

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 worked 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



Summary Details

| | |
|-----------------------|--------------|
| Employee ID 11104791 | Name Keye Su |
| Empl Record 0 | From To |
| Request ID 0000000036 | |

Overtime Pre Authorization Request Outside Home Department

Created Datetime 08/28/25 - 2:20 PM

Total Hours 8

Cost Total **824.01**


Comments Overtime outside home department for Ed Services supporting new system upgrade

Dates Selected by Employee

| Work Day Date | Hours |
|---------------|-------|
| 2025-09-15 | 8 |

Approver Comments

approve for 8 hours overtime



Approval Chain >

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

< Pending Approvals
OVT O/S Home Department

Overtime Hours worked Outside Home Department
This form is only for Overtime Hours worked Outside Home Department .
 Employee can select the manager to whom approval will be routed.
 Select either date range or the work day dates and hours.

Employee Details

| |
|--|
| Employee ID 11104791 |
| Employee Name Keye Su |
| Employment Record 0 |
| Request ID 0000000001 |
| Approval Status Pending Approval Monitor |
| *Approving Manager 10004854 Tina Vasconcellos |
| *Employee Comments Worked overtime outside home department for Ed Services, system upgrade |

WorkDay Dates Information

| WorkDay Date | Hours |
|--------------|-------|
| 08/28/2025 | 8.00 |

*Total OverTime Hours 8.00

Employee Acceptance

I accept the following are valid and true:

I agree that the values that are updated are valid.


A preauthorization request has already been submitted and approved.

The hours mentioned are outside home department.

Yes

Rate Details

*Combination Code



Screenshot 4 – Approve/Deny

OVT O/S Home Department

Approve

Deny

worked Outside Home Department

vertime Hours worked Outside Home Department .

e manager to whom approval will be routed.

s or the work day dates and hours.

Employee ID 11104791

Employee Name Keye Su

Employment Record 0

Request ID 000000001

Approval Status Pending [Approval Monitor](#)

*Approving Manager 10004854 Tina Vasconcellos

*Employee Comments Worked overtime outside home department for Ed Services, system upgrade

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END