

Approving Overtime

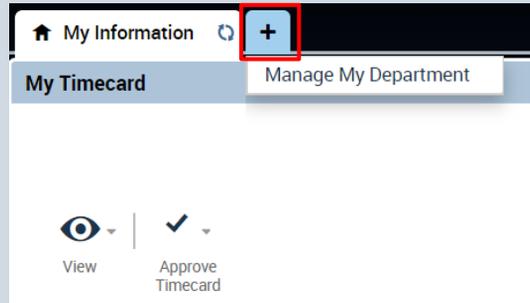
Purpose:

This job aid will help you approve overtime for staff.

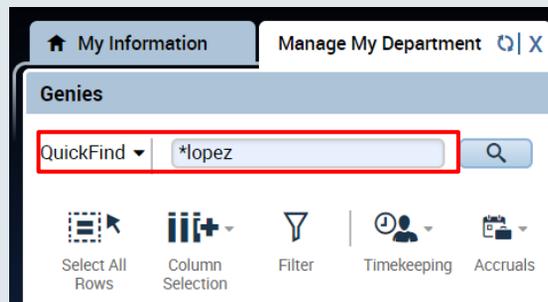
Steps

Screenshots

From the home page, click on the '+' and select Manage my Department



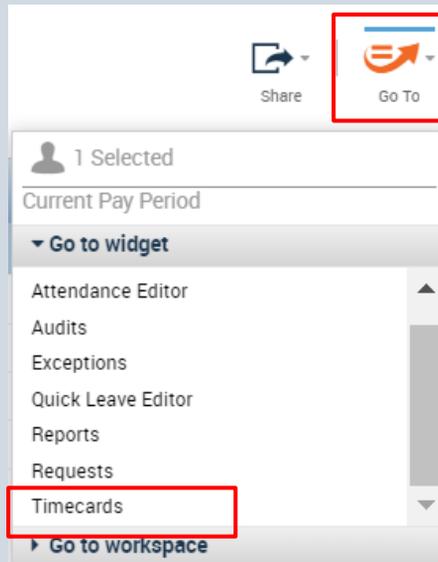
Find the employee you want to edit by using the QuickFind window and inserting their name or employee ID.



Click on their name twice to open their Timecard.

Or you can click their name once to select them.

Then on the right side of the window, select the Go To drop down menu and choose "Timecards"



Steps

Screenshots

Date	Start Time	End Time	Amount
Mon 8/03	2:45PM	11:15PM	2:45PM
			11:20PM

On the timecard, find the overtime that needs to be approved. The **overtime icon** will appear, right click on the icon to open the Data Actions window

On the Data Actions window, click the **Approve Overtime icon** to open the window.

Date Actions

Date: Mon 8/03

Unapproved Overtime: 0.08

Approve Overtime Edit Justify Exception

Under this tab, it shows you the date, and amount of unapproved overtime of the employee. It also offers multiple options on how to approve the overtime.

The three recommended options for the amount is:

All: if all the overtime was approved

None: if the overtime was not preapproved

Time Window: here you can select the time before or after the shift or for the amount.

To Approve the overtime click the **OK** icon at the bottom of the screen.

Note: Make sure you are only approving that preapproved overtime, “none” should be selected for all unapproved OT due to early or late punching

Approve Overtime

Overtime Date * 8/03/2020 Clear

Unapproved Overtime Amount (HH.hh) * 0.08

Amount * All All Before Shift All After Shift None Some (HH.hh) Time Window

Show Schedule

	From	Amount
Before Shift	2:45PM	0.0
After Shift	11:15PM	0.0

Comments (0) Add Comment

Reset Cancel OK

Unapproved overtime.

Purpose:

This job aid will help you resolve unapproved overtime and the three scenarios you may encounter.

Steps

Screenshots

There are three scenarios where you will encounter unapproved overtime that you will need to resolve.

1. The employee worked regularly scheduled time that did not match their schedule.
2. The employee worked over their regularly scheduled hours and it was preapproved.
3. The employee worked over their regularly scheduled hours and they were not preapproved for OT.

Scenario 1:

When the employee works regularly scheduled hours not matching their schedule this is how it will appear on their timesheet.

5:00AM-3:30PM			10:00AM	8:30PM
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Pay Code	Amount
Unapproved - outside STD HRS	10.0

Scenario 1a.

The first option here is to adjust the schedule to match the hours that they worked.

Find the scheduled shift on their schedule planner, right click and select **Edit**. Manually adjust the shift to match the hours they actually worked.

Mon 11/30	T
5:00AM - 3:30PM	5:00AM - 3:30PM
Edit	

Start Date	Type	Start Time	End Time
11/30/2020	Regular	10:00am	8:30pm

Scenario 1a.

The overtime exception will be resolved and the totals will show the following.

10:00AM-8:30PM			10:00AM	8:30PM
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Pay Code	Amount
Regular	10.0

Steps

Screenshots

Scenario 1b:

Approve the overtime selecting **All**, the time will initially be shown as unapproved time but once approved will switch to regular time.

The screenshot shows a time sheet grid with a red bar indicating overtime. Below the grid is a dialog box titled "Approve Overtime". The dialog box contains the following fields:

- Overtime Date *: 11/30/2020
- Unapproved Overtime Amount (HH.hh) *: 10.0
- Amount *: All (highlighted with a red box)

Scenario 2:

When the employee works regularly scheduled hours for preapproved overtime they will see the following on their time sheet.

The screenshot shows a time sheet grid with a red bar indicating overtime. Below the grid is a table with the following data:

Pay Code	Amount
Regular	8.0
Unapproved - outside STD HRS	2.0

Scenario 2:

Once they approve the overtime by selecting **all** from the dropdown, the time will switch from "Unapproved – Outside STD HRS" to Overtime.

The screenshot shows a time sheet grid with a red bar indicating overtime. Below the grid is a dialog box titled "Approve Overtime". The dialog box contains the following fields:

- Overtime Date *: 11/21/2020
- Unapproved Overtime Amount (HH.hh) *: 2.0
- Amount *: All (highlighted with a red box)

Below the dialog box is a table with the following data:

Pay Code	Amount
Overtime at Straight Time	2.0
Regular	8.0

Steps

Screenshots

Scenario 3:

When the employee works outside of their regular schedule for time that wasn't preapproved they will need to approve the time as shown here by selecting **None** from the dropdown.

The screenshot shows a calendar interface with a table of dates and times. The table has columns for dates and times. The first row shows 4:52AM and 4:59AM. The second row shows 5:00AM-1:30PM, 5:00AM, and 1:28PM. Below the calendar is a form titled "Approve Overtime". The form has the following fields:

- Overtime Date *: 11/23/2020
- Unapproved Overtime Amount (HH.hh) *: 0.25
- Amount *: None (highlighted with a red box)

Scenario 3:

After the time is approved, they will see it paying as follows.

Pay Code	Amount
No Pay	0.25
Regular	8.0