Claim payment for additional hours and overtime

workday.

In the event you have worked additional hours and/or overtime you may be eligible to request payment for these in Workday.

Additional hours

Additional hours are only payable under the terms of clause 51 of the Flinders University Enterprise Agreement.
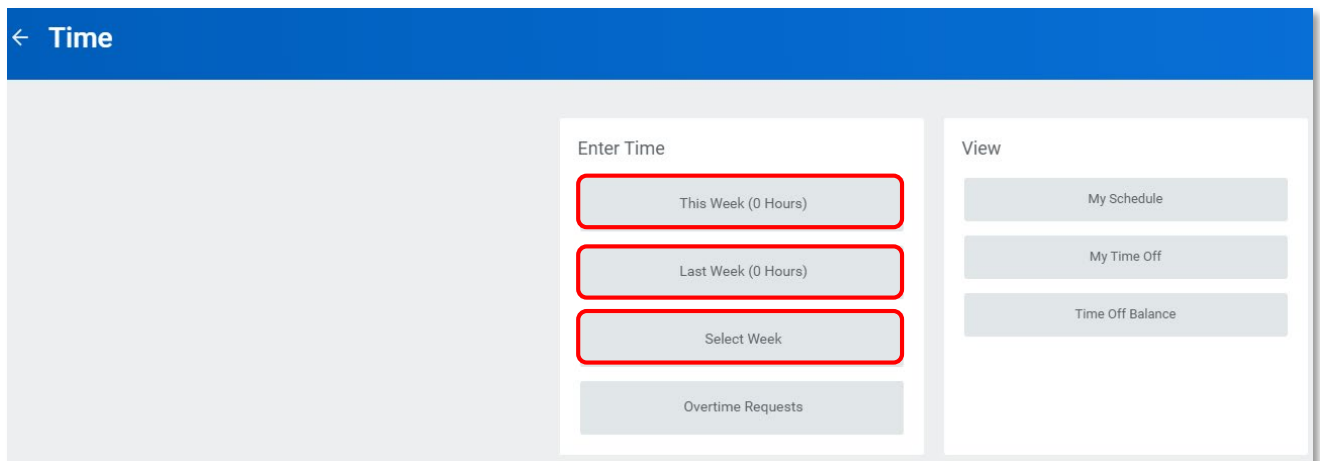
Claiming for additional hours can be submitted for hours worked outside your normal work schedule which were worked in the hours between 6am – 6pm. If you require a request for payment on hours worked outside the 6am-6pm period, you will need to submit an overtime request. Information on how to submit an overtime request follow on from additional hours in this Workday user guide.

Click on the *Time* application on your home screen.

The *Time* screen will appear.

Select *This Week, Last Week* or *Select Week* for the period the additional hours/ overtime is to be entered. Note: *Overtime Requests* only shows details for Upcoming and past overtime requests previously entered.

← **Time**

Enter Time	View
This Week (0 Hours)	My Schedule
Last Week (0 Hours)	My Time Off
Select Week	Time Off Balance
Overtime Requests	

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Additional hours

The *Enter Time* screen will appear.

Select the time you require to submit

Additional hours

Complete the *Enter Time* pop up window with the *Time Type* as *Additional Hours to Contract*.

Enter Time
06/10/2020

Time Type *
Search

× Choose the Appropriate Code from this list

Months * 0

Details

Cost Center

Comment

OK   Cancel

× Choose the Appropriate Code from this list

Search

◉ Choose the Appropriate Code from this list

○ On-Call

○ Overtime (Paid)

○ Overtime (Accrued TOIL)

● **Additional Hours to Contract**

○ Camping Allowance

○ Coxswains Allowance

○ Diving Allowance

○ Sea Going Allowance

○ Field Trip

Complete the newly visible *In* and *Out* times for the additional hours you worked.

Select the *Out Reason* as Meal if you took a meal break working more than 5 hours. The default *Out Reason* is *Out*. This is if you stopped working for the day at the out time specified.

Enter the Cost Center if a different code to your salary is required..

Enter Time
06/10/2020

Time Type *
Search

× Overtime (Paid)

In *

Out *

Out Reason   Out

Hours   * 0

Details

Cost Center

Comment

OK   Cancel

Out

select one

Meal

Out

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Additional hours

Once all information has been added, you may elect to enter a comment for the reason additional hours were worked.

Click *OK.*

Enter Time
10/03/2020

Time Type *	✕ Additional Hours to Contract	☰
In *	09:00 AM	
Out *	01:00 PM	
Out Reason *	Out	▼
Hours *	4	

Details

Comment

OK   Cancel

Your changes have been saved pop up window will appear. Your additional hours hour block will appear stating *Not Submitted.*

✓ Your changes have been saved

Additional Hours to Contract
9:00am - 1:00pm
4 Hours
🕐 Not Submitted

Claim payment for additional hours and overtime

workday.

Additional hours

Click *Submit*

Submit   **Enter Time ▾**

The *Submit Time* declaration screen will appear. Confirm the information entered is correct and click *Submit.*

Submit Time

By submitting this timesheet, you certify that claimed hours are true and accurate. Please note that any payment will be made in accordance with Enterprise Agreement.

Following date range will be submitted for approval.

7 – 13 March 2020 : 4 Hours Total

Total for 7 – 13 March 2020	
Overtime (Paid)	0
Overtime (Accrued TOIL)	0
On-Call	0
Standard Hours	0
Total Hours	0

enter your comment

Note: Click *Cancel* to make changes prior to submitting.

Submit   Cancel

Once you submit your declaration of hours, the *You have submitted* screen will appear. It will advise you of the *Up Next* step, which will be the approval by your Supervisor.

You have submitted
Time Entry: - 4 hours from 07/03/2020 to 13/03/2020 (Actions)
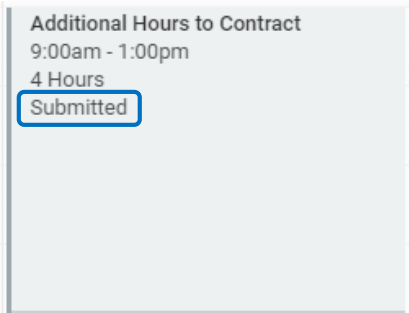
Up Next

Approval by Manager

> **Details and Process**

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Additional hours

Click *Done.* **Done**

You will be directed back to the *Enter My Time* calendar.
Note: The information entered will show as Submitted.

Additional Hours to Contract
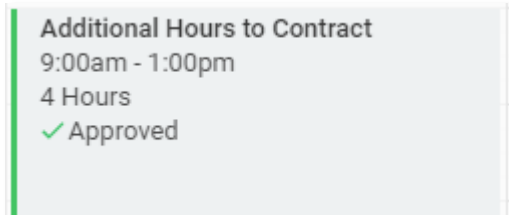9:00am - 1:00pm
4 Hours
Submitted

Once your additional hours request has been approved by your supervisor, you will receive a notification in Workday advising your request has been approved.
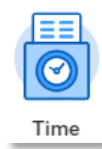
Notifications

Viewing: All	Sort By: Newest	
From Last 30 Days		

Time Entry: ▨▨▨ - 4 hours from 07/03/2020 to 13/03/2020
Enter Time - Successfully Completed
3 minute(s) ago

Time Entry: ▨▨▨ - 4 hours from 07/03/2020 to 13/03/2020
3 minute(s) ago

Time has been approved.

Details   Time Entry: ▨▨▨ - 4 hours from 07/03/2020 to 13/03/2020

Your *Enter Time* calendar will also show approved in your hours and a green side bar will appear.

Additional Hours to Contract
9:00am - 1:00pm
4 Hours
✓ Approved

Note: You may receive an inbox action if your supervisor would like you to amend the hours entered. In this circumstance, you are able to amend the hours and resubmit them following the steps in the Edit Timesheet process guide.
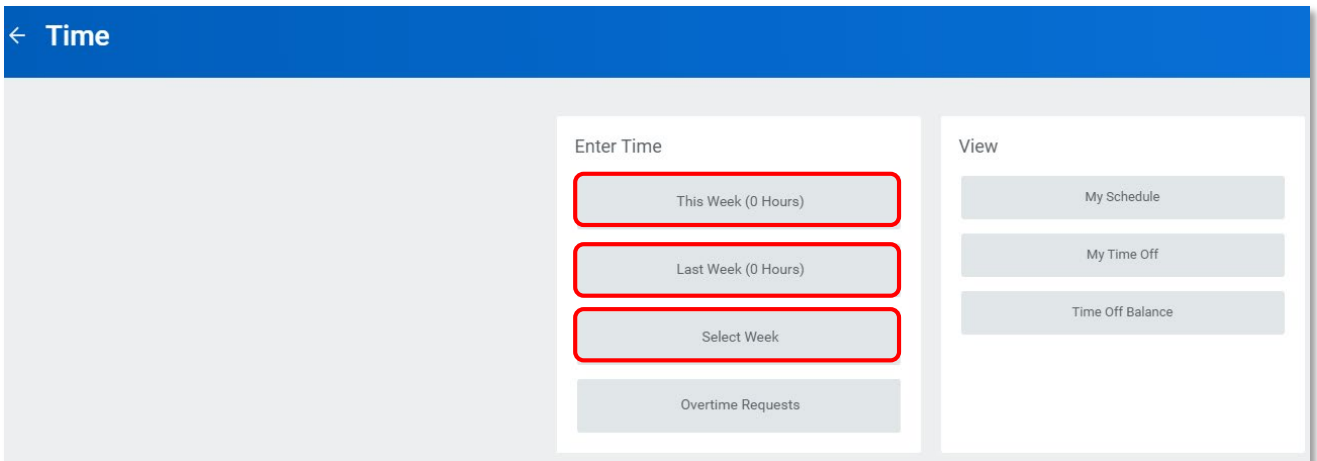
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Overtime
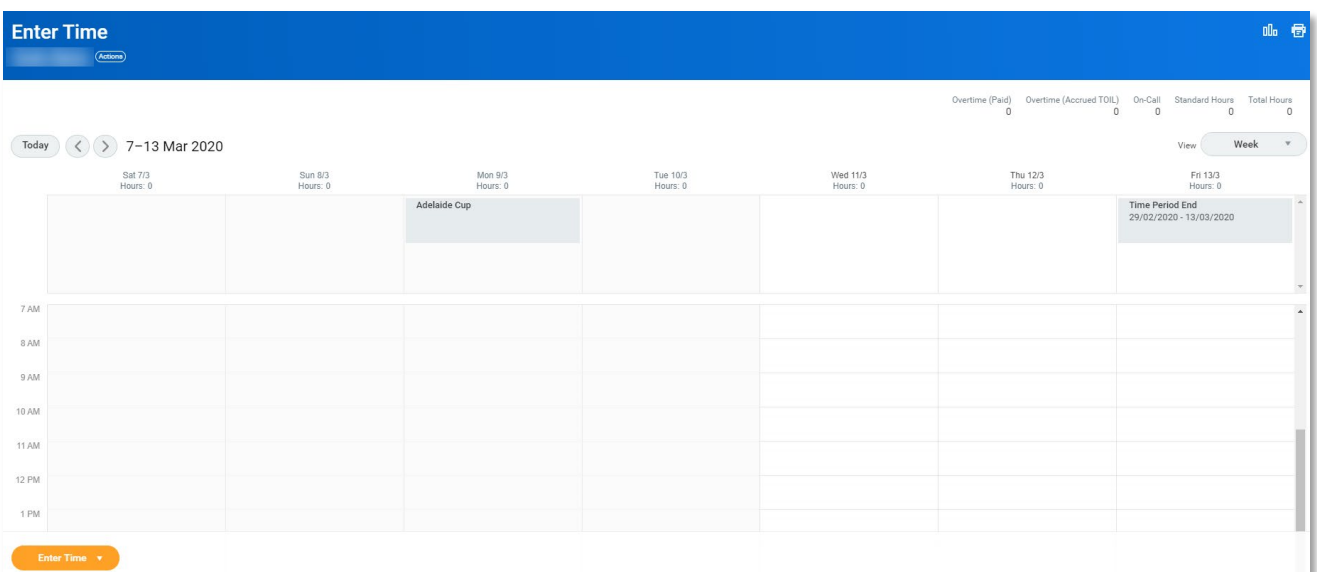
Click on the *Time* application on your home screen.

The *Time* screen will appear.

Select *This Week, Last Week* or *Select Week* for the period the additional hours/ overtime is to be entered. Note: *Overtime Requests* only shows details for Upcoming and past overtime requests previously entered.

The *Enter Time* screen will appear.

workday.

Overtime

Select the time you require to *Submit*

Complete the *Enter Time* pop up window with the *Time Type* as *Overtime (Paid).*

Overtime

Complete the newly visible *In* and *Out* times for the overtime hours you worked.

Select the *Out Reason* as Meal if you took a meal break working more than 5 hours. The default *Out Reason* is *Out*. This is if you stopped working for the day at the out time specified.

Enter Time
11/03/2020

Time Type *   × Overtime (Paid)

In *

Out *

Out Reason   Out

Hours   * 0

Out

select one

Meal

Out

Details

Comment

OK   Cancel

Once all information has been added, you may elect to enter a comment for the reason additional hours were worked.

Click *OK*.

Enter Time
11/03/2020

Time Type *   × Overtime (Paid)

In *   06:00 PM

Out *   08:00 PM

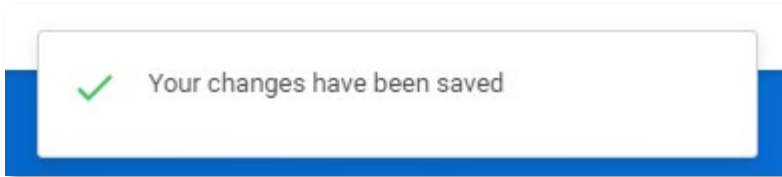Out Reason *   Out

Hours   * 2

Details

Comment

OK   Cancel

workday.

Overtime

Your changes have been saved pop up window will appear. Your additional hours hour block will appear stating *Not Submitted.*

✓ Your changes have been saved

Note: If your overtime hours gain a Meal Allowance as well, you will see the meal allowance appear at the start of the day in which your overtime was worked.

Wed 11/3
Hours: 2

Meal Allowance
1
🕐 Not Submitted

Overtime (Paid)
6:00pm - 8:00pm
2 Hours
🕐 Not Submitted

workday.

Overtime

Click *Submit*.

The *Submit Time* declaration screen will appear. Confirm the information entered is correct and click *Submit.*

Submit Time

By submitting this timesheet, you certify that claimed hours are true and accurate. Please note that any payment will be made in accordance with Enterprise Agreement.

Following date range will be submitted for approval.

7 – 13 March 2020 : 6 Hours Total

Total for 7 – 13 March 2020

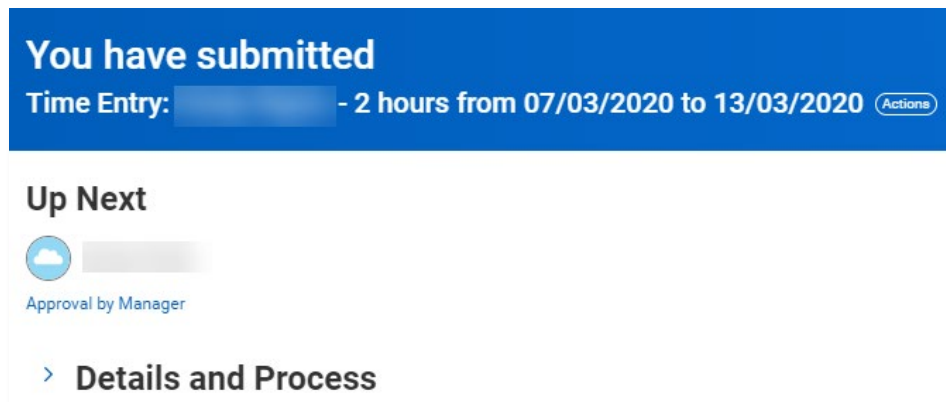|	
Overtime (Paid)	2
Overtime (Accrued TOIL)	0
On-Call	0
Standard Hours	0
Total Hours	2

enter your comment

Submit   Cancel

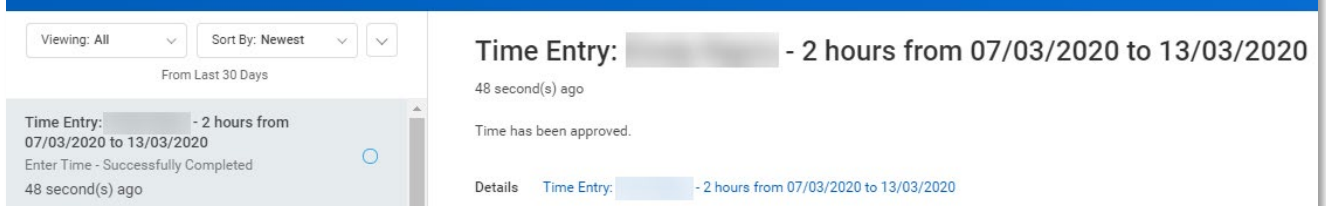Note: Click *Cancel* to make changes prior to submitting.

Overtime

Once you submit your declaration of hours, the *You have submitted* screen will appear. It will advise you of the *Up Next* step, which will be the approval by your supervisor.

Once your additional hours request has been approved by your supervisor, you will receive a notification in Workday advising your request has been approved.
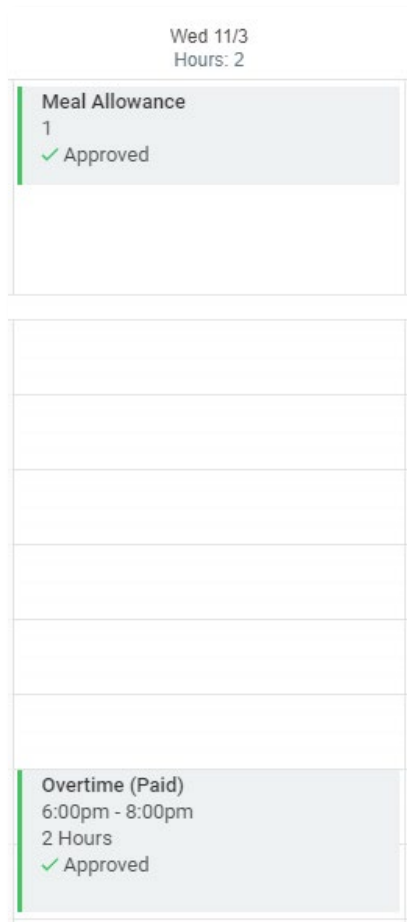
Claim payment for additional hours and overtime

 workday.

Overtime

Once your supervisor has approved your overtime request, your *Enter Time* calendar will also show approved in your hours and a green side bar will appear.

Note: You may receive an inbox action if your supervisor would like you to amend the hours entered. In this circumstance, you are able to amend the hours and resubmit them following the steps in the Edit Timesheet process guide.