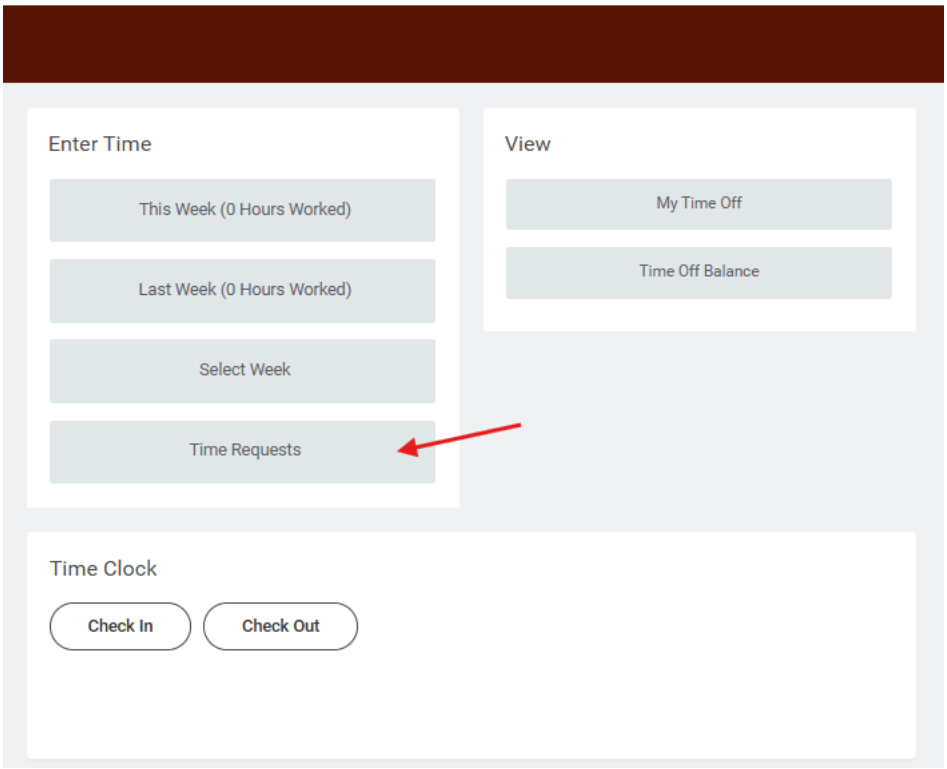
Overtime Request Name Change

Overview

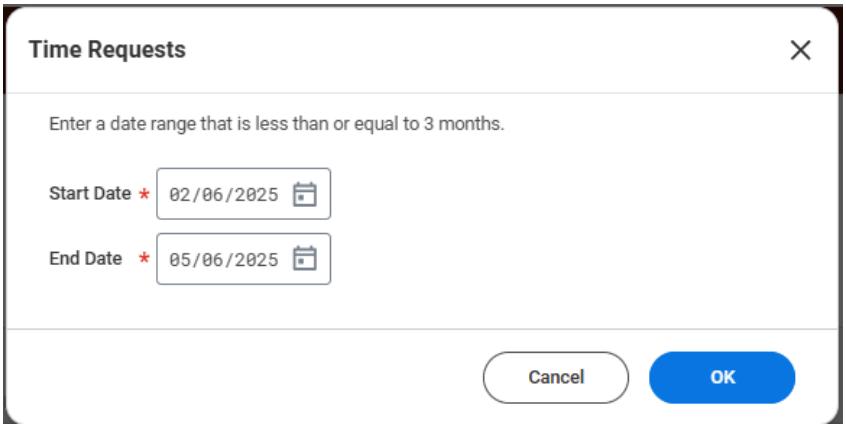
As part of an upcoming Workday Update, Workday is changing the **Overtime Request** Task label to **Time Request.**

Employee Self Service Screenshots

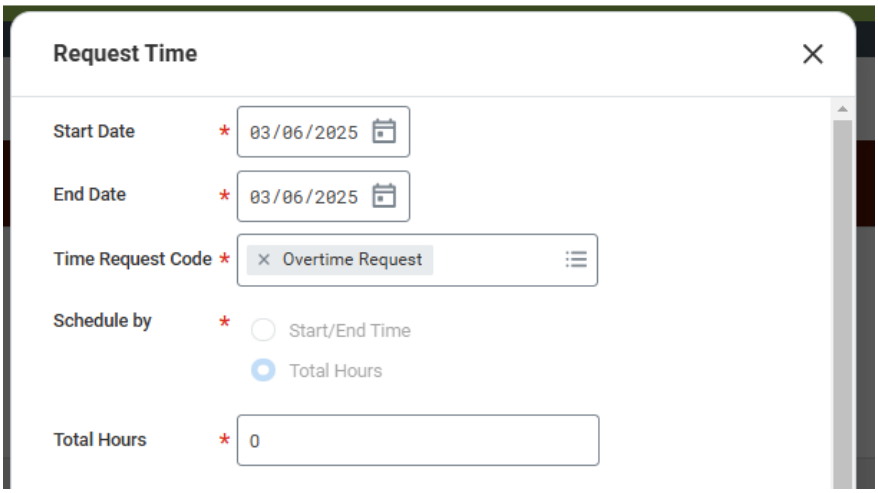
- Overtime Requests button changes to Time Requests

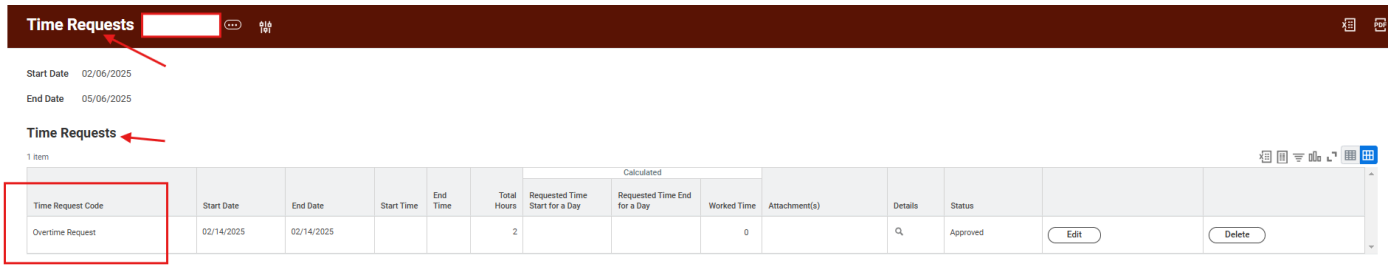


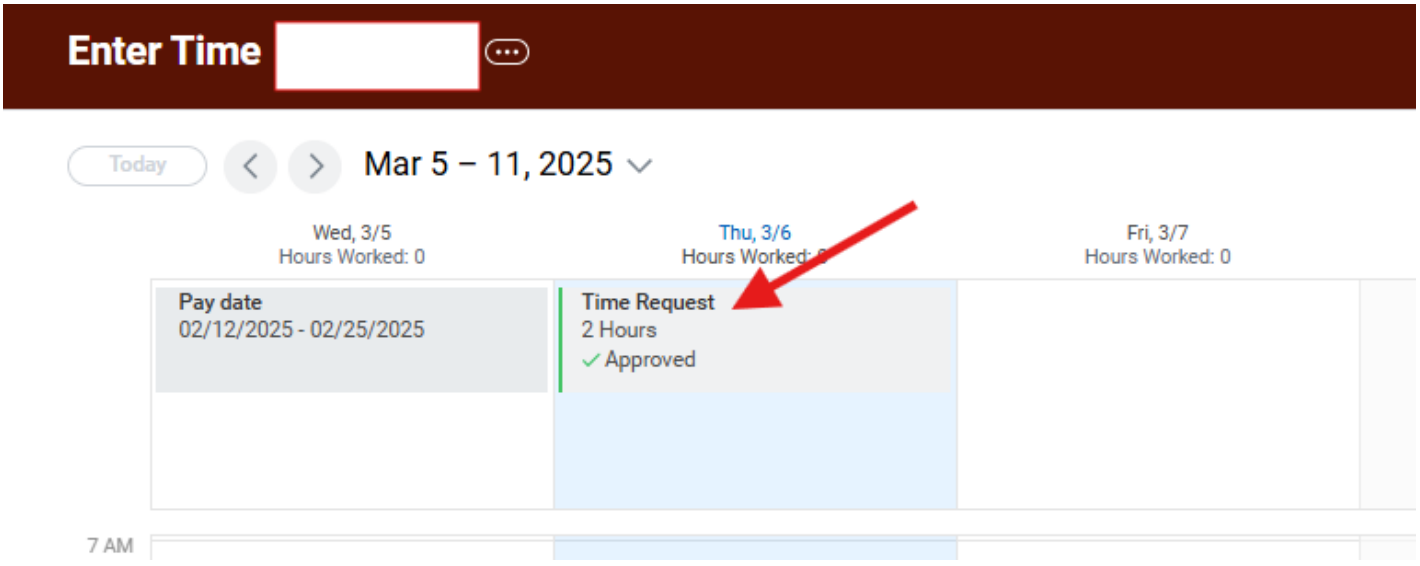
- After selecting Time Requests, employees will now be prompted with a defaulted date range of three months. This is to help in performance and allow employees to search for their requests further in the past. <u>However, they will NOT have to change the prompt dates and can simply click OK to move to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



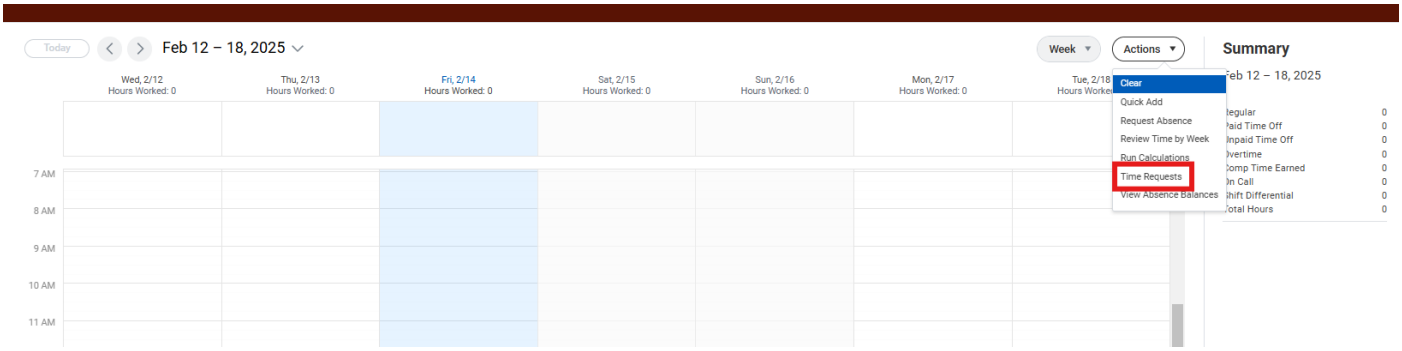
- Additional Self-Service Label Changes





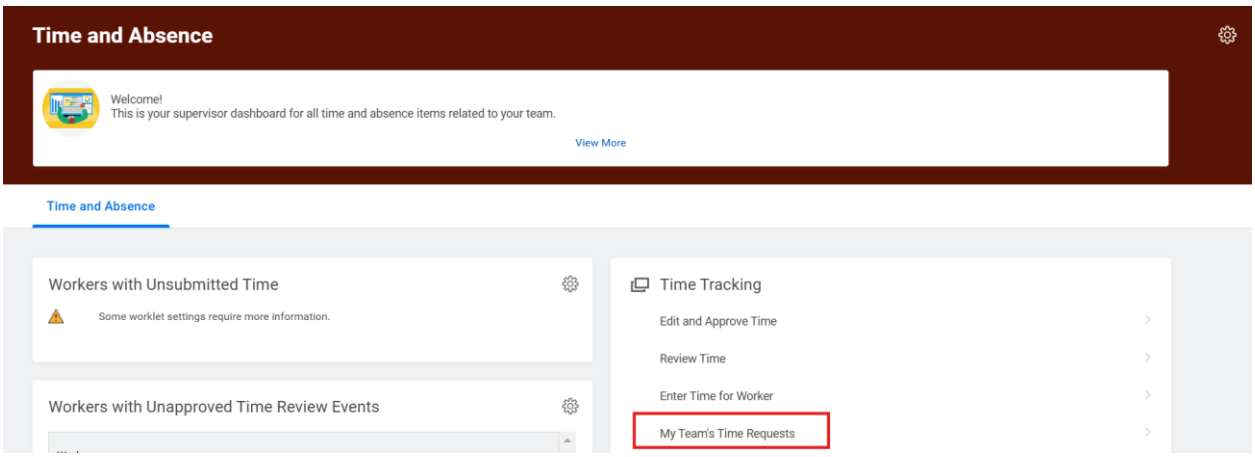


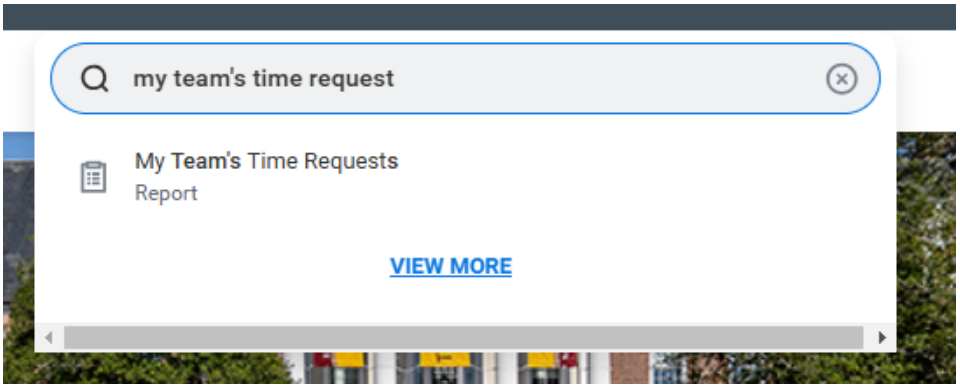
Time Tracking: Overtime Requests

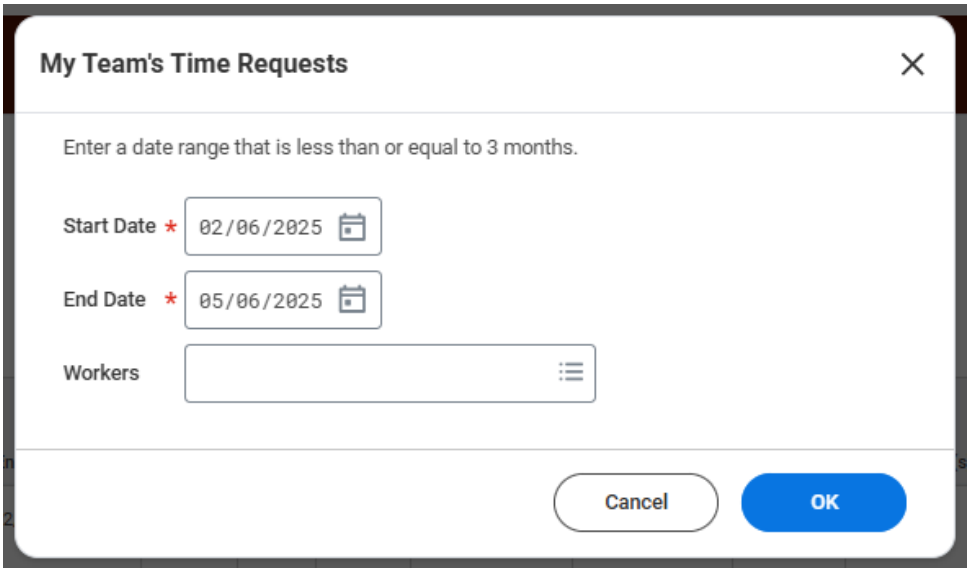


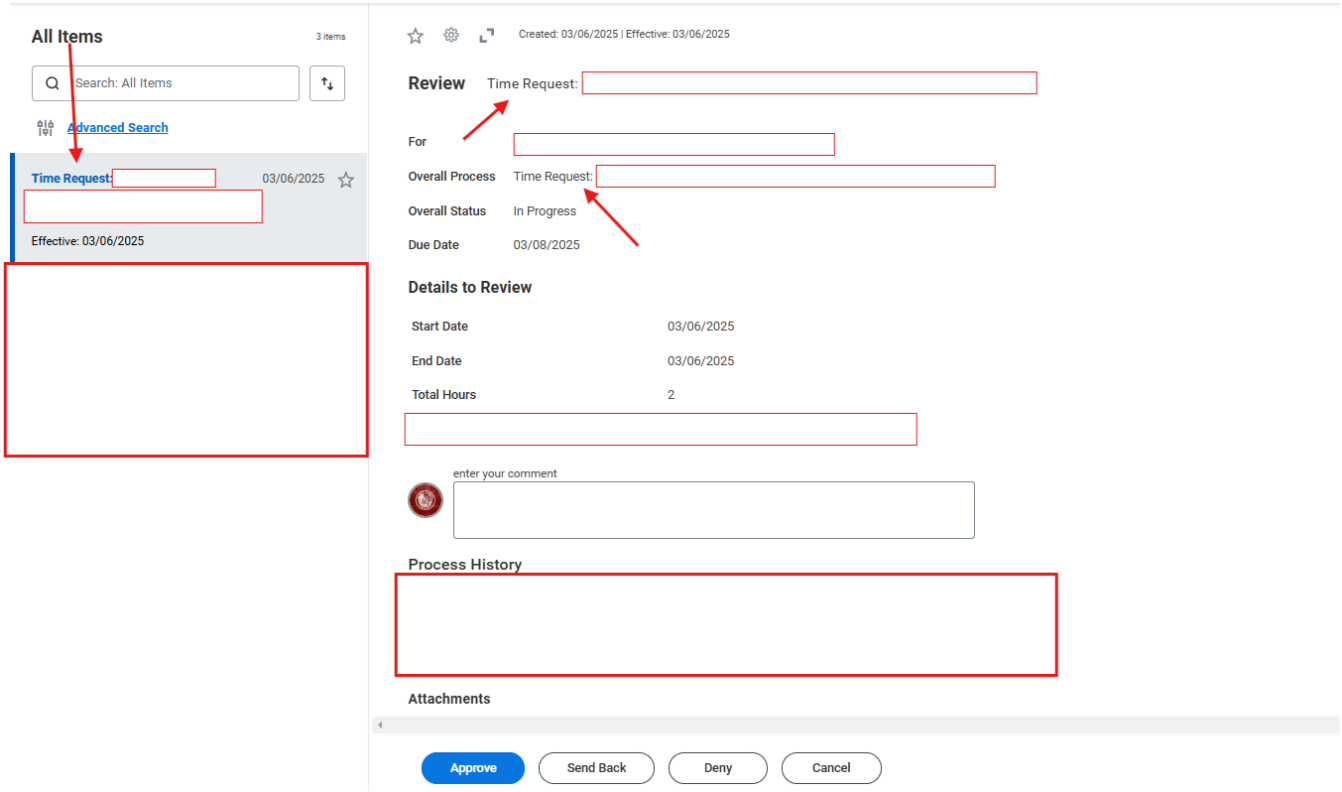
Manager Self Service Screenshots

- 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.







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

- Label Change on Approvals