

OT Data Automation

Introduction

While transitioning between campaigns, I was temporarily assigned to a high-demand process with significant overtime (OT) activity. Every month, one of the team leaders was responsible for consolidating OT data of all agents and submitting it in a specific format to the payroll team. This was a repetitive, manual task consuming a considerable amount of time.

Business requirements

The payroll team required the OT data to be formatted as follows:

- The base OT hours were provided in decimal format and needed to be converted to **HH:MM** time format.
- No individual OT entry could exceed **4 hours per day**.
- Entries were to be broken down in **multiples of 4 hours**, with the final entry containing the remaining time.
- OT entries were restricted to **working days only (Monday to Friday)**.
- The processed file needed to include **agent details**, their **team alignment**, and associated **process name**.

The Challenge

On average:

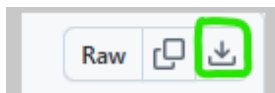
- Each agent logged about **25–30 hours** of OT monthly.
- There were approximately **65 agents**, resulting in nearly **450–500 OT entries** to be generated.
- The manual preparation of the file took up to **2 hours** each month, consuming **25% of a leader's productive day** for just one task.

The Solution

I built an Excel VBA automation that **reduced the OT data preparation time** from **2 hours to under 5 minutes**, improving efficiency by **over 95%** while ensuring accuracy and **eliminating manual errors**.

Download Instructions

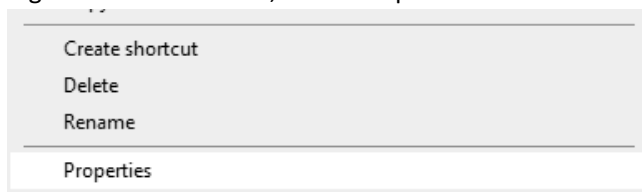
Go to [Source](#) folder, click on “OT Data Automation.xlsm” file, click on download icon on right of the page.



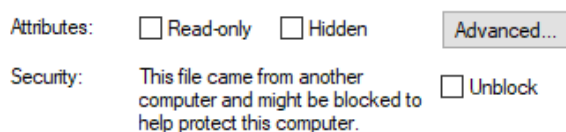
*Note: Since this is a macro-based file, by default your system will apply a security block when you download and use it for the first time. Don't worry though, you just need to **Unblock** that security block and **Enable Content***

Here are the steps:

1. Right click on file name, select Properties



2. Look for Security info at the bottom, check on Unblock



3. Click on Enable Content

