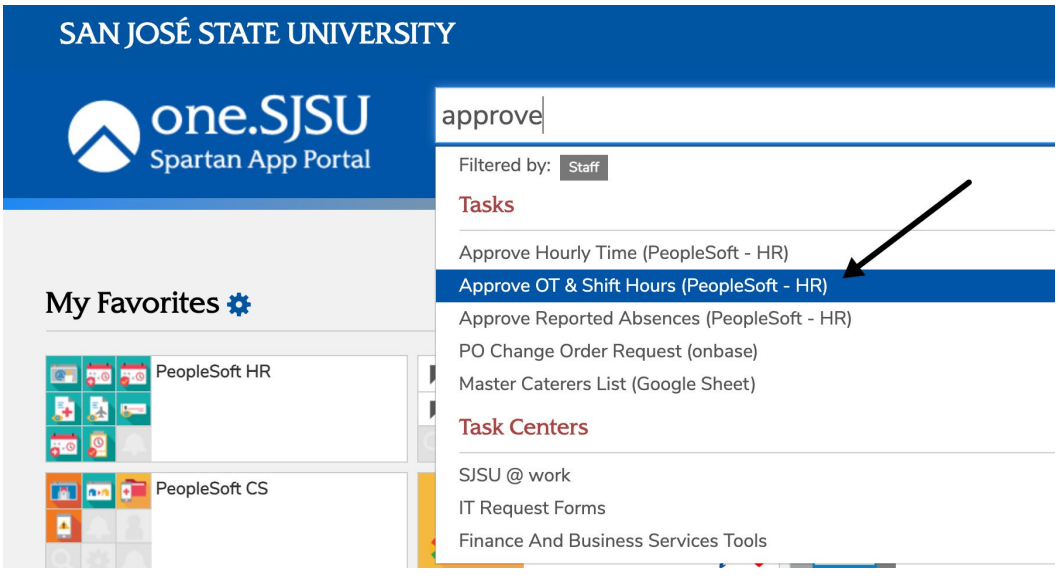
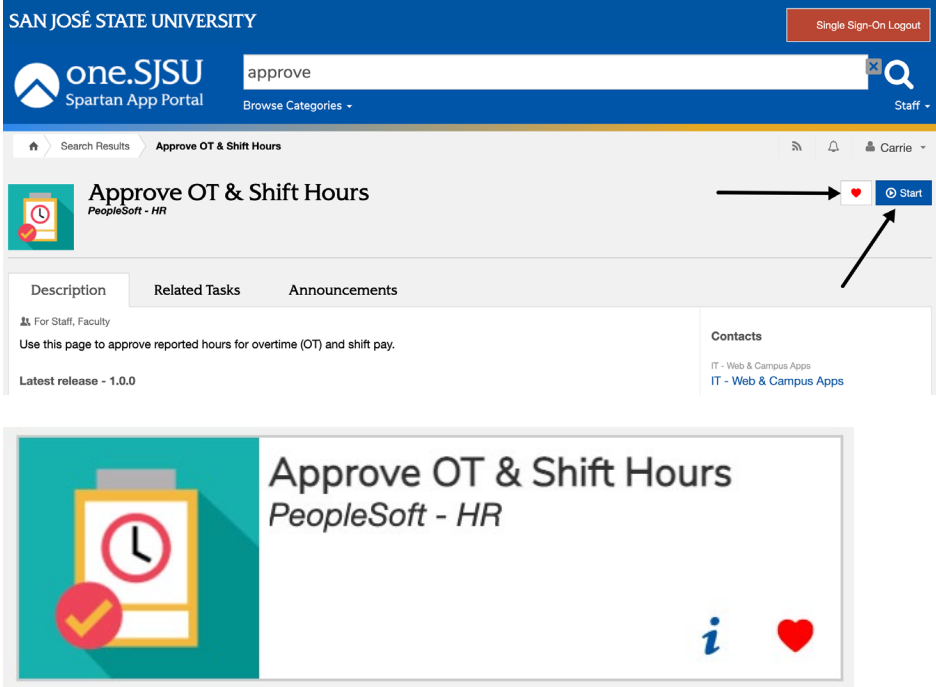


**Introduction**

Overtime (OT) hours for pay, as well as shift hours, will be approved as Reported Time. This guide reviews the steps for both types of approval. CTO will continue to be submitted and approved manually on the [Authorization for Extra Hours](#) form.

**Please note: All overtime hours must be approved by the employee’s appropriate administrator PRIOR to being worked.**

**Approve Overtime Hours for Pay**

<p><b>In one.SJSU, click the Approve OT &amp; Shift Hours tile</b></p> <ol style="list-style-type: none"> <li>To find the tile from the one.SJSU homepage, enter the word “approve” or “OT” in the search bar</li> <li>Click on the Approve OT &amp; Shift Hours task</li> </ol>	 <p>The screenshot shows the one.SJSU Spartan App Portal search interface. The search bar contains the word 'approve'. Below the search bar, there is a 'Filtered by: Staff' dropdown. Under the 'Tasks' section, the 'Approve OT &amp; Shift Hours (PeopleSoft - HR)' task is highlighted in blue, with an arrow pointing to it. Other tasks listed include 'Approve Hourly Time (PeopleSoft - HR)', 'Approve Reported Absences (PeopleSoft - HR)', 'PO Change Order Request (onbase)', and 'Master Caterers List (Google Sheet)'. Under the 'Task Centers' section, there are links for 'SJSU @ work', 'IT Request Forms', and 'Finance And Business Services Tools'.</p>
<p><b>In one.SJSU, click the Approve OT &amp; Shift Hours tile</b></p> <ol style="list-style-type: none"> <li>Make the tile a favorite by clicking the open heart</li> <li>Click Start</li> </ol>	 <p>The screenshot shows the 'Approve OT &amp; Shift Hours' task page in the one.SJSU Spartan App Portal. The page title is 'Approve OT &amp; Shift Hours' with 'PeopleSoft - HR' below it. There is a 'Start' button with a heart icon next to it, and an arrow points to the heart icon. Below the title, there are tabs for 'Description', 'Related Tasks', and 'Announcements'. The 'Description' tab is active, showing instructions: 'Use this page to approve reported hours for overtime (OT) and shift pay.' There is also a 'Latest release - 1.0.0' note. On the right side, there are 'Contacts' for 'IT - Web &amp; Campus Apps'. At the bottom of the page, there is a large tile with a clock icon and a checkmark, titled 'Approve OT &amp; Shift Hours PeopleSoft - HR', with an information icon and a heart icon.</p>

**The Approve Reported Time Timesheet Summary is displayed**

5. Enter the Group ID (DeptID) or Empl ID for the employee(s) for which you wish to approve time (A)
6. The page defaults to the current week; if necessary, change the View By and/or Date (B)
7. Click Get Employees (C) to retrieve the list of employees

Approve Reported Time

Timesheet Summary

**Employee Selection Criteria**

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Position Number	<input type="text"/>

Clear Selection Criteria Save Selection Criteria Get Employees

View Instructions  Show Schedule Information

View By: Week Date: 07/06/2021 Refresh << Previous Week Next Week >>

Include Absence

**The list of employees is returned**

8. For each employee in the list, the number of hours to be approved, as well as the reported and scheduled hours are shown (A)
9. To review the hours before approving, click the hyperlinked employee's name (B) – see the next page for more information
10. To approve without reviewing the detailed information, check the Select box (C), then click Approve Selected (D)

*Please note, the Deny Selected button should not be used since all hours should have been pre-approved before they were worked.*

Employee(s) Needing Approval From 07/05/2021 to 07/11/2021

Select	Name	Job Description	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours
<input type="checkbox"/>	<a href="#">Margaret</a>		43.0	43.0	32.0		0.0	0.0

Select All  Deselect All

Approve Selected Deny Selected

**The Timesheet displays when you click the employee's hyperlinked name**

11. Review the OT and/or shift hours entered (A); if there are any errors, they can be corrected before approval
12. Select the items you wish to approve (B) or click Select All to select all items (C)
13. All overtime hours (OTPR and OTST) must have a reason entered in the comments; the comment bubble (D) will be filled with small lines to alert you to a comment; click the bubble to view the comment
14. Click Approve Selected (E) to approve all checked items

Timesheet

Select for Instructions

View By: Week \*Date: 07/05/2021 Refresh << Previous Week Next Week >>

Reported Hours: 43.0 Hours Scheduled Hours:

From Monday 07/05/2021 to Sunday 07/11/2021

Timesheet

Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10	Sun 7/11	Total	Time Reporting Code	Override Rate
						3.0	3.0	OTPR - Overtime Paid @ 1.5	
		8.0	8.0	8.0	8.0	8.0	40.0	SHN08 - Shift - Night R08 (2.0)	

Reported Time Status - select to hide

Reported Time Status

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	07/07/2021	Needs Approval	8.0	SHN08	
<input type="checkbox"/>	07/08/2021	Needs Approval	8.0	SHN08	
<input type="checkbox"/>	07/09/2021	Needs Approval	8.0	SHN08	
<input type="checkbox"/>	07/10/2021	Needs Approval	8.0	SHN08	
<input type="checkbox"/>	07/11/2021	Needs Approval	3.0	OTPR	
<input type="checkbox"/>	07/11/2021	Needs Approval	8.0	SHN08	

Select All Deselect All

Reported Time Status - select to view

Submit Approve Selected Deny Selected

**View the comment**

15. Comments will appear in the Comment field (A); these are not editable but if you need to make a clarification or add additional information, click the + sign (B) to add another row
16. Click Save once finished viewing or editing

Comments

Date Under Report: 07/11/2021

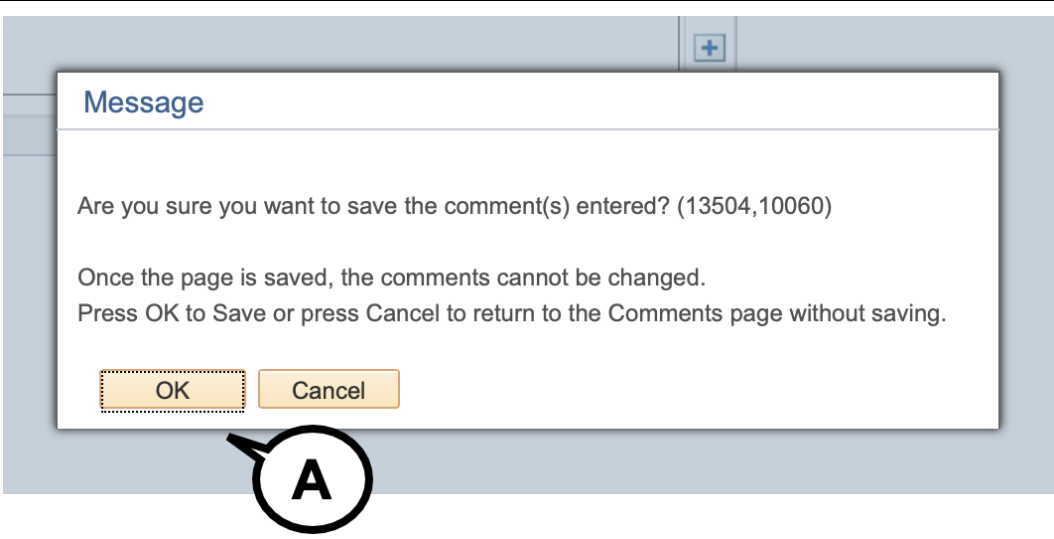
Personalize Find View All First Last

Operator Id	DateTime Created	Source	Comment
1 000012455	07/12/2021 8:37PM	Time Reporting	Cover the beginning of another shift due to absence of another employee.

Save Cancel

**Confirm the comments**

17. Confirm that your comment has been entered correctly then click OK (A)



**You are returned to the timesheet**

18. If you have not already approved, select the items you wish to approve and click Approve Selected (A)

**Timesheet**

Select for Instructions

View By: Week \*Date: 07/05/2021 Refresh << Previous Week Next Week >>

Reported Hours: 43.0 Hours Scheduled Hours:

From Monday 07/05/2021 to Sunday 07/11/2021

Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10	Sun 7/11	Total	Time Reporting Code	Override Rate
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Reported Time Status - select to hide

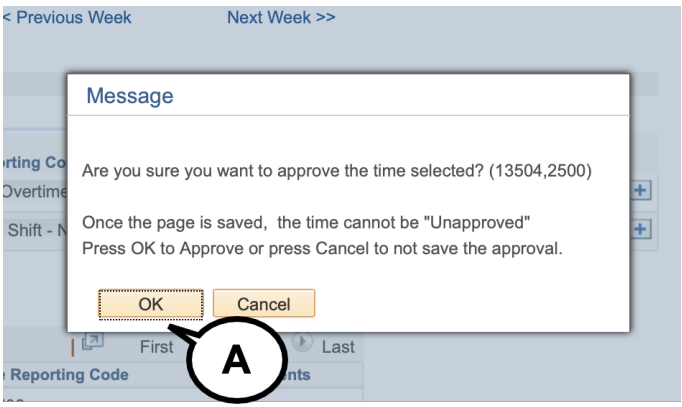
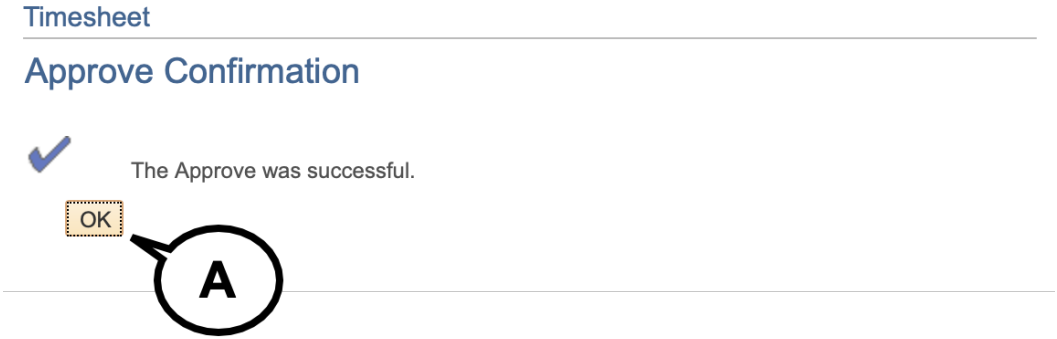
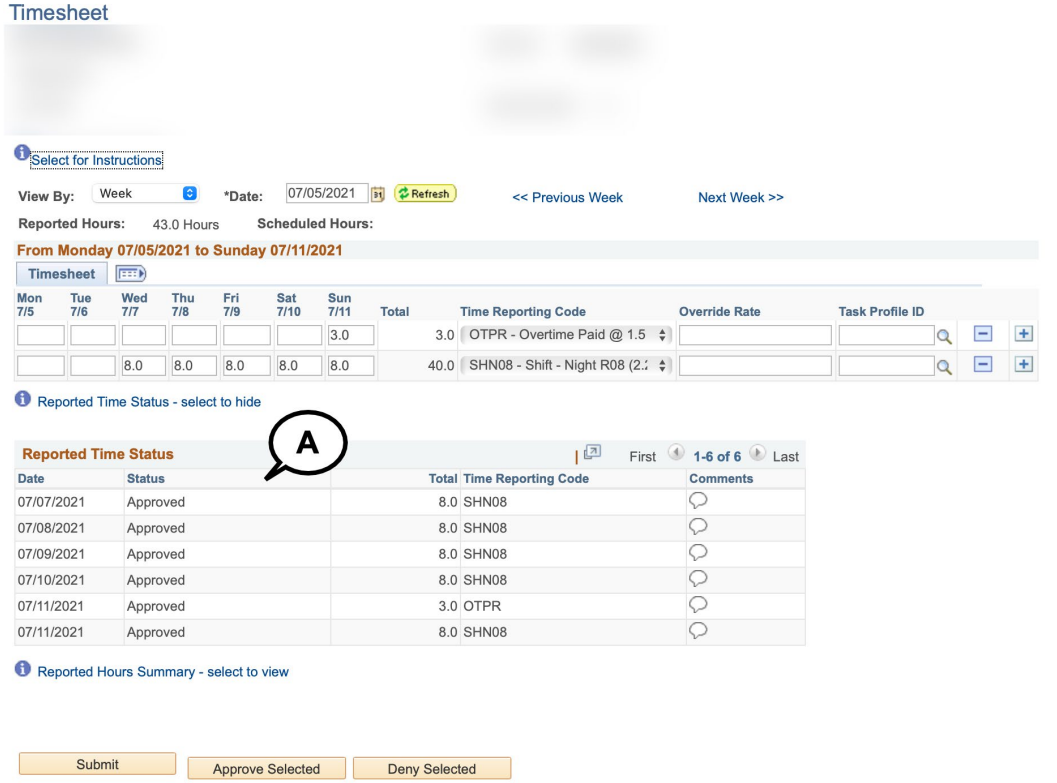
Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	07/07/2021	Needs Approval	8.0	SHN08	
<input type="checkbox"/>	07/08/2021	Needs Approval	8.0	SHN08	
<input type="checkbox"/>	07/09/2021	Needs Approval	8.0	SHN08	
<input type="checkbox"/>	07/10/2021	Needs Approval	8.0	SHN08	
<input type="checkbox"/>	07/11/2021	Needs Approval	3.0	OTPR	
<input type="checkbox"/>	07/11/2021	Needs Approval	8.0	SHN08	

Select All Deselect All

Reported Hours Summary - select to view

Submit Approve Selected Deny Selected

Callout bubble with 'A' points to the 'Approve Selected' button.

<p><b>Confirm action</b></p> <p>19. You will receive a message asking you if you're sure you wish to approve the selected time; click OK (A) to continue</p>																																																																					
<p><b>The Approve Confirmation displays</b></p> <p>20. Click OK</p>																																																																					
<p><b>You are returned to the Timesheet</b></p> <p>21. The hours show in the Reported Time Status section as Approved (A)</p>	 <table border="1" data-bbox="495 1375 1518 1480"> <thead> <tr> <th>Mon 7/5</th> <th>Tue 7/6</th> <th>Wed 7/7</th> <th>Thu 7/8</th> <th>Fri 7/9</th> <th>Sat 7/10</th> <th>Sun 7/11</th> <th>Total</th> <th>Time Reporting Code</th> <th>Override Rate</th> <th>Task Profile ID</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>3.0</td> <td>3.0</td> <td>OTPR - Overtime Paid @ 1.5</td> <td></td> <td></td> </tr> <tr> <td></td> <td>8.0</td> <td>8.0</td> <td>8.0</td> <td>8.0</td> <td>8.0</td> <td>8.0</td> <td>40.0</td> <td>SHN08 - Shift - Night R08 (2.:</td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="495 1543 1282 1743"> <thead> <tr> <th>Date</th> <th>Status</th> <th>Total</th> <th>Time Reporting Code</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>07/07/2021</td> <td>Approved</td> <td>8.0</td> <td>SHN08</td> <td></td> </tr> <tr> <td>07/08/2021</td> <td>Approved</td> <td>8.0</td> <td>SHN08</td> <td></td> </tr> <tr> <td>07/09/2021</td> <td>Approved</td> <td>8.0</td> <td>SHN08</td> <td></td> </tr> <tr> <td>07/10/2021</td> <td>Approved</td> <td>8.0</td> <td>SHN08</td> <td></td> </tr> <tr> <td>07/11/2021</td> <td>Approved</td> <td>3.0</td> <td>OTPR</td> <td></td> </tr> <tr> <td>07/11/2021</td> <td>Approved</td> <td>8.0</td> <td>SHN08</td> <td></td> </tr> </tbody> </table>	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10	Sun 7/11	Total	Time Reporting Code	Override Rate	Task Profile ID							3.0	3.0	OTPR - Overtime Paid @ 1.5				8.0	8.0	8.0	8.0	8.0	8.0	40.0	SHN08 - Shift - Night R08 (2.:			Date	Status	Total	Time Reporting Code	Comments	07/07/2021	Approved	8.0	SHN08		07/08/2021	Approved	8.0	SHN08		07/09/2021	Approved	8.0	SHN08		07/10/2021	Approved	8.0	SHN08		07/11/2021	Approved	3.0	OTPR		07/11/2021	Approved	8.0	SHN08	
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