APPROVE AN OVERTIME REQUEST – AFTER THE EMPLOYEE HAS WORKED

All overtime requests should be approved by the manager in advance, to ensure the overtime worked is calculated correctly. If overtime is worked before the OT request being approved you can still approve the request and recalculate the timesheet to ensure the overtime worked to calculates correctly.

1. Navigate to your Inbox.

2. Under the Actions tab, select the Request Overtime task for the employee.

3. Navigate to your Employees timesheet where the overtime was worked, from the Actions drop down menu, click Run Calculations, Click Confirm and OK

4. View the Timesheet Summary to verify the overtime hours are calculating correctly
ADJUSTING AN OVERTIME REQUEST – EMPLOYEE WORKED MORE HOURS THAN REQUESTED

If you employee works more hours than the approved requested overtime amount, the employee can submit an overtime request for the additional hours or the Manager can edit the requested overtime.

1. In the Employees timesheet, click the Actions drop down menu and select My Team’s Overtime Requests.

2. Select the Past Overtime Request tab, and find the Overtime Request.

3. Select the Edit button, and type in the Start Time or End Times. Review the Total Hours to make sure the time matches the amount of overtime the employee worked on that day. You can add a comment if you like.

4. Click Submit

5. On the time sheet, once again, click the Actions drop down menu and select Run Calculations, click Confirm and then click OK

6. View the Timesheet Summary to verify the overtime hours are calculating correctly
ADJUSTING OVERTIME WORKED TO COMP TIME

The default setting for overtime worked is to pay the overtime worked. The employee can select to accrue Comp Time for overtime worked when they fill in the details during Check In at the beginning of the shift. Managers can adjust the accrue option on behalf of the employee after the overtime has been worked.

1. Navigate to the Employee timesheet, and select the block of over time worked.

2. In the Accrue field, select the Search menu and then select Accrue.

3. On the Accrue menu, select the Yes radio button.

4. Click OK.

5. Click the Actions drop down menu and select Run Calculations, click Confirm and then click OK.

6. View the Timesheet Summary to verify the overtime hours are calculating correctly.