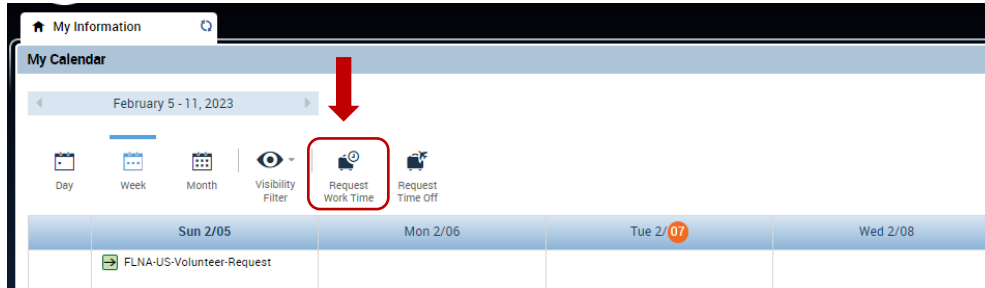


Web Overtime Request Job Aid

This job aid will walk through the process to request overtime through the Kronos web browser.

In order to navigate to the Kronos web browser, please see the “Logging into Kronos Job Aid”.

1. Log in to the Kronos system using your GPID and password.
On your home screen, select the “Request Work Time” button on the top menu.



2. Input the “Start Date”, “End Date”, “Start Time”, & “End Time” of the timeframe that you would like to request to work. If this timeframe crosses from one day into the next day, the start and end dates you select WILL NOT match. Ensure that the “Select Transfer” section is left blank – nothing needs to be completed here.

To ensure that times are entered correctly, please see the “Overtime Request Chart”.

The screenshot shows the 'Request Work Time' form. The 'Type' dropdown is set to 'FLNA-US-Volunteer-Requ...'. Below it is a table with columns for 'Start Date', 'End Date', 'Start Time', and 'End Time'. The 'Start Date' and 'End Date' fields contain '2/07/2023'. A green arrow points to this table with the text 'THIS NEEDS COMPLETED'. Below the table is a section titled 'Select Transfer' with tabs for 'Job Transfer', 'Labor Account', and 'Work Rule'. A red box highlights the 'Add Labor Account' section, which contains several dropdown menus for 'Business Uni...', 'Country-Loc...', 'Market Unit...', 'Func Sub Fu...', 'Location-Shi...', 'Cost Centre...', and 'Local Custo...'. A red arrow points to this section with the text 'THIS DOES NOT NEED COMPLETED'. At the bottom of the form are 'Cancel' and 'Submit' buttons. A blue arrow points to the 'Submit' button.

3. After inputting all required information above, click on the “Submit” button to submit your request.

