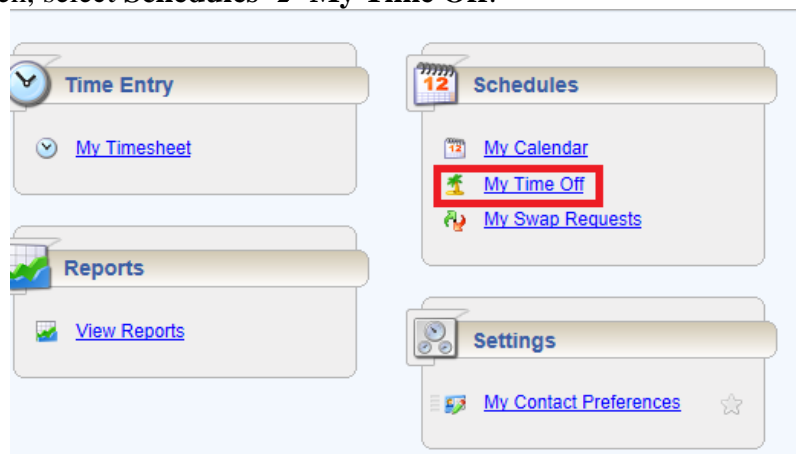


**DHSS Job Aid 8: Pre-approving Overtime/Comp Time in eSTAR**

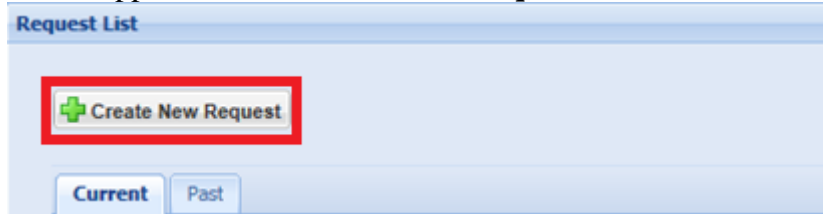
1. You can Pre-approve Overtime or Comp Time thru eSTAR by submitting a Time Off Request. When you request Overtime or Comp Time an email is sent to notify the Manager that a request was made. This process is just a Pre-approval process and does not flow to the employee’s timesheet. After the Overtime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

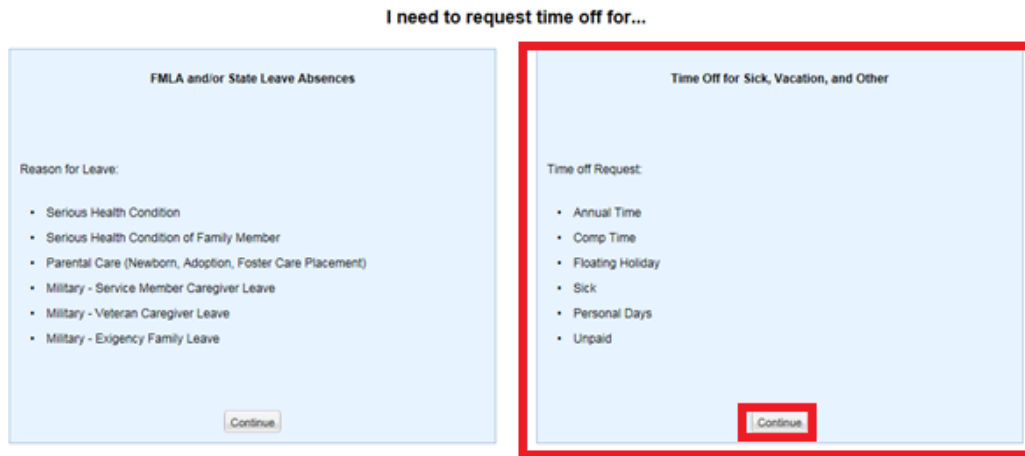
2. From the home screen, select **Schedules** → **My Time Off**.



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.

The screenshot shows the 'Create Time Off Request' form. The 'Pay Code' dropdown menu is open, displaying a list of options. The options 'REQ\_COMP\_WRK Request to Work Comp Time' and 'REQ\_OT\_WRK Request to Work Overtime' are highlighted with a red rectangular box. Other visible options include 'ALT Annual Leave Taken', 'LVMEX 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', 'SLBA Sick Borrow Ahead Leave', 'SLT Sick Leave Taken', 'SUBP Subpoena Pay-Hours', 'UNPAID\_TIME Unpaid Time', 'UPOM Union/Professional Org Meetings', and 'VFR Volunteer Fire Response'. A legend on the left side of the form lists various leave types with corresponding colored lines: Annual Leave (blue), Annual Leave (red), Comp Time (grey), Floating Hours (light blue), Military Time (light green), and Sick Leave (Custodial Worker) (light purple).

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.

The screenshot shows the 'Create Time Off Request' form. The 'Pay Code' dropdown menu is set to 'REQ\_COMP\_WRK Request to Work Co'. The 'Dates' field is highlighted with a red rectangular box and contains '09/28/2015' in the start date box and '09/28/2015' in the end date box. The 'Comments' field is empty. A 'Next' button with a blue arrow is located at the bottom right of the form.

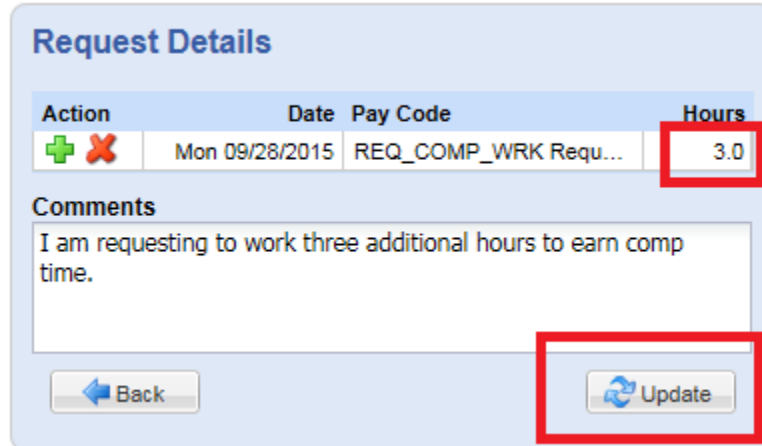
6. There must be a note to accompany your request in the **Comments** field if you are requesting Overtime to be paid as Comp Time.

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 contains the text: 'I am requesting to work three additional hours to earn comp time.' This field is highlighted with a red border. A 'Next' button is visible at the bottom right.



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 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.

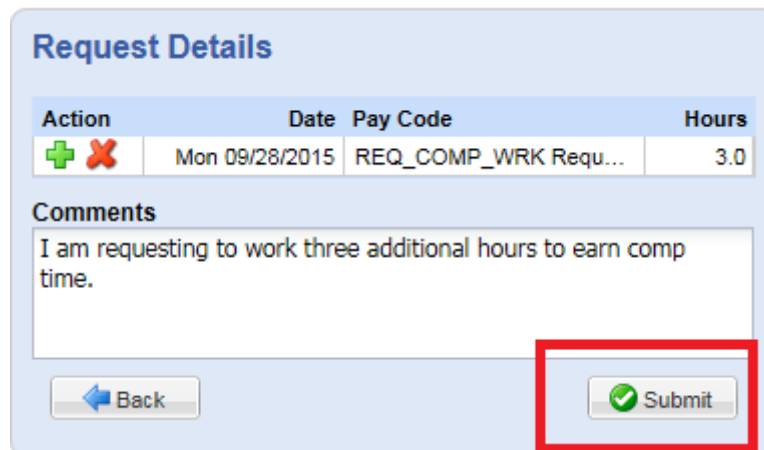


**Request Details**



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.

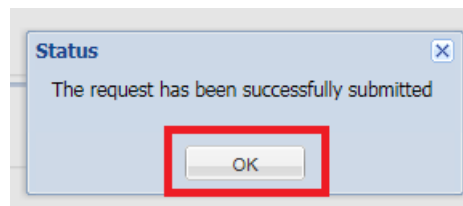


**Request Details**

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.

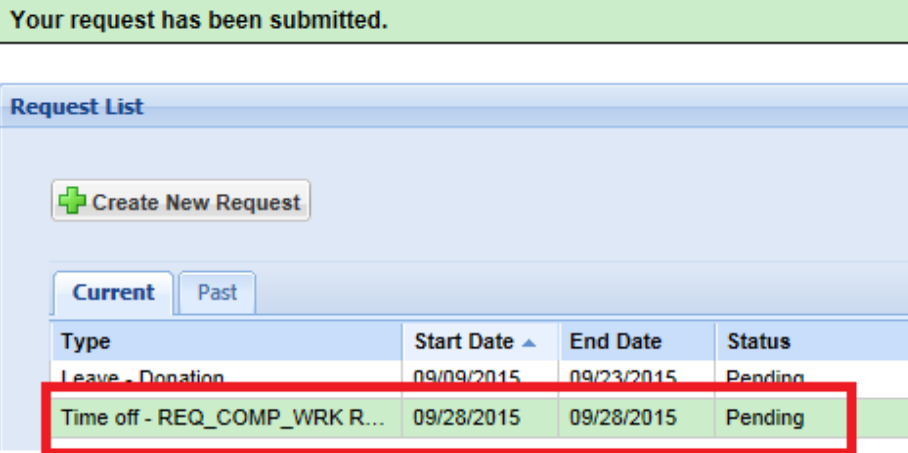
Click **OK**.



**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