

Overtime Approval Form User Guide

The Overtime Form is used by Supervisors to record the approval for their employees to work overtime. Please find the form instructions below:

- 1.

<p>Figure 3: Select overtime dates</p>	<p>Figure 4: Select employee listing method</p>
<p>Figure 4A: Type Employee Listing</p>	<p>Figure 4B: Upload Employee Listing</p>

5. Type the list of employees approved to work overtime, or upload a listing based on your selection in step 4. Please note that you must include the employee id, first name and last name.
6. Enter a reason for the overtime and then click >>. You will be prompted to sign your name (*see Figure 5*). Read the attestation statement, sign your name and then click >> to submit the overtime approval. A copy of your submission will be emailed to you and your Supervisor.

Figure 5: Attestation Statement