Entering Overtime

1. Click the Time worklet.

2. Under Enter Time, click This Week.

3. Click the Enter Time button and select Quick Add.

   **Note:** Under Enter Time, you can also Auto-fill from Prior Week, Request Time Off, and Clear whatever you've entered.

4. If you have more than one position, choose one, then click the green Next button.

5. Enter hours worked for each day, then click the green OK button.
6. For regular overtime, for **Type**, use the “Overtime”. [All overtime must be approved in advance.] You can search for “overtime” to make the list shorter.

Here’s what it will look like:

7. When you’re done entering hours for the week, click the green **Submit** button.

8. A certification screen will appear, click the green **Submit** button, then click the yellow **Done** button.