

Overtime Approval Form User Guide

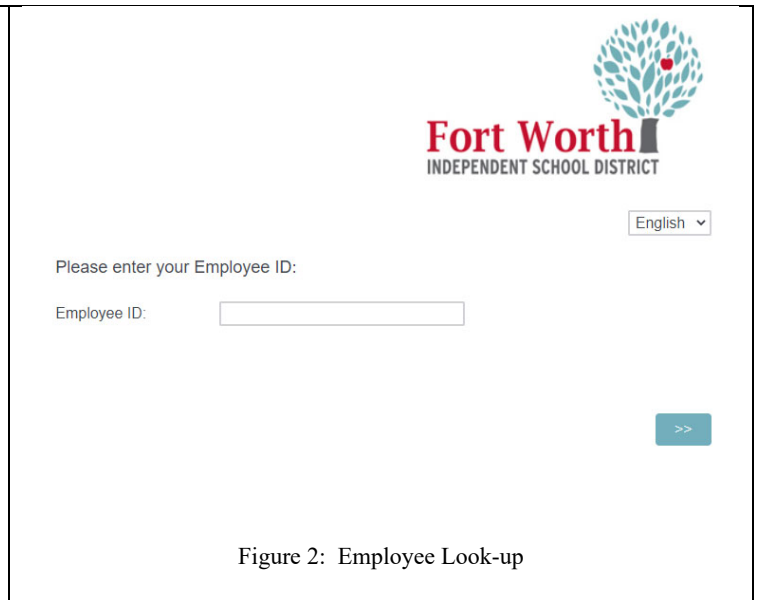
The Overtime Form is used by Supervisors to record the approval for their employees to work overtime. Please find the form instructions below:

1. Access the Overtime Approval form (https://fortworthisd.az1.qualtrics.com/jfe/form/SV_eG9KD4SR4VYrgeW). The landing page will be displayed (*see Figure 1*).
2. Click >> to complete the form. You will be prompted to enter your Employee ID (*see Figure 2*). Enter your Employee ID and then click >>.



The screenshot shows the landing page for the Overtime Approval form. At the top right is the Fort Worth Independent School District logo, which features a stylized tree with red and blue leaves. Below the logo is a language dropdown menu set to "English". The main heading is "Overtime Approval". Below this, there is a paragraph of text explaining the district's policy on overtime work, stating that it must have Manager approval and is subject to discipline but compensated in accordance with the Fair Labor Standards Act (FLSA). A second paragraph asks users to complete the form for Non-Exempt Employees and provides contact information for Business Intelligence at (817) 814-2210. A red instruction line says "Please click >> to complete the form." At the bottom right, there is a blue button with the text ">>".

Figure 1: Overtime Approval Form Landing Page



The screenshot shows the Employee Look-up screen. It features the same Fort Worth Independent School District logo and language dropdown menu as Figure 1. The main heading is "Employee Look-up". Below this, there is a prompt: "Please enter your Employee ID:". Underneath the prompt is a text input field labeled "Employee ID:". At the bottom right, there is a blue button with the text ">>".

Figure 2: Employee Look-up

3. Your Employee Name, Job Title and Location will be displayed (*see Figure 3*). Select the overtime start and end dates and then click >>. **Note: Your OT approval should not exceed 1 week.**
4. You will be prompted to select how you want to record the employees approved to work OT. You can select to type the information (*see Figure 4A*), or upload an employee listing (*see Figure 4b*). Select the appropriate option and then click >>.

Name: [REDACTED]
 Job Title: [REDACTED]
 Location: 803 - BUSINESS INTELLIGENCE DEPT

Select the overtime start and end dates. *Please note that overtime approvals should not exceed 1 week:*

Start Date:
 End Date:

Figure 3: Select overtime dates

How would you like to record the list of employees authorized to work OT 04-27-2022 through 05-04-2022?

Figure 4: Select employee listing method

Enter the *employee ID, first name and last name* of the employee(s) approved to work overtime 04-27-2022 through 05-04-2022.

Enter the overtime reason:

Figure 4A: Type Employee Listing

Upload a list of employees approved to work overtime 04-27-2022 through 05-04-2022. Please ensure that your file includes employee ID, employee first name and last name. **Note: The file format must be .pdf**

Enter the overtime reason:

Figure 4B: Upload Employee Listing

- Type the list of employees approved to work overtime, or upload a listing based on your selection in step 4. Please note that you must include the employee id, first name and last name.
- Enter a reason for the overtime and then click >>. You will be prompted to sign your name (see Figure 5). Read the attestation statement, sign your name and then click >> to submit the overtime approval. A copy of your submission will be emailed to you and your Supervisor.

I, [REDACTED] of [REDACTED] approve the overtime that will be worked 04-27-2022 - 05-04-2022 for the attached employee listing or the following employee(s): 123456, Jane Doe

Figure 5: Attestation Statement

Thank you for completing an overtime approval. A copy of your submission has been emailed to you at [REDACTED] and to your Supervisor at [REDACTED] for record keeping.

Figure 6: Overtime Form Submission