**Time & Leave – Overtime Process**

Below is the process for the employee to request overtime in HIP. ***If there is additional documentation or departmental approvals needed for budgetary purposes, the employee and supervisor need to complete that in addition to the below process.***

1. **Time Tile**: Employee will start on the **Employee Self Service** screen and click on the **Time** tile.



1. **Overtime Request**: Employee will use the **Overtime Requests** tile to request the overtime.



3. Click on ‘Add Request’ to add an overtime request.

Note: You can click on ‘View Requests’ to see previous overtime requests.



4. Input the date of the request. The date must be the **present** date or a **future** date. Note that Overtime Requests to be inputted on a per-day basis.

5. Put in the number of hours.

7. Click ‘Submit’ to submit the request for your supervisor’s approval.

6. Input a comment for your supervisor’s review per your departmental standards.

1. **Enter Time**: Once the overtime request is approved, employee will then enter the overtime onto the timesheet.
	1. ***Note: If the Overtime Request was not submitted/approved, a high-level exception on the timesheet will appear for the overtime reported, and the Supervisor/Timekeeper will need to allow the exception before the supervisor is able to approve the timesheet.***



11. Click ‘Submit’ to submit the timesheet for supervisory approval.

9. Select the Overtime Pay TRC.

10. Input the hours and comment.

* 1. Employee will see the below message if overtime was reported on the timesheet without approved Overtime Request.
	2. Supervisor/Timekeeper will need to allow the exception before the supervisor can approve the employee’s timesheet.