## 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.
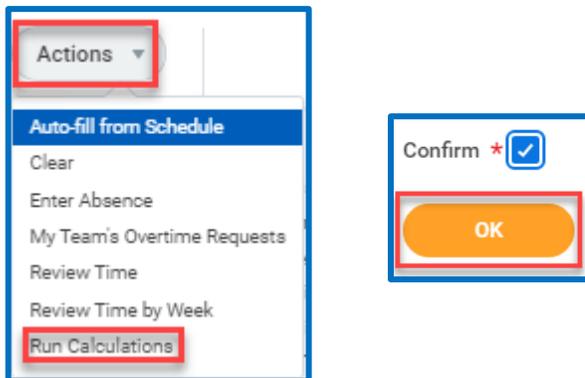
1. Navigate to your Inbox.

2. Under the **Action**s tab, select the **Request Overtime** task for the employee.
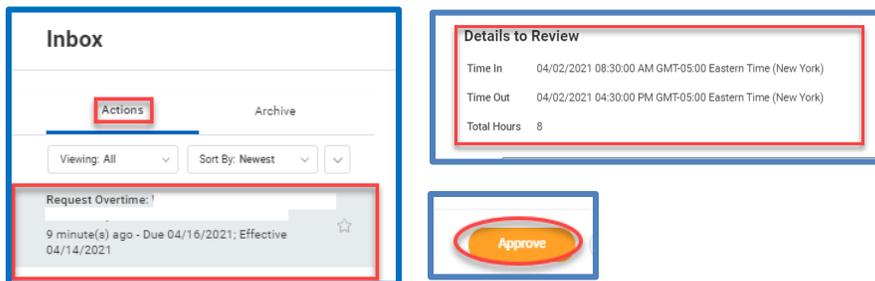
3. Navigate to your Employees timesheet where the overtime was worked, from the **Actions** drop down menu, click **Run Calculations**, Click **Confirm** and **OK**
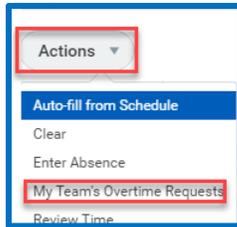
4. View the Timesheet Summary to verify the overtime hours are calculating correctly

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.
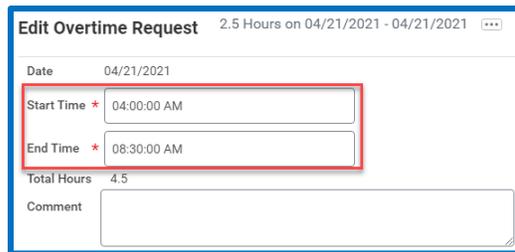
1. In the Employees timesheet, click the **Actions** drop down menu and select **My Team's Overtime Requests**.
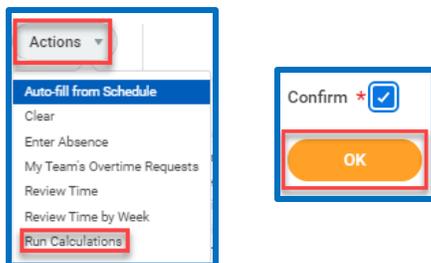
Actions ▾
Auto-fill from Schedule
Clear
Enter Absence
My Team's Overtime Requests
Review Time

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

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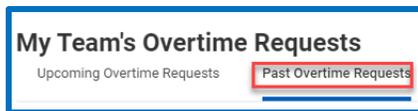
3. Select the **Edit** button, and type in the **Start Time** or **End Times**. Review the **Total Hours** to make sure the time matches the amount of overtime the employee worked on that day. You can add a comment if you like.

    Edit Overtime Request   2.5 Hours on 04/21/2021 - 04/21/2021   ⋯

Date	04/21/2021
Start Time *	04:00:00 AM
End Time *	08:30:00 AM
Total Hours	4.5
Comment	

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**

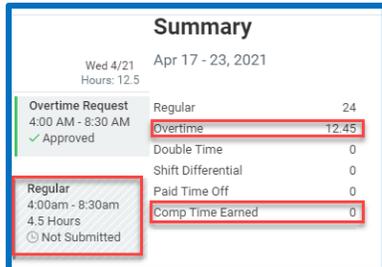 | Actions ▾ |
    | --- |
    | **Auto-fill from Schedule** |
    | Clear |
    | Enter Absence |
    | My Team's Overtime Requests |
    | Review Time |
    | Review Time by Week |
    | Run Calculations |

    Confirm * ☑

    OK

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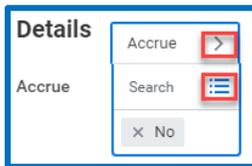
ADJUSTING OVERTIME WORKED TO COMP TIME

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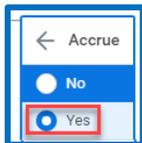
1. Navigate to the Employee timesheet, and select the block of over time worked.

Summary

Apr 17 - 23, 2021

Wed 4/21
Hours: 12.5

Overtime Request
4:00 AM - 8:30 AM
✓ Approved

Regular	24
Overtime	12.45
Double Time	0
Shift Differential	0
Paid Time Off	0
Comp Time Earned	0

Regular
4:00am - 8:30am
4.5 Hours
🕐 Not Submitted

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

Details

Accrue   Accrue   ＞

Accrue   Search   ☰

✕ No

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

← Accrue

○ No

◉ Yes

4. Click **OK**

OK

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

Actions ▾

Auto-fill from Schedule
Clear
Enter Absence
My Team's Overtime Requests
Review Time
Review Time by Week
Run Calculations

Confirm ＊☑

OK

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