

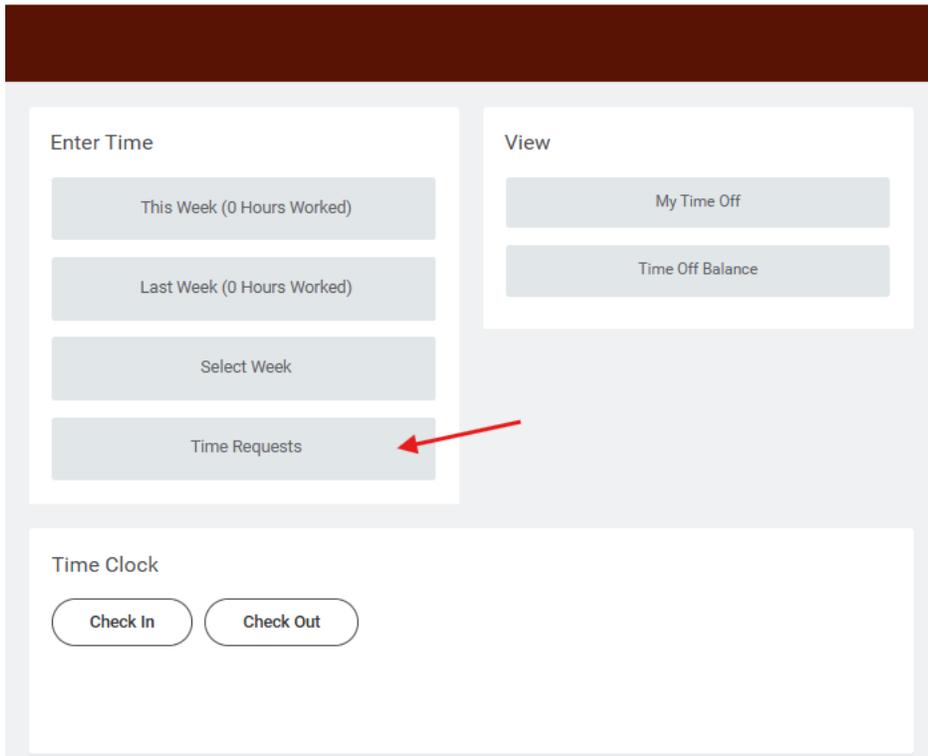
Overtime Request Name Change

Overview

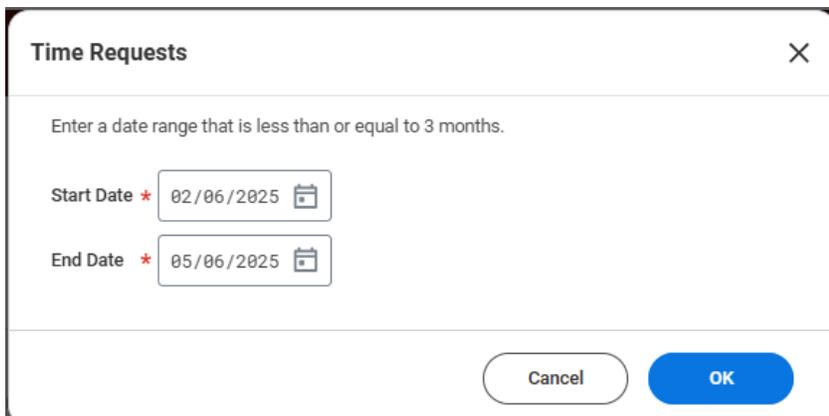
As part of an upcoming Workday Update, Workday is changing the **Overtime Request** Task label to **Time Request**.

Employee Self Service Screenshots

- Overtime Requests button changes to Time Requests



- After selecting Time Requests, employees will now be prompted with a defaulted date range of three months. This is to help in performance and allow employees to search for their requests further in the past. However, they will NOT have to change the prompt dates and can simply click OK to move to the next screen.





Time Tracking: Overtime Requests

- Additional Self-Service Label Changes

Request Time

Start Date * 03/06/2025

End Date * 03/06/2025

Time Request Code * X Overtime Request

Schedule by * Start/End Time Total Hours

Total Hours * 0

Time Requests

Start Date 02/06/2025
End Date 05/06/2025

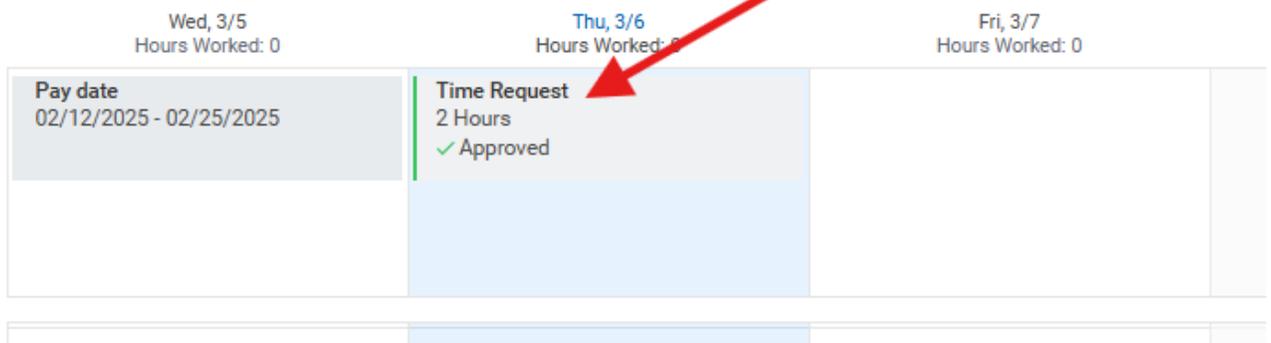
Time Requests

1 item

Time Request Code	Start Date	End Date	Start Time	End Time	Total Hours	Requested Time Start for a Day	Requested Time End for a Day	Worked Time	Attachment(s)	Details	Status	
Overtime Request	02/14/2025	02/14/2025			2			0			Approved	Edit Delete

Enter Time

Today < > Mar 5 – 11, 2025





Time Tracking: Overtime Requests

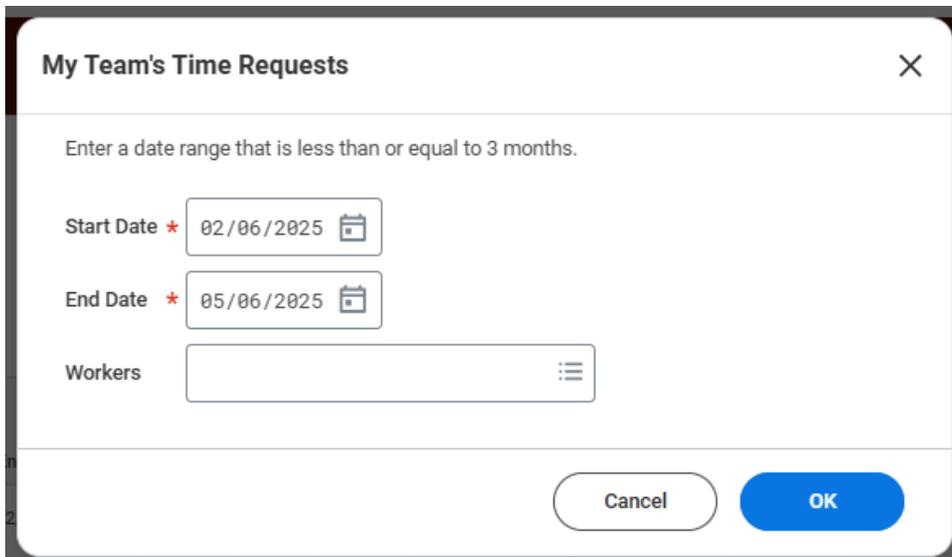
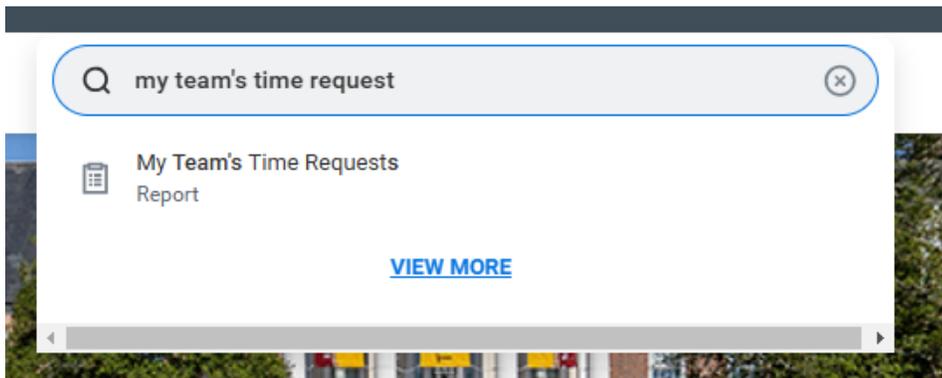
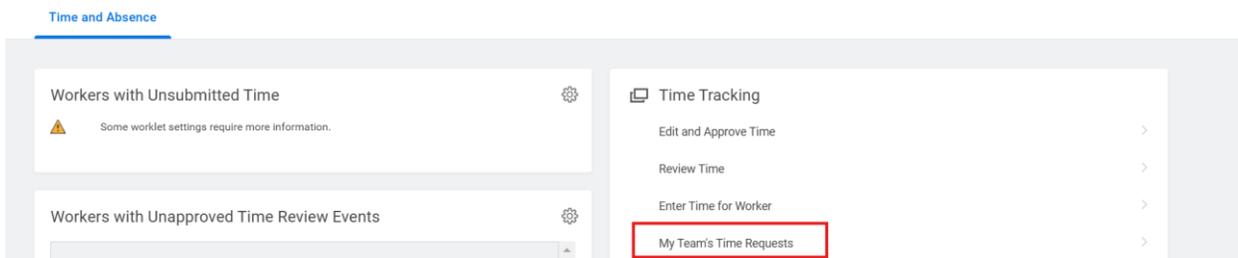
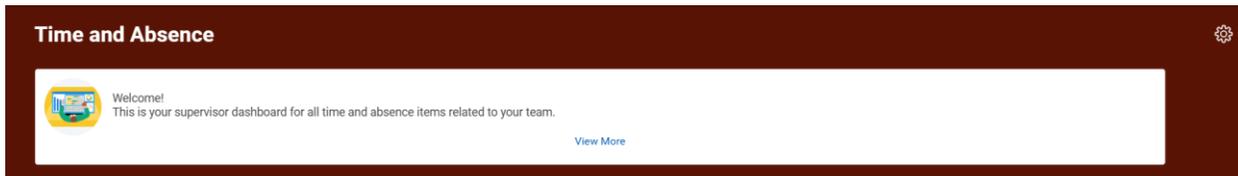
Today < > Feb 12 - 18, 2025 Week Actions Summary

	Wed, 2/12 Hours Worked: 0	Thu, 2/13 Hours Worked: 0	Fri, 2/14 Hours Worked: 0	Sat, 2/15 Hours Worked: 0	Sun, 2/16 Hours Worked: 0	Mon, 2/17 Hours Worked: 0	Tue, 2/18 Hours Worked: 0	Summary
7 AM								Feb 12 - 18, 2025
8 AM								Regular 0
9 AM								Paid Time Off 0
10 AM								Unpaid Time Off 0
11 AM								Overtime 0
								Comp Time Earned 0
								In Call 0
								Shift Differential 0
								Total Hours 0

- Clear
- Quick Add
- Request Absence
- Review Time by Week
- Run Calculations
- Time Requests**
- View Absence Balances

Manager Self Service Screenshots

- My Team's Overtime Request changes to My Team's Time Request. As shown above, there is an additional prompt for date range and workers.





Time Tracking: Overtime Requests

- My Team's Time Request
 - The label is changed as well as the report being consolidated for both past and upcoming requests.

My Team's Time Requests

Start Date 02/06/2025
End Date 05/06/2025

Time Requests

Worker	Position	Time Request Code	Start Date	End Date	Start Time	End Time	Total Hours	Requested Time Start for a Day	Requested Time End for a Day	Worked Time	Attachment(s)	Details	Status	Actions
		Overtime Request	02/14/2025	02/14/2025			2			0			Approved	<button>Edit</button> <button>Delete</button>

- Label Change on Approvals

All Items 3 items

Search: All Items

Time Request 03/06/2025

Effective: 03/06/2025

Review Time Request: []

For []

Overall Process Time Request: []

Overall Status In Progress

Due Date 03/08/2025

Details to Review

Start Date 03/06/2025

End Date 03/06/2025

Total Hours 2

[]

enter your comment []

Process History

[]

Attachments

Approve Send Back Deny Cancel