


# Approving Overtime

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift
Sat 2/04							
Sun 2/05							
Mon 2/06				9:00AM		9:00PM	11.0
Tue 2/07				9:00AM		9:00PM	11.0
Wed 2/08				9:00AM		9:00PM	11.0
Thu 2/09				9:00AM		9:00PM	11.0
Fri 2/10				9:00AM		9:00PM	11.0
Sat 2/11							
Sun 2/12							
Mon 2/13							
Tue 2/14							
Wed 2/15							
Thu 2/16							
Fri 2/17							


**STEP 1:** In the Timecard Workspace, right click on the Red Icon  to open the Date Actions Widget.

**STEP 2:** In the Date Actions Widget, click on Approve Overtime


Date Actions

Date: 2/09/2017

Unapproved Overtime: 4.0

Approve Overtime

Overtime Date \* 4/19/2019  Clear

Unapproved Overtime Amount (HH.hh) \* 6.0

Amount \*

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

Show Schedule

	From	Amount
Before Shift	12:00AM	0.0
After Shift	12:00AM	0.0

Comments (0) [Add Comment](#)

Reset Cancel OK

**STEP 3:** In the Approve Overtime Widget, check to make sure all overtime is correct.

**STEP 4:** If you are approving for All, Some, or No Overtime, you **MUST** provide a Comment for audit purposes. Click on OK.

# Approving Overtime Cont...



Approve Timecard Sign Off Accruals Actions Print Timecard Refresh Calculate Totals Save Go To

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+   X	Sat 2/18									
+   X	Sun 2/19									
+   X	Mon 2/20				9:00AM		9:00PM	11.0	11.0	11.0
+   X	Tue 2/21				9:00AM		9:00PM	11.0	11.0	22.0
+   X	Wed 2/22				9:00AM		9:00PM	11.0	11.0	33.0
+   X	Thu 2/23				9:00AM		9:00PM	11.0	11.0	44.0
+   X	Fri 2/24				9:00AM		9:30PM	11.0	11.0	55.0
+   X	Sat 2/25									55.0
+   X	Sun 2/26									55.0
+   X	Mon 2/27									55.0
+   X	Tue 2/28									55.0
+   X	Wed 3/01									55.0
+   X	Thu 3/02									55.0
+   X	Fri 3/03									55.0

Totals Leave Activity

All All

Location	Job	Account	Pay Code	Amount
		100000-22721-01/6670/0B/2272 /ZPT00/0/P22721-00	OTH	4.0
		100000-22721-01/6670/0B/2272 /ZPT00/0/P22721-00	REG	40.0
		100000-22721-01/6670/0B/2272 /ZPT00/0/P22721-00	Unapproved OT	11.0

**STEP 5:** Save the Timecard . When the **Red Icon**  turns into a **Green Icon** , the **ALL** overtime has been approved. If you approve **SOME** or did not approve any overtime **NONE**, the Overtime Icon will remain **RED**.

**STEP 6:** To view amount of overtime totals that has been **Approved** or **Unapproved**, click this icon right under the Employees Timecard to view **Totals Tab**.