RIAS Self Service, Request Overtime – Instructions for NE Employees

The Self Service area of RIAS provides Non-Exempt (NE) employees who are eligible for Overtime (OT) with an electronic way to submit requests to work overtime to department Approvers. It also provides departments and the University with a way to review, approve, and monitor these requests in accordance with federal, state and university regulations.

**Background:**

If your supervisor informs you of a need for OT, then you do not need to submit an OT request. Supervisor approval is implicit in the request.

However, if you identify the need to work OT, then you must submit an OT request through the system. The request will be routed to your department’s Time and Labor Approver for review. The Approver will consult with your supervisor and then approve, deny or modify the request.

*Note: You should not work begin to work OT until you obtain approval.*

**System Guidelines:**

**System Icons** – The following icons are available to assist you with entering information:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Date Icon]</td>
<td>Choose a date from the calendar.</td>
</tr>
<tr>
<td>![Drop-down List Icon]</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 can use the “Comment” field to share important information about an OT request with the department’s Time and Labor Approver.

*Note: Your department may require employees enter specific information into the “Comment” field to help the Approver process OT Requests.*
RIAS Self Service, Request Overtime – Instructions for NE Employees

Step-by-Step Instructions to Submit an Overtime Request:

Navigation:

Main Menu > Self Service > Time Reporting > Report Time

Step 1: Click on the “Overtime Requests” link.

Step 2: Click on the “Add Request” button.
RIAS Self Service, Request Overtime – Instructions for NE Employees

Step 3: Enter the date you plan to work Overtime. Click on the “” icon next to the “Overtime Date” field and choose a date from the calendar or type it in using MM/DD/YYYY format as shown in the example.

Step 4: Click in the “Overtime Hours” field and enter the anticipated amount of additional hours you plan to work on the day entered.
RIAS Self Service, Request Overtime – Instructions for NE Employees

**Step 5:** Click in the “Comment” field and type information about why you are requesting to work OT into the field for the benefit of the department Approver. When done, click on the “Submit” button.

**Step 6:** You will see a “Submit Confirmation” screen. This indicates the OT Request was successfully routed to the Approver for review. Click on the “OK” button to dismiss the confirmation.
Step 7: The system returns you to the “Overtime Requests” screen. Recently submitted transactions display on this screen. The “Request Status” column indicates the current status of each request (submitted, approved, or denied).

From here you can click on the link in the “Overtime Date” column to see detailed information for a particular request, click on the “Add Request” button to enter requests for other days, or sign out of the system.

Note: You can only submit one request for a given day and you cannot edit a request after it is submitted. If you notice an error after you submit a transaction, please inform your department’s Time Keeper, Approver, and your supervisor.
Workflow & Next Steps:

Once submitted, the system:

- Routes the OT Request to the department Approver
- Sends a notification email to the Approver with instructions on next steps

Upon receipt of the email, the department Approver:

- Navigates to the OT Request to review the details
- Consults with your supervisor
- Approves, denies, or modifies the request

After the Approver processes your request, the system sends you an email indicating whether it was approved or denied.

If your request is not processed by the Approver within 24 hours of the OT date you entered, then the system will automatically deny the request.

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