RIAS, Review OT Requests – Instructions for Time and Labor Approvers

Overtime (OT) requests from Non-Exempt (NE) employees who are eligible for OT are routed electronically to department Approvers for consideration through RIAS. Department Approves should review, approve, deny, or modify OT Requests in consultation with an employee’s supervisor.

Background:
If a supervisor informs employees of a need for OT, then employees do not need to submit OT requests via the system. Supervisor approval is implicit in the request.

However, if an employee identifies a need to work OT, then he/she must submit an OT request through the system for review and approval prior to working OT. The system routes the OT request to the department’s Time and Labor Approver and sends an email to the Approver that includes a link to the OT Request. To access the request, click on the link in the email or navigate to your “Worklist.”

Note: Approvers should consult with the employee’s supervisor before processing an OT Request to determine the appropriate action to take (e.g., approve, deny or modify the request.)

System Guidelines:

System Icons – The following icons are available to assist you with processing transactions:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>📅</td>
<td>Choose a date from the calendar.</td>
</tr>
<tr>
<td>🔍</td>
<td>Look up or search for a value.</td>
</tr>
<tr>
<td>▼</td>
<td>Select a value from a drop-down list.</td>
</tr>
</tbody>
</table>

System Messages – You should read all system messages presented while entering data because the content of the messages helps ensure successful completion of entries and submissions.

Comment Field – You should use the “Comment” field to communicate important information about an OT request with the employee who sent the request. For example, if the employee requests to work 4 hours OT, but the supervisor indicates the work to be performed should only take 2 hours and therefore will only approve that many hours, then you should type this into the field before approving the transaction.

Note: Comments entered by the employee will also appear in this field. Departments may require employees enter specific information into the field to help the Approver process requests (e.g., supervisor’s name, task associated with the request, etc.). To retain any comments entered by the employee, be sure to position your cursor below any existing text before you begin typing.
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Step-by-Step Instructions to Review and Process an Overtime Request:

Navigation:
Main Menu > Worklist

Step 1: Click on the link in the system generated email to go directly to a particular OT Request. If the link does not work, you can click on the “Worklist” link in the system to view a list of OT Requests.

Step 2: Click on the link for the OT Request you want to view.

Step 3: Review the data on the “Overtime Request Details” screen.
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**Step 4:** Enter notes for the employee into the “Comment” field near the bottom of the screen, then click on the “Approve” or “Deny” button.

![Overtime Request Form](image)

**Note:** Approvers should consult with the employee’s supervisor to determine the appropriate action to take (e.g., approve, deny or modify the request.) If conditions apply to an approval (e.g., the supervisor approves a portion of the hours estimated by the employee, the hours will be awarded as Compensatory Time instead of OT, etc.), then you should type the specific parameters into the “Comment” field before you approve the request.

**Step 5:** You will either see the “Approve Confirmation” or “Deny Confirmation” screen based on the button you clicked on.
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Step 6: Click on the “OK” button to dismiss the confirmation screen. If you have other requests to review and process, click your “Worklist” link again. If not, you can exit out of the system.

Workflow & Next Steps:

Once the transaction is processed, the system:

- Routes the transaction back to the employee
- Sends a notification email to the employee indicating whether the transaction was approved or denied

Note: Some departments require employees to use Web Clock to punch in and out of OT. Detailed instructions are available at:

http://rias.rutgers.edu/TrainingLinks/HRPayroll/WebClock.pdf