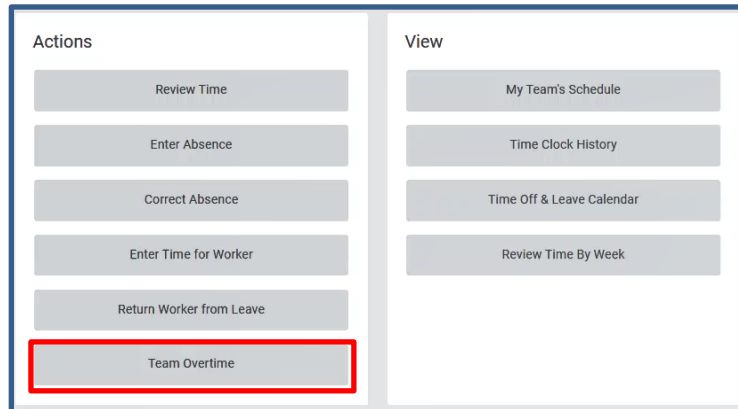


Managers can submit overtime request for employees that report to them. Employees will receive credit for overtime worked up to the number of approved overtime hours for a day.

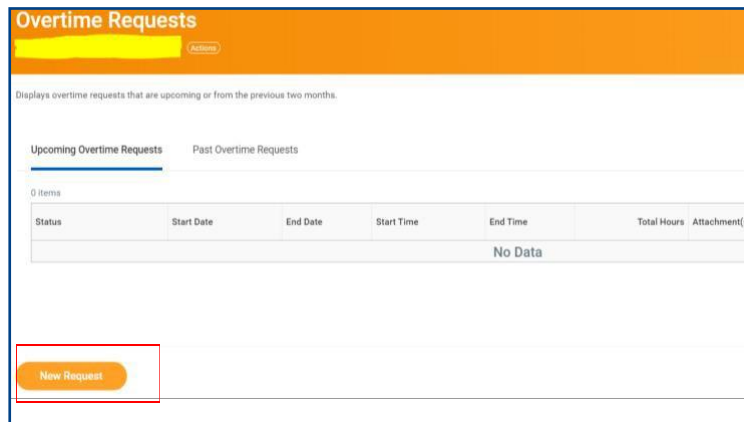
## REQUEST OVERTIME FOR AN EMPLOYEE

From the Team Time application:

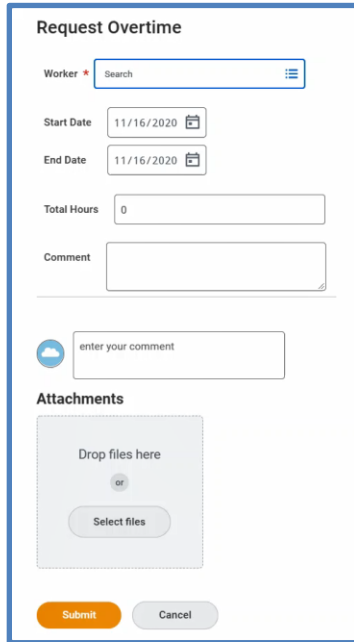
1. Click **Team Overtime** under Actions.



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



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

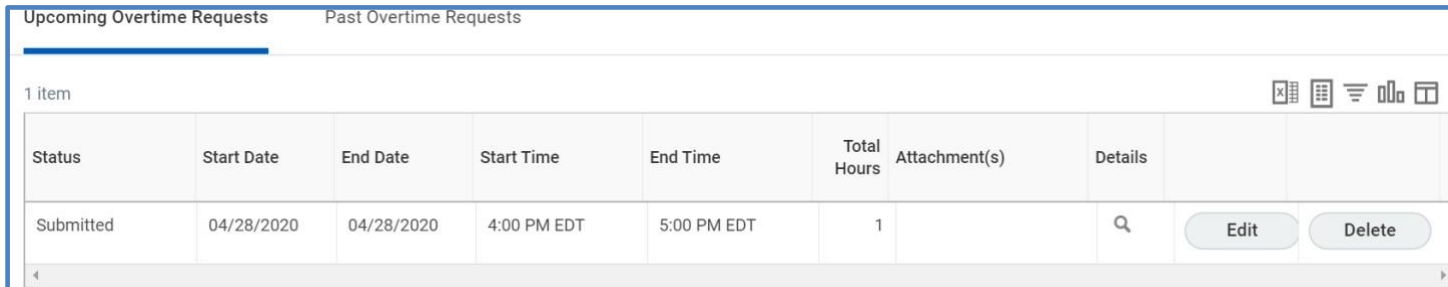


The screenshot shows the 'Request Overtime' form. It includes a 'Worker' search field, 'Start Date' and 'End Date' pickers (both set to 11/16/2020), a 'Total Hours' input field (set to 0), and a 'Comment' text area. Below the comment area is a file upload section with a 'Drop files here' area and a 'Select files' button. At the bottom are 'Submit' and 'Cancel' buttons.

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

## VIEW OVERTIME REQUEST

- View the overtime request in the upcoming or past overtime requests tabs

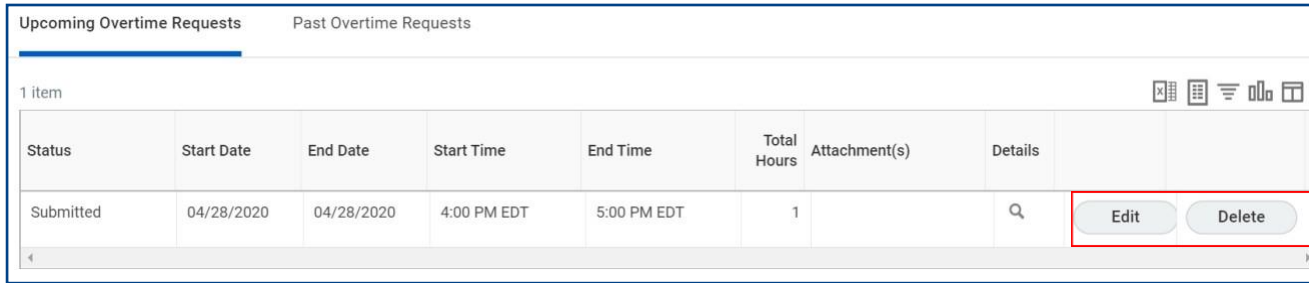


The screenshot shows a table with two tabs: 'Upcoming Overtime Requests' (active) and 'Past Overtime Requests'. The table has 10 columns: Status, Start Date, End Date, Start Time, End Time, Total Hours, Attachment(s), Details, and two empty columns. There is one row with the status 'Submitted' for a request on 04/28/2020 from 4:00 PM EDT to 5:00 PM EDT for 1 hour. The row has a magnifying glass icon in the 'Details' column and 'Edit' and 'Delete' buttons in the final two columns.


| 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           |               |         |  |  |

**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.



The screenshot shows the 'Upcoming Overtime Requests' tab selected. Below the tabs, it says '1 item'. To the right of the table are icons for grid, list, filters, and other actions. The table has columns: Status, Start Date, End Date, Start Time, End Time, Total Hours, Attachment(s), and Details. The first row shows a 'Submitted' request for 04/28/2020 from 4:00 PM EDT to 5:00 PM EDT, totaling 1 hour. At the end of this row, there is a magnifying glass icon and two buttons: 'Edit' and 'Delete', which are enclosed in a red rectangular box.

| 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           |               |  <b>Edit</b> <b>Delete</b> |

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.