

## 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	Price	Price, Nathan	7934955	Employee	Pay Period	Sun 30/10/2011		Undefined	Non-Finalised	Flex	40.00*	Administration & C...	Building Regulat...
305		Nathan	Price	Price, Nathan	7934955	Employee	Daily Schedule	Tue 08/11/2011	Nathan Price (Mo...)	Undefined	Non-Finalised	Flex	39.00*	Administration & C...	Building Regulat...
305		Nathan	Price	Price, Nathan	7934955	Employee	Daily Schedule	Tue 22/11/2011	Nathan Price (Mo...)	Awaiting decision	Non-Finalised	DT 1.5	39.00*	Administration & C...	Building Regulat...
305		Nathan	Price	Price, Nathan	7934955	Employee	Daily Schedule	Tue 22/11/2011	Nathan Price (Mo...)	Awaiting decision	Non-Finalised	Flex	10.00*	Administration & C...	Building Regulat...
305		Nathan	Price	Price, Nathan	7934955	Employee	Pay Period	Sun 11/12/2011		Undefined	Non-Finalised	Flex	40.00*	Administration & C...	Building Regulat...
305		Nathan	Price	Price, Nathan	7934955	Employee	Pay Period	Sun 18/12/2011		Undefined	Non-Finalised	Flex	40.00*	Administration & C...	Building Regulat...



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

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