



Manage Overtime in the Timecard

This job aid explains how you can review, approve or deny overtime worked by your employees in the timecard.

About Overtime Approvals

- Overtime — sometimes called premium time — is a span of worked time that causes a change in pay. Activities related to these spans are flagged in the employee's hourly timecard:







— Overtime is reviewed or approved.

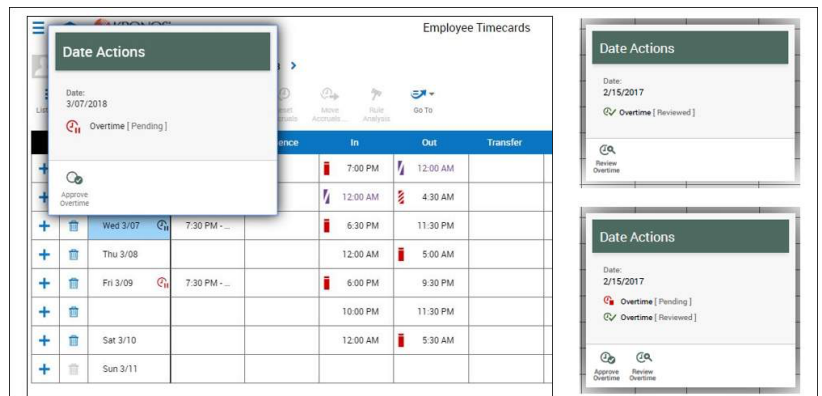


— Overtime is pending.

- Depending on your access rights, you can review, approve, partially approve, or deny overtime. You can also add a comment and note to your overtime action. Overtime approvals, denials, and resets can be done individually or by group.

To review unapproved overtime worked:

- Right-click the day that contains the overtime indicator. The Date Actions glance opens, displaying the date and state of the overtime: **Overtime [Pending]**  or **Overtime [Reviewed]** .
- Below that are the available actions: **Approve Overtime**  or **Review Overtime** .
- Click **Review Overtime**. The Review Overtime panel opens and displays the approved and denied overtime. You can review the overtime approval or denial, but you cannot change it in this panel.
- Click **OK** to return to the main timecard or, if you need to change something, click **Reset** to return the overtime to a pending state and repeat the approval or denial process.

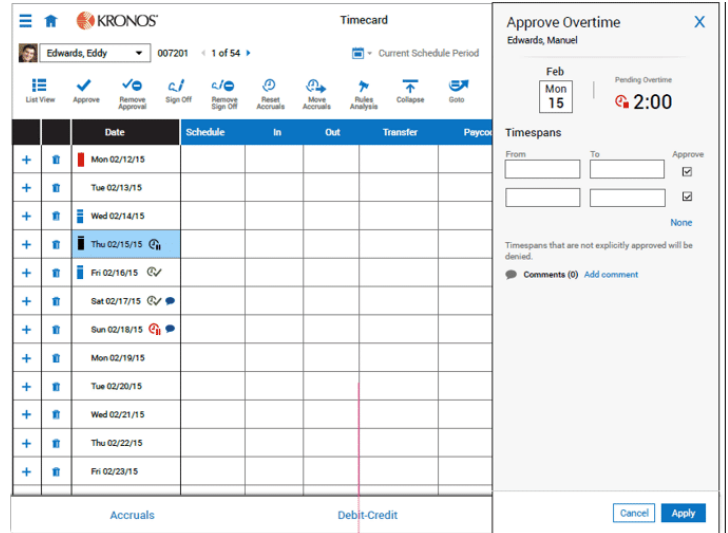


To approve or deny overtime:

Table view

- Right-click the day that contains the overtime indicator.
- Click **Approve Overtime**. The **Approve Overtime** panel opens with the following information:
 - Overtime Date** — The date of the overtime request appears. You cannot change the date
 - Pending Overtime** — The amount of the overtime in hours and minutes

- **Time Spans** — The overtime spans in "From" and "To" format, for example, From 6:30 AM To 8:00 AM. Opposite each time span is an **Approve** check box. **Note:** If necessary, you can change the times within each time span, but you cannot increase the spans.
 - **Comments** — Enables you to add comments and notes.
3. From here you can approve or deny all or part of each time spans:
- To approve the overtime, select the **Approve** check box next to the applicable time span.
 - To deny the overtime, clear the **Approve** check box next to the applicable time span.
 - To approve or deny part of a time span, change the "From" or "To" entries and then select or clear the **Approve** check box. You cannot increase the timespans.



4. When finished, click **Apply**. To cancel all edits and return the overtime to the Pending state, click **Reset**.

The timecard is updated as follows:

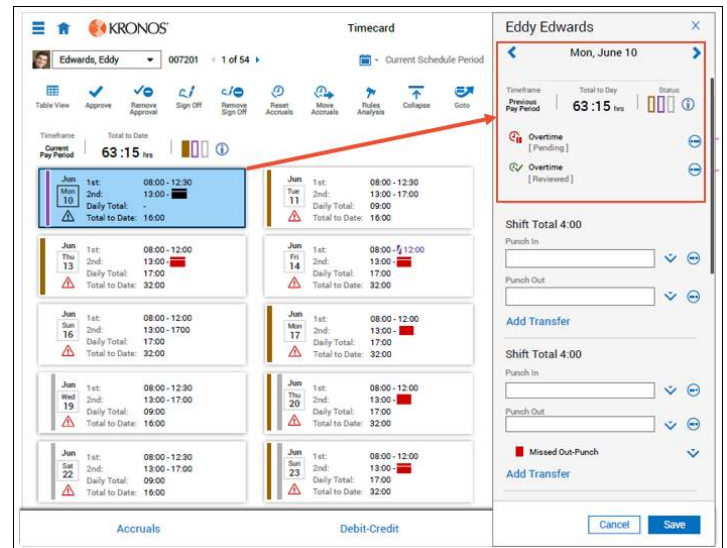
- The Overtime indicator in the **Date** cell changes and turns **green** and **Overtime Reviewed** along with the date appear in the tooltip.
- The **Comments** indicator displays in the **Date** cell if you added comments and notes.
- Approval and denial actions are recorded in the **Totals** add-on.

List view

1. Tap a day with the warning indicator
2. In the panel, click **More** next to **Overtime Pending**.

The **Approve Overtime** panel opens with the following information:

- **Overtime Date** — The date of the overtime request appears. You cannot change the date.
- **Pending Overtime** — The amount of the overtime request
- **Time Spans** — The overtime spans in "From" and "To" format, for example, from 6:30 AM To 8:00 AM. Opposite each time span is an **Approve** check box.
- **Comments** — Tap **Add a comment**.



3. From here you can approve or deny all or part of each time spans:
 - To approve the overtime, select the **Approve** check box next to the applicable time span.
 - To deny the overtime, clear the **Approve** check box next to the applicable time span.
 - To approve or deny part of a time span, change the "From" or "To" entries and then select or clear the **Approve** check box. You cannot increase the timespans.

4. To add a comment, tap **Add Comment**.

5. When finished, tap **Apply**.

The timecard is updated as follows:

- The Overtime indicator in the **Date** cell changes and turns **green** and **Overtime Reviewed** along with the date appear in the tooltip.
 - The **Comments** indicator displays in the **Date** cell if you added comments and notes.
5. Approval and denial actions are recorded in the **Totals** tab.