

HRH – All Employees

1/12/23

Subject: Required Overtime Comments

Good Afternoon,

Please know effective immediately, in order to capture required information for those working overtime shifts, all employees are required to include specific **Comments** when requesting overtime and when entering a time block for actual overtime worked (paid and/or comp). Comments are to include: **Shift** (specific time) and **Short Description** (specific task/work performed) information; see the following example:

- **Shift:** ex. 4p-6p
- **Short Description:** ex. Single Audit (specific task/work performed)

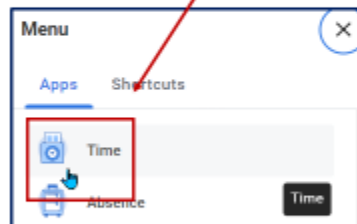
NOTE: The **Comment** section is in addition to the general Overtime Reason. And, missing comments will prevent employees from submitting their Time Entry/Timesheet and a **red error** will explain why.

Need Additional Guidance? Please reach out to your Manager and/or Payroll Representative if you require additional information about the Comments field. A Job Aid under **Time Entry** is also available – to access click the following link: [Training & Resources](#).

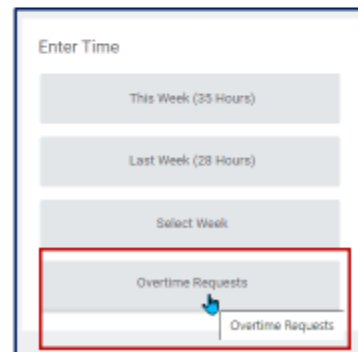
The following is **how to request and enter actual Overtime worked with Comments**:

Overtime is a **two-step** process – the following is a review of **1. How to Request Overtime** and **2. Entering a Time Block for Actual Overtime Worked** (paid and/or comp) – entered on the Time Entry/Timesheet with required Comments . . .

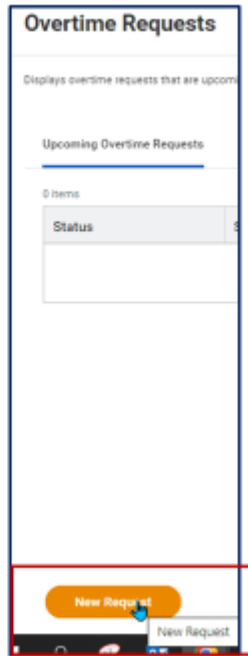
1. Under **Menu** item **Apps**, click on **Time**



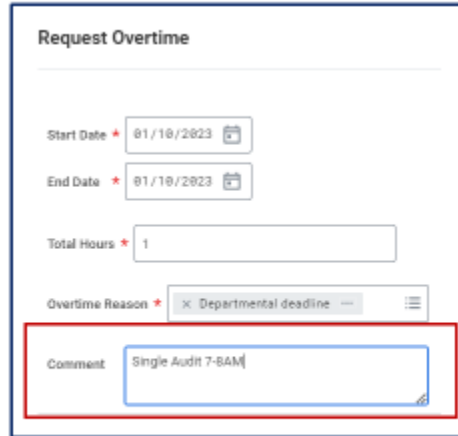
2. The Enter Time window appears, click on **Overtime Requests**



3. The **Overtime Requests** window appears, click on **New Request**



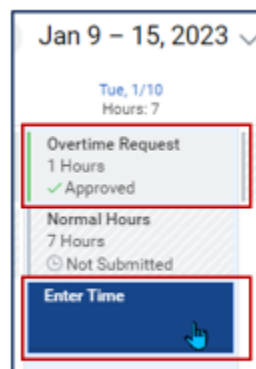
4. In the **Request Overtime** window, enter information as required by **Red Asterisks (*)** and also, **type** additional information: **Shift** with a **Short Description** of duties performed in the **Comment** free-form field



NOTE: The required **Comment** section is in addition to the *general Overtime Reason*

5. Once the **Overtime Request** is **Approved** by both the manager and then the manager's manager, follow the next step . . .

6. To enter actual overtime worked (paid and/or comp), click on time block: **Enter Time**



7. The following window appears –

8. Enter **Time Type: Overtime** and enter all other required information as noted by **Red Asterisks ***

9. In the **Comment** free-form field, type required additional information: **Shift** and **Short Description** (specific task/work performed)

10. Click on **OK** to complete the OT process

The screenshot shows a mobile application form for an Overtime Request. The form includes the following fields and options:

- Time Type ***: A dropdown menu with "Overtime" selected.
- Hours ***: A text input field containing the number "1".
- Details** section with several dropdown menus:
 - Accrue Comp Time ***: A dropdown menu with "Yes = Time Accrued" selected.
 - Grant**, **Cost Center**, **Location**, **Program**, and **Activity**: Each has a dropdown menu.
 - Overtime Reason ***: A dropdown menu with "Departmental deadline" selected.
- Comment**: A text input field containing "Single Audit 7-8AM". This field is highlighted with a red rectangle.
- Buttons**: "OK" (orange) and "Cancel" (white) buttons are at the bottom. A red arrow points to the "OK" button.

11. The resulting Overtime Request/Normal Hours/Overtime time block appears – which will pass through to Payroll once **Submitted** by **Employee** and **Approved** by **Manager**.

The screenshot shows a summary of time blocks for the period "Jan 9 - 15, 2023". The summary is as follows:

- Period**: Jan 9 - 15, 2023
- Date**: Tue, 1/10
- Hours**: 8
- Overtime Request**: 1 Hours, Approved (indicated by a green checkmark).
- Normal Hours**: 7 Hours, Not Submitted (indicated by a grey circle).
- Overtime**: 1 Hours, Not Submitted (indicated by a grey circle).

To view **Job Aids** for this process (Time Entry) and other Workday procedures - go to: <https://hrms.suffolkcountyny.gov/Training-Resources>

