllers
- Finance
- Business Leaders

## Authorization & Rights

Authorization rights : whole perimeter

[Access form](#)

## Period of Analysis

Monthly, Updated on the 7th of each month.

## Specifications:

To see specifications for this dashboard, use the following link:

[Composite Materials Overtime Dashboard Specifications:](#)