Overtime Outside Home Department

Manager User Guide

Department of Human Resources

Last updated 8/28/2025 KSU

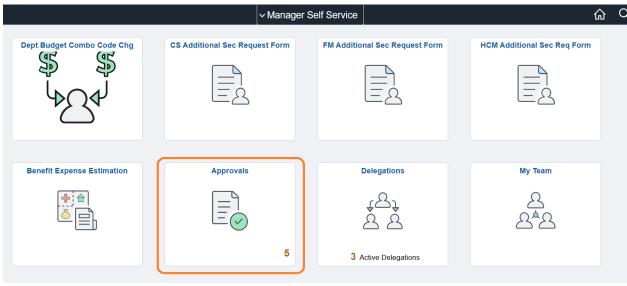
Overview:

- A. Approve pre-authorization request for overtime assignment
- B. Once assignment is complete, approve <u>worked</u> overtime outside home department for pay processing

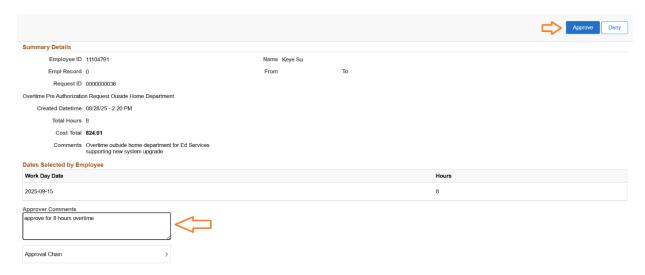
Instructions:

- A. Pre-authorization is required for all overtime assignments
 - 1. Login to HCM: https://hcm.peralta.edu
 - 2. Navigate to Manager Self-Service > Approvals
 - 3. Click on Pre-authorization for OVT pending request
 - 4. Enter comments, click approve / deny

Screenshot 1: Pre-Authorization Form tile

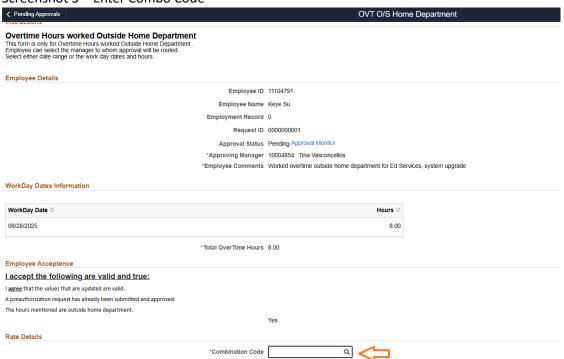


Screenshot 2 - Enter Comments/Approve/Deny

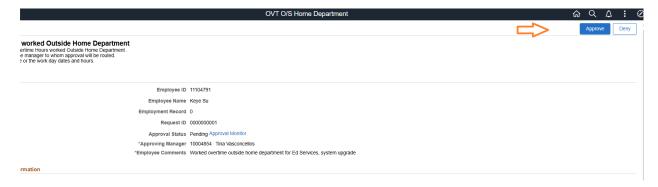


- B. Approve 'Worked' Overtime Outside Home Department for Pay Processing
 - 1. Login to HCM: https://hcm.peralta.edu
 - 2. Navigate to Manager Self-Service > Approvals
 - 3. Click on OVT O/S Home Dept pending request
 - 4. Enter combo code, click approve / deny

Screenshot 3 - Enter Combo Code



Screenshot 4 – Approve/Deny



END