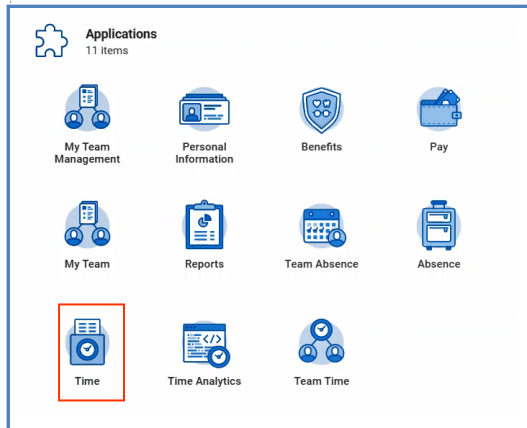Employees must request and gain approval for overtime before they receive credit for those hours. Employees will receive credit for overtime worked up to the number of approved overtime hours for a day. Overtime should be submitted by you and approved by your manager.
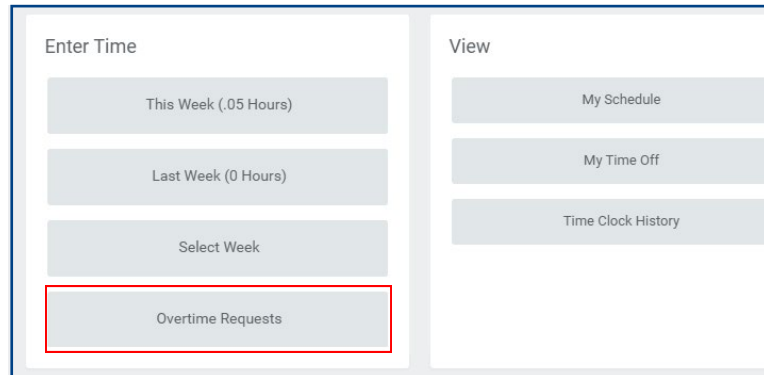
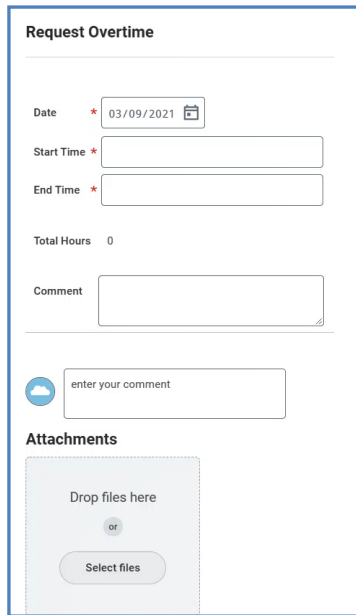## REQUEST OVERTIME

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.

Request Overtime

Date   * 03/09/2021 📅

Start Time *

End Time   *

Total Hours   0

Comment

☁ enter your comment

Attachments

Drop files here

or

Select files

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

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

EDIT or DELETE OVERTIME REQUEST

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

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

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

14. If necessary, make required changes.

15. Click **Submit**.