Time Tracking | Request Overtime | Employee

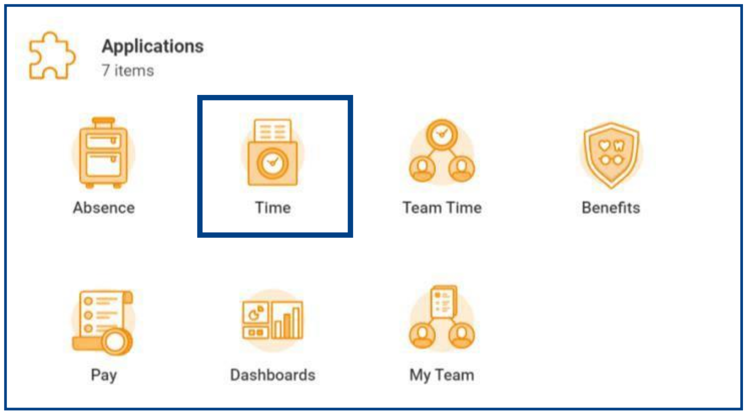
Request Overtime

Employees must request and gain approval for overtime before they receive credit for those hours. Employees will receive credit for overtime worked up to the number of approved overtime hours for a day. Overtime should be submitted by you and approved by your manager.

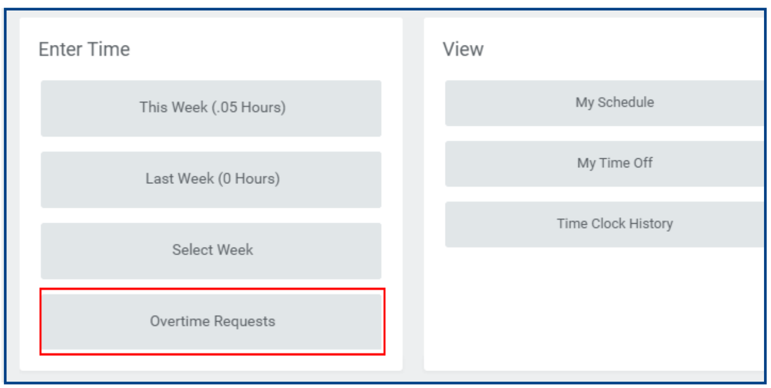
REQUEST OVERTIME

To request overtime:

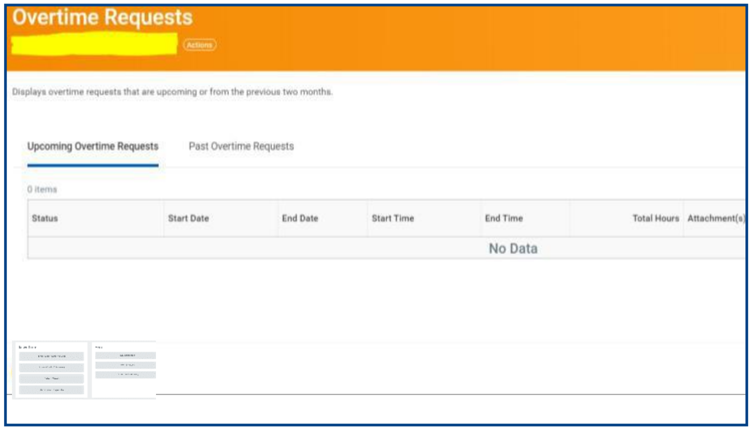
1. As an employee, click on time application worklet.



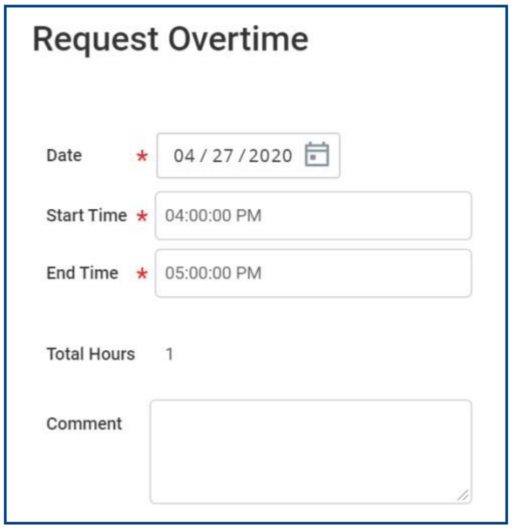
2. Select overtime request.



3. Click **New Request**.



4. Enter the date and times of the overtime being requested.



5. Click **Submit** at the bottom of the screen to send the request to the manager.
6. Click **Done**.

VIEW OVERTIME REQUEST

7. View the overtime request in the upcoming or past overtime requests tabs

Upcoming Overtime Requests Past Overtime Requests

1 item

Status	Start Date	End Date	Start Time	End Time	Total Hours	Attachment(s)	Details		
Submitted	04/28/2020	04/28/2020	4:00 PM EDT	5:00 PM EDT	1			Edit	Delete

EDIT or DELETE OVERTIME REQUEST

8. Navigate to the **Time** worklet and select **Overtime Requests**.

9. Locate the overtime request using the upcoming or past overtime requests tabs

10. Click **Edit** to change the details of the request or **Delete** to discard the overtime request.

Upcoming Overtime Requests Past Overtime Requests

1 item

Status	Start Date	End Date	Start Time	End Time	Total Hours	Attachment(s)	Details		
Submitted	04/28/2020	04/28/2020	4:00 PM EDT	5:00 PM EDT	1			Edit	Delete

11. If necessary, make required changes.

12. Click **Submit**.

13. Click **Done**.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner.