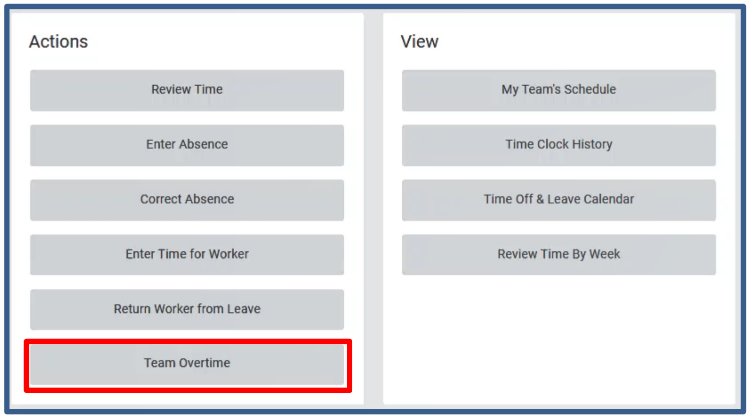
Managers can submit overtime request for employees that report to them. Employees will receive credit for overtime worked up to the number of approved overtime hours for a day.

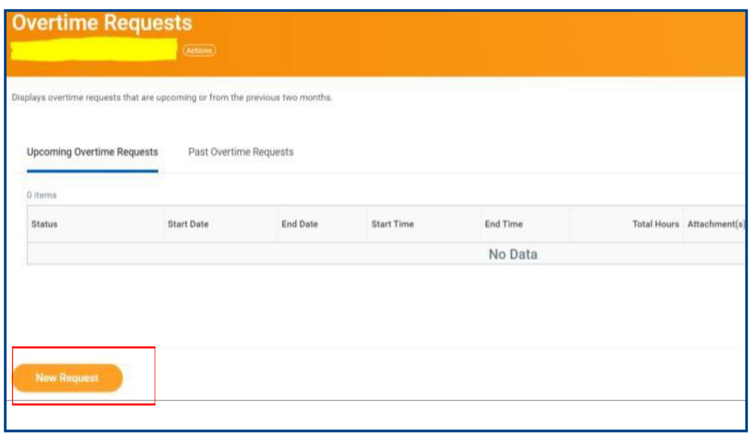
REQUEST OVERTIME FOR AN EMPLOYEE

From the Team Time application:

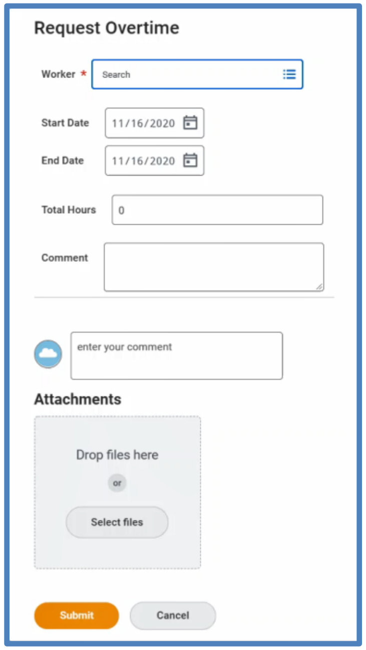
1. Click **Team Overtime** under Actions.



2. Click **New Request** at the bottom of the page.



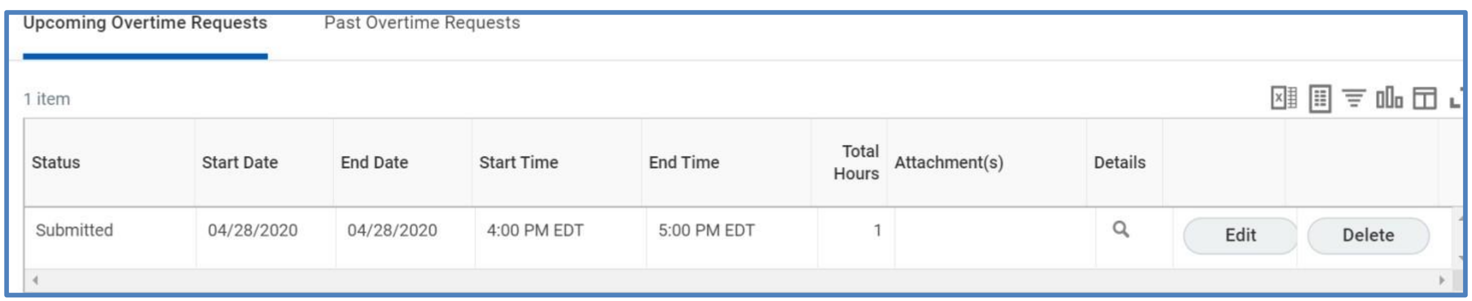
3. The Request Overtime page displays. Enter the employees name, date, start and end time. Enter a comment and upload documentation if applicable.



4. Click **Submit** at the bottom of the screen to complete the overtime request.

VIEW OVERTIME REQUEST

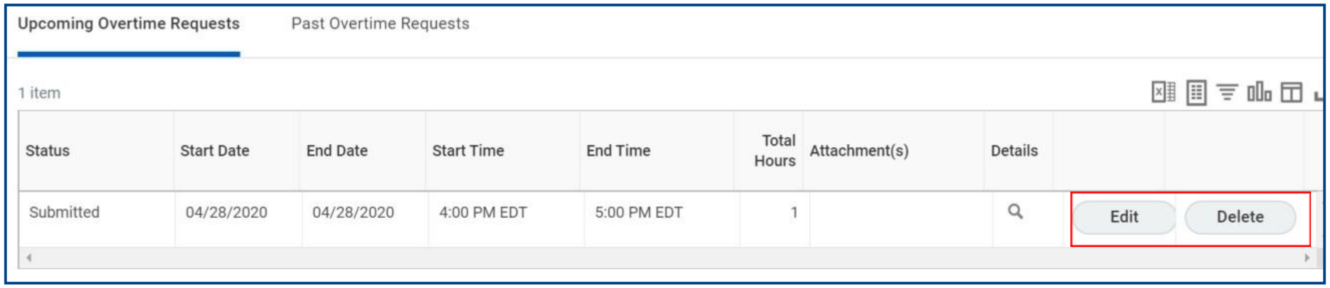
5. View the overtime request in the upcoming or past overtime requests tabs



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

MODIFY OVERTIME REQUEST

6. Navigate to the **Team Time application** and select **Team Overtime**.
7. Locate the overtime request using the upcoming or past overtime requests tabs
8. Click **Edit** to change the details of the request or the **Delete** button to discard the overtime request.



9. Make required changes.
10. Click **Submit**.
11. Click **Done**.

STILL HAVE QUESTIONS ABOUT WORKDAY

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