All employees must request and gain approval for overtime before they receive credit for those hours. Employees will receive credit for overtime worked up to the number of approved overtime hours for a day. Overtime should be submitted by the employee and approved by the manager; overtime requests submitted by the manager are auto approved. Overtime requests and their status will appear at the top of the time calendar along with reported time entries. This allows managers to control the number of overtime hours their direct reports are working.

VIEW OVERTIME REQUEST

1. View the overtime request in the upcoming or past overtime requests tabs

Upcoming Overtime Requests Past Overtime Requests

1 item

Status	Start Date	End Date	Start Time	End Time	Total Hours	Attachment(s)	Details		
Submitted	04/28/2020	04/28/2020	4:00 PM EDT	5:00 PM EDT	1			Edit	Delete

EDITING AND APPROVING OVERTIME REQUEST

2. Navigate to the **Time** worklet and select **Overtime Requests.**
3. Locate the overtime request using the upcoming or past overtime requests tabs
4. Click **Edit** to change the details of the request or **Delete** to discard the overtime request.

Upcoming Overtime Requests Past Overtime Requests

1 item

Status	Start Date	End Date	Start Time	End Time	Total Hours	Attachment(s)	Details		
Submitted	04/28/2020	04/28/2020	4:00 PM EDT	5:00 PM EDT	1			Edit	Delete

5. Make required changes.

6. Click **Submit**.
7. Click **Done**.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at Workday.Baltimorecity.gov.