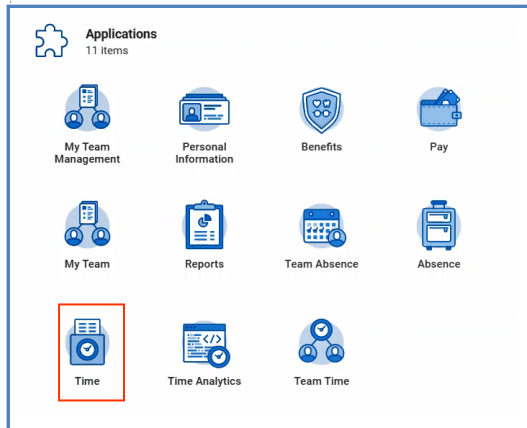


Employees must request and gain approval for overtime before they receive credit for those hours. Employees will receive credit for overtime worked up to the number of approved overtime hours for a day. Overtime should be submitted by you and approved by your manager.

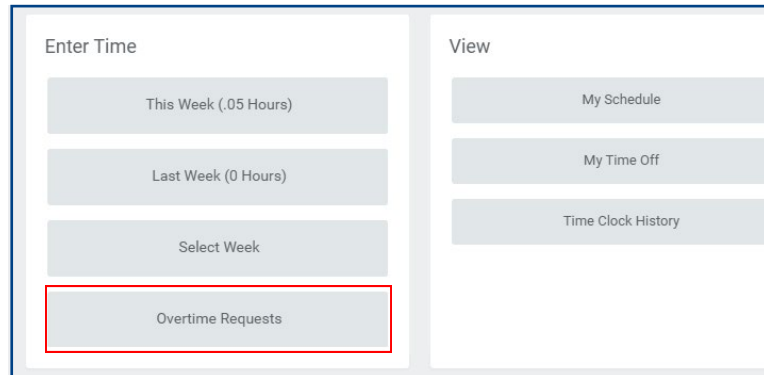
REQUEST OVERTIME

To request overtime:

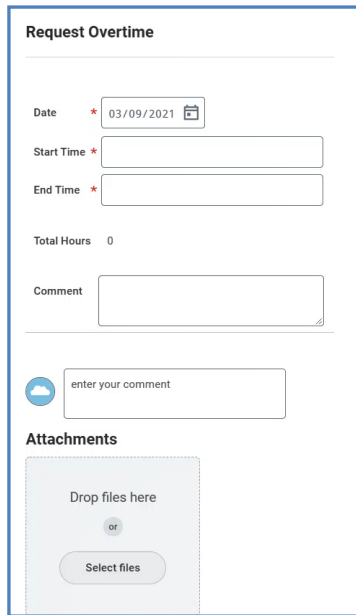
1. Click on time application worklet.



2. Select overtime requests.



3. Click on the New Request button at the bottom of the page. The Request Overtime page displays.



The screenshot shows the 'Request Overtime' form. It includes a title bar 'Request Overtime', a 'Date' field with a calendar icon and the value '03/09/2021', 'Start Time' and 'End Time' fields, a 'Total Hours' field showing '0', a 'Comment' text area, a 'Comment' input field with a placeholder 'enter your comment', and an 'Attachments' section with a 'Drop files here' area, an 'or' separator, and a 'Select files' button.

4. Enter the date and times of the overtime being requested.
5. Enter the start time for the overtime.
6. Enter the end time for the overtime. The total hours of overtime display in the total hours field.
7. Enter a comment in the comment section describing the overtime request, if applicable.
8. Add an attachment to the request, if applicable.
9. Click Submit at the bottom of the screen to send the request to the manager.

VIEW OVERTIME REQUEST

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

The screenshot shows a web interface with two tabs: "Upcoming Overtime Requests" (selected) and "Past Overtime Requests". Below the tabs, it says "1 item". A table displays the following data:

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		<input type="text"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

EDIT or DELETE OVERTIME REQUEST

- Navigate to the **Time** worklet and select **Overtime Requests**.
- Locate the overtime request using the upcoming or past overtime requests tabs
- Click **Edit** to change the details of the request or **Delete** to discard the overtime request.

This screenshot is identical to the previous one, but a red box highlights the "Edit" and "Delete" buttons in the "Details" column of the table row.

- If necessary, make required changes.
- Click **Submit**.