Overtime Outside Home Department

Employee User Guide

Department of Human Resources

Last updated 8/28/2025 KSU

Overview:

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

Instructions:

- A. Pre-authorization is required for all overtime assignments (see screenshots below for reference)
    1. Create a new request under "Pre-Authorization Form" tile
    2. Request Type "Overtime Authorization Form"
    3. Select "Yes" for Outside Home Department
    4. Provide approving manager's name
    5. In the comments section, provide details of the overtime outside home department assignment
    6. Enter date(s) and # of hours, or expected date range and total number of hours
    7. Click Submit (upper right-hand corner). Request will route to approving manager for review/approval.

Screenshot 1: Pre-Authorization Form tile
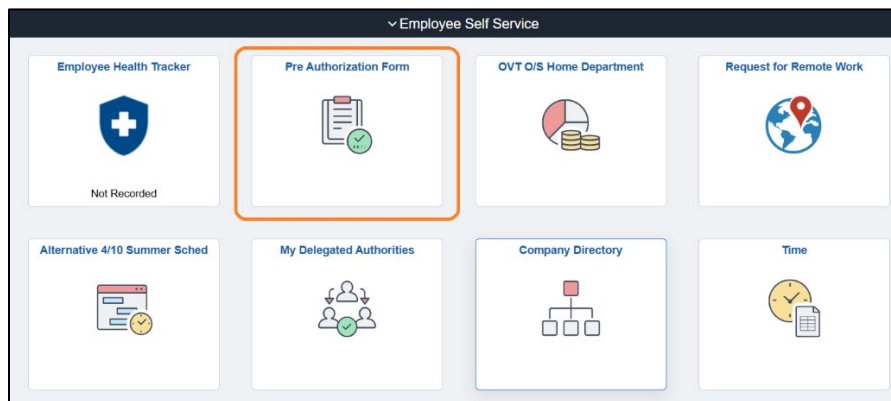
Screenshot 2 – Overtime Pre-authorization New Request

Screenshot 3 – Enter expected work day(s)

Screenshot 4 – Submit Pre-Authorization for Approval

B. Submit 'Worked' Overtime Outside Home Department for Pay Processing (See screenshots below for reference)
1. Create new request under tile "OVT O/S Home Department"
2. Provide approving manager's name
3. In the comments section, provide details of the worked overtime outside home department assignment

4. Enter date(s) and # of worked hours
5. Select 'Yes' under Employee Acceptance
6. Click Submit (upper right-hand corner). Request will route to approving manager for review/approval.

Screenshot 5 – OVT O/S Home Department tile
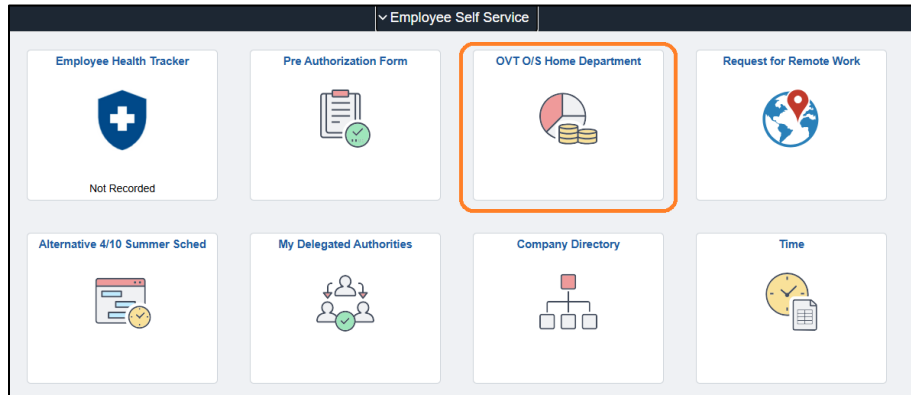
Screenshot 6 – Overtime Hours Worked – New Request

Screenshot 7 – Enter Worked Day(s) and Hours, Select 'Yes' for employee acceptance

Screenshot 8 – Submit Worked Hours for Review/Pay Processing

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