



Module: m/04/140

'timeware® overtime authorisation...'



Overtime authorisation is required when an employee works more hours (at a certain rate), than the threshold specified in the daily schedule rate monitor.



1. Overtime authorisation is highlighted on the agenda screen under the attendance adjustments heading.



Attendance Adjustments

- [\(1\) Outstanding missed bookings that require attention](#)
- [\(315\) Outstanding unauthorised absences that require attention](#)
- [\(6\) Occurrences of outstanding overtime authorisation awaiting a decision](#)
- [\(8\) Occurrences of outstanding overtime authorisation that require finalisation](#)

2. Selecting the overtime authorisation link presents the user with the following screen:

Overtime Authorisation - Filter: 'Undefined - Awaiting Decision' AND 'Finalised AND Non-Finalised'

Drag a column header here to group by that column.

Employee ID	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Source	Date	Daily Schedule	Authorisation	Finalised	Rate	Rate Amount	Directorate	Department
305		Nathan	Pice	Pice, Nathan	793456	Employee	Pay Period	Sun 30/10/2011	Nathan Pice (Mo...	Undefined	Non-Finalised	Flex	40.00	Administration & C...	Building Regula...
305		Nathan	Pice	Pice, Nathan	793456	Employee	Daily Schedule	Tue 08/11/2011	Nathan Pice (Mo...	Undefined	Non-Finalised	Flex	3.00	Administration & C...	Building Regula...
305		Nathan	Pice	Pice, Nathan	793456	Employee	Daily Schedule	Tue 22/11/2011	Nathan Pice (Mo...	Awaiting decision	Non-Finalised	OT 1.5	15.00	Administration & C...	Building Regula...
305		Nathan	Pice	Pice, Nathan	793456	Employee	Daily Schedule	Tue 22/11/2011	Nathan Pice (Mo...	Awaiting decision	Non-Finalised	Flex	10.00	Administration & C...	Building Regula...
305		Nathan	Pice	Pice, Nathan	793456	Employee	Pay Period	Sun 11/12/2011	Nathan Pice (Mo...	Undefined	Non-Finalised	Flex	40.00	Administration & C...	Building Regula...
305		Nathan	Pice	Pice, Nathan	793456	Employee	Pay Period	Sun 18/12/2011	Nathan Pice (Mo...	Undefined	Non-Finalised	Flex	40.00	Administration & C...	Building Regula...

Close



3. Selecting one of the records allows the user to see exactly where the overtime was worked:

Attendance Adjustments

Employee ID: 305 First name: Nathan Last name: Price

Date selected: Tue 08 Nov 2011

Period schedule: Nathan Price

Pay period selected: Mon 07 Nov 2011 to Sun 13 Nov 2011

Activity	Date	Schedule	Taken absence(s)	End date	Authorisation	Total	Rate	Rate 02	Rate 06	Rate 07	Rate 08
1 Mon	08/11/2011	Nathan Price (Mon-Fri)	08:57 - 14:00:00			5:57					
1 Tue	08/11/2011	Nathan Price (Mon-Fri)	08:57 - 18:03:00			9:06					
1 Wed	09/11/2011	Nathan Price (Mon-Fri)	08:57 - 18:03:00			9:06					
1 Thu	10/11/2011	Nathan Price (Mon-Fri)	08:57 - 18:03:00			9:06					
1 Fri	11/11/2011	Nathan Price (Mon-Fri)	08:57 - 18:03:00			9:06					
1 Sat	12/11/2011	Nathan Price (Saturday)	08:57 - 18:03:00			9:06					
1 Sun	13/11/2011	Nathan Price (Sunday)	08:57 - 18:03:00			9:06					

Bookings(s) awaiting calculation

Day	Date	Time	Type	Authorisation
Tue	20/03/2011	08:00	Booking	Approved

Find Refresh Preview Close

Record 96 of 99

4. Finally, approving, (or declining) and finalising the overtime will remove the reference from the agenda screen.

Attendance Adjustment Bookings

Employee ID: 305 First name: Nathan Last name: Price

Date selected: Tue 08 Nov 2011

Actuals for 'Nathan Price (Mon-Fri)' ** Non-Contribute **

Slot	Terminal	From Date	From Time	Terminal	To Date	To Time
Slot 1	-	Tue 08/11/2011	08:57	-	Tue 08/11/2011	18:03

Actual Bookings After Calculation

Slot	Date	Time
Slot 1	Tue 08/11/2011	08:57
Slot 2	"	18:03

Add another set of bookings...
Override daily schedule...

☐ Employee has manually ended this schedule.
☐ Remove from adjustment anomaly list.

Rates

Slot	Amount
Flexi	9:06

Override...

Costs

Slot	Amount
Flexi	£45.50

Override...

Authorisation

Memo: Overtime has been approved by MD!

Authorised by: Admin

Authorisation status: ☐ Awaiting decision ☒ Finalised
☒ Approved
☐ Declined

Close Update