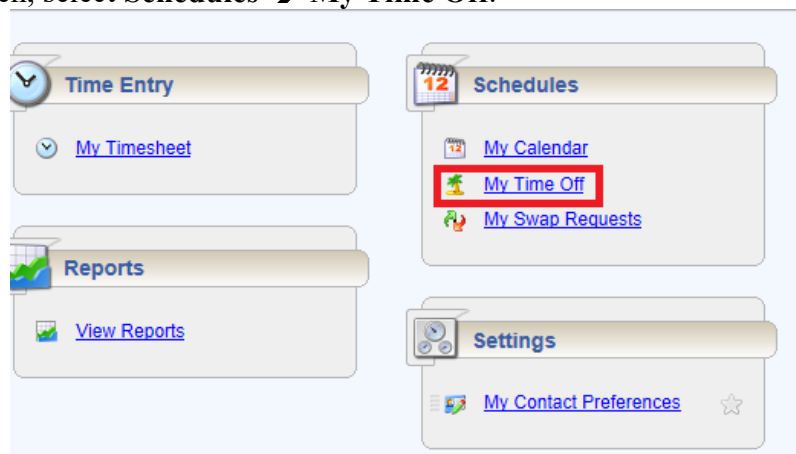


Job Aid 8: Pre-approving Overtime/Comp Time in eSTAR

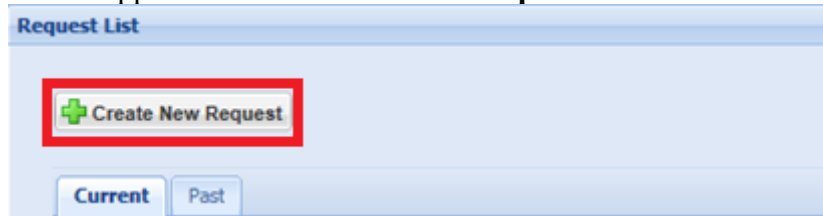
1. You can Pre-approve Overtime or Comp Time thru eSTAR by submitting a Time Off Request. When you request Overtime or Comp Time an email is sent to notify the Manager that a request was made. This process is just a Pre-approval process and does not flow to the employee’s timesheet. After the Overtime or Comp Time is worked you need to refer to the *How to enter Overtime and Comp Time Job Aid*.

Note: *Pre-approving Overtime/Comp Time in eSTAR is up to each Division’s discretion. It is not mandatory to request Pre-Approval for Overtime or Comp Time in eSTAR.*

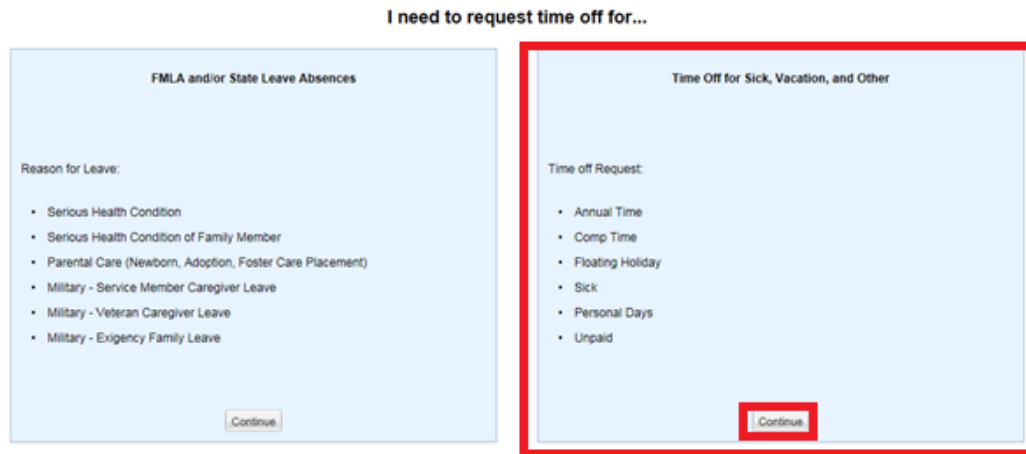
2. From the home screen, select **Schedules** → **My Time Off**.



3. The **Request List** window appears. Select **Create New Request**.



The create **Time Off Request** window appears. Click “**Continue**” at the bottom of the time off window for Sick, Vacation and Other.



4. Choose *REQ_COMP_WRK* Request to Work Comp Time or *REQ_OT_WRK* Request to Work Overtime from the **Pay Code** drop-down list.

Create Time Off Request

Pay Code: **ALT Annual Leave Taken** (dropdown menu open)

- LVMEEX Leave for competing in Exams
- LVORG Organ Donor Leave
- MILPL Military Leave with Pay
- MILSI Military Serious Illness/Injury Leave
- MILUL Military Unpaid leave
- MVD Military Veterans Funeral Detail
- OCP Olympic Competition Participant
- REQ_COMP_WRK Request to Work Comp Time**
- REQ_OT_WRK Request to Work Overtime**
- SLBA Sick Borrow Ahead Leave
- SLT Sick Leave Taken
- SUBP Subpoena Pay-Hours
- UNPAID_TIME Unpaid Time
- UPOM Union/Professional Org Meetings
- VFR Volunteer Fire Response

Legend:

- Annual Leave
- Annual Leave
- Comp Time
- Floating Hours
- Military Time
- Sick Leave (Custodial Worker)

5. Enter the day on which you want to begin your Overtime or Comp Time in the **Start Date** field, or click the calendar icon on the right of the date field to display a calendar from which you can choose the date.

Create Time Off Request

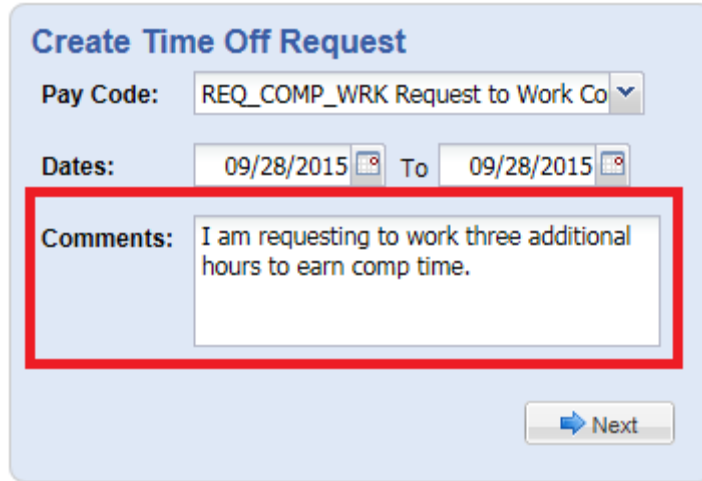
Pay Code: **REQ_COMP_WRK Request to Work Co** (dropdown menu open)

Dates: 09/28/2015 (calendar icon) To 09/28/2015 (calendar icon)

Comments:

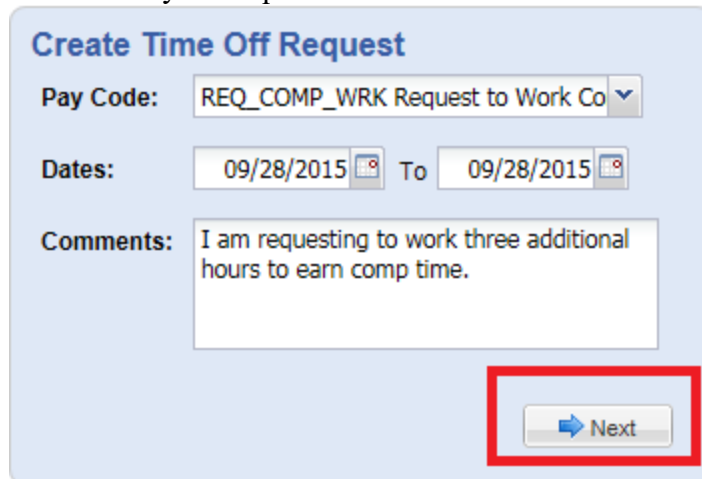
[Next](#)

6. There must be a note to accompany your request in the **Comments** field if you are requesting Overtime to be paid as Comp Time.



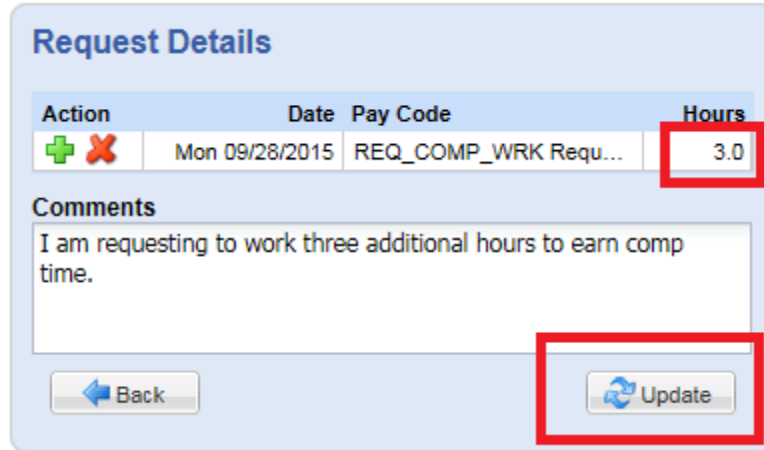
The screenshot shows the 'Create Time Off Request' form. The 'Pay Code' is set to 'REQ_COMP_WRK Request to Work Co'. The 'Dates' are set to '09/28/2015' to '09/28/2015'. The 'Comments' field is highlighted with a red border and contains the text: 'I am requesting to work three additional hours to earn comp time.' A 'Next' button is visible at the bottom right of the form.

7. Select **Next** to display the details of your request.



The screenshot shows the 'Create Time Off Request' form. The 'Pay Code' is set to 'REQ_COMP_WRK Request to Work Co'. The 'Dates' are set to '09/28/2015' to '09/28/2015'. The 'Comments' field contains the text: 'I am requesting to work three additional hours to earn comp time.' The 'Next' button at the bottom right of the form is highlighted with a red border.

8. The **Request Details** window appears. In the **hours field** enter number of additional hours you are requesting for Overtime or Comp Time. Once you have made your changes select **Update** to save it and proceed.

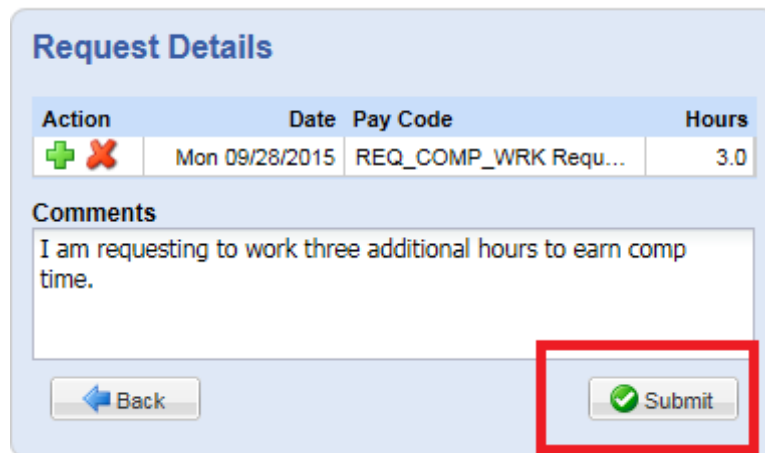


Request Details

Action	Date	Pay Code	Hours
	Mon 09/28/2015	REQ_COMP_WRK Requ...	3.0

Comments
I am requesting to work three additional hours to earn comp time.

9. Click the **Submit** button to submit your request. You are notified of a successful submission.

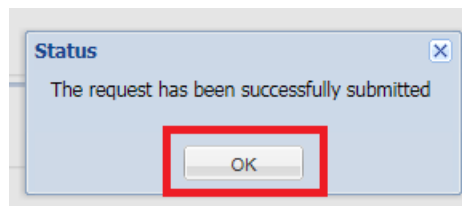


Request Details

Action	Date	Pay Code	Hours
	Mon 09/28/2015	REQ_COMP_WRK Requ...	3.0

Comments
I am requesting to work three additional hours to earn comp time.

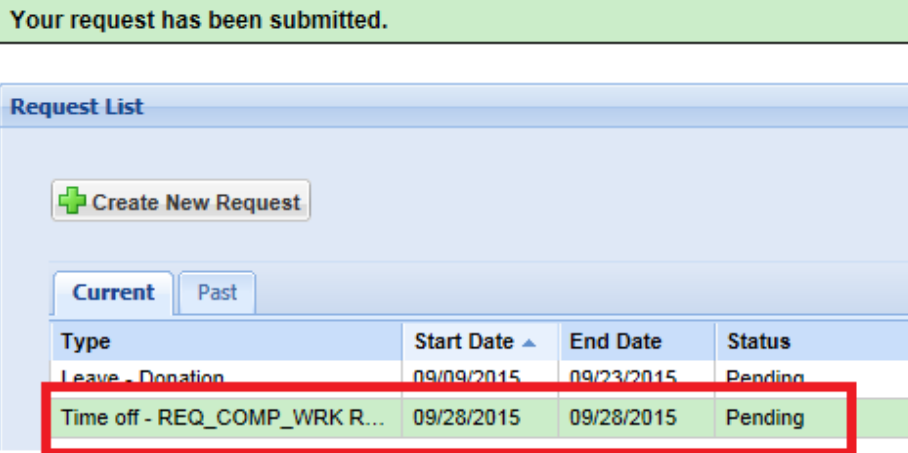
Click **OK**.



Status [X]

The request has been successfully submitted

You are returned to the **Request List** window. Your new request appears as **Pending**. A system generated email is sent to your manager.



10. *When your manager approves the Overtime or Comp Time request, the requested time does not post to your timesheet. This is just a preapproval.*

11. **E-mail Notification**
E-mail messages are sent to the following recipients state outlook account when Time Off Requests are submitted.

Time Off Requests Email Notifications, Triggering Events and Recipients

EVENT TRIGGERING EMAIL	MESSAGE SUBJECT	MESSAGE	RECIPIENT(S)
Submission of time off request	Time Off Request – Pending	“Employee Name” has requested time off. Please review.	Manager and Delegates
Approval of time off request	Time Off Request – Approved	Your time off request has been approved.	Employee
Rejection of time off request	Time Off Request – Rejected	Your time off request has been rejected.	Employee
Submission of time off request BEFORE TOR is approved	Time Off Request – Cancelled by Employee	“Employee Name” has cancelled his or her request for time off.	Manager and Delegates
Rejection of approved time off request	Time Off Request – Cancelled by Manager	“Manager Name” has cancelled your request	Employee