

Overtime Outside Home Department

Employee User Guide

Department of Human Resources

Last updated 8/28/2025 KSU

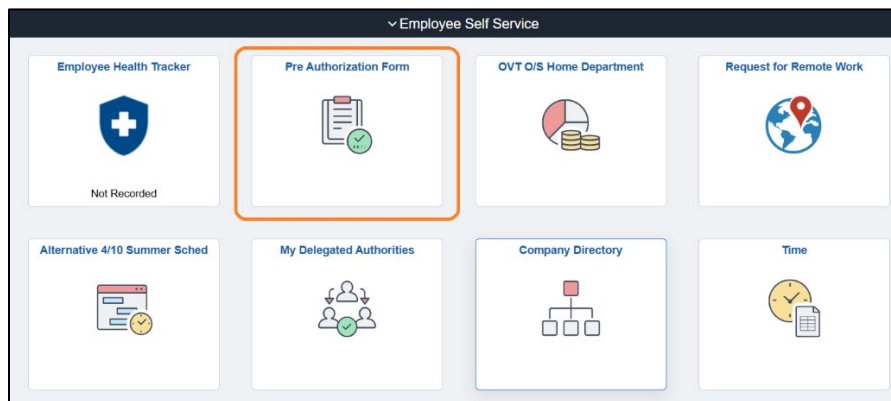
Overview:

- A. Submit pre-authorization request for overtime assignment
- B. Once assignment is complete, submit worked 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

Employee ID 11104791
Employee Name Keye Su
Employment Record 0
Request ID 0000000036

*Request Type Overtime PreAuthorization Form

OutSide Home Department ? Yes

*Approving Manager 10004854 Tina Vasconcellos

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

Screenshot 3 – Enter expected work day(s)

WorkDay Information
Enter either the Workday dates and hours or the Expected Start Date and Expected End Date. Both cannot be entered at same time.

WorkDay Dates & Hours

WorkDay Date 08/28/2025

Hours 8.00

Expected Date Range

Expected Start Date

Expected End Date

*Total Hours 8.00
Estimated Cost 624.01

Screenshot 4 – Submit Pre-Authorization for Approval

Pre-Authorization Form

INSTRUCTIONS
This form is a prerequisite to apply for Leave, Over Time Hours, and Secondary Assignments.

Employee Details

Employee ID 11104791
Employee Name Keye Su
Employment Record 0
Request ID 0000000037

*Request Type Overtime PreAuthorization Form

OutSide Home Department ? Yes

*Approving Manager 10004854 Tina Vasconcellos

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

WorkDay Information
Enter either the Workday dates and hours or the Expected Start Date and Expected End Date. Both cannot be entered at same time.

WorkDay Dates & Hours

WorkDay Date 08/28/2025

Hours 8.00

Expected Date Range

Expected Start Date

Expected End Date

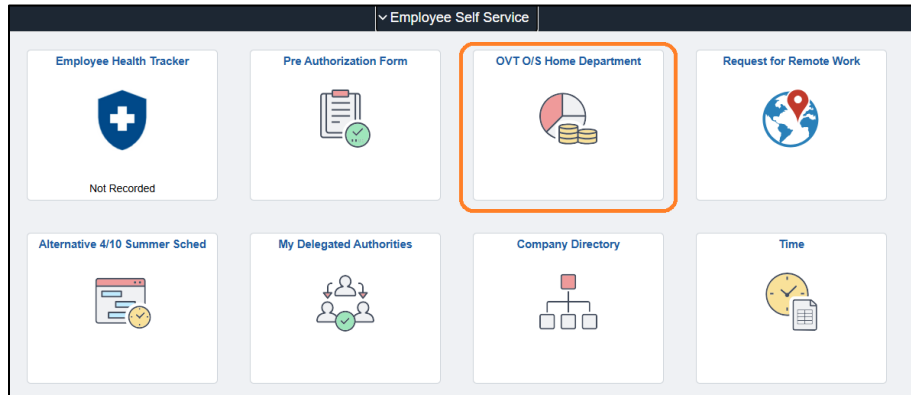
*Total Hours 8.00
Estimated Cost 624.01

Submit

- 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

Instructions

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

*Approving Manager 10004854 Tina Vasconcellos

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

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

WorkDay Dates Information

Enter either the Workday dates and hours or the Expected Start Date and Expected End Date.
Both cannot be entered at same time.

| 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.

Screenshot 8 – Submit Worked Hours for Review/Pay Processing

Instructions

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 Keya Su
Employment Record 0
Request ID 000000001

*Approving Manager 10004854 Tina Vasconcelos

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

WorkDay Dates Information

Enter either the Workday dates and hours or the Expected Start Date and Expected End Date.
Both cannot be entered at same time.

| 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.

END