



OTHER- FM Team - Overtime

	Activity	Who	Form/Hyperlink
Step 1:	Fill out overtime request form	Project Manager, Event Coordinator, Supervisor, Manager, Director	Scheduled OT Form
Step 2:	Send overtime request form to overtime administrator	Project Manager, Event Coordinator, Supervisor, Manager, Director	N/A
Step 3:	Generate OT posting	Overtime administrator	
Step 4:	Email OT posting to designated group and cc the overtime requester	Overtime administrator	N/A
Step 5:	Post request for employees to sign	Supervisor	N/A
Step 6:	Sign yes or no on OT posting	Employee	N/A
Step 7:	Deliver OT posting back to overtime administrator by the deadline	Supervisor	N/A
Step 8:	Determine who is awarded the overtime based on the Year to Date Overtime Summary and generate award.	Overtime administrator	
Step 9:	Send OT award to designated group and cc overtime requester and awarded employee(s)	Overtime administrator	N/A
Step 10:	Post/deliver OT award to the awarded employee(s)	Supervisor	N/A

Step 11:	Work overtime	Employee	N/A
Step 12:	After overtime is worked: Check Kronos to see if Overtime has been worked	Administrative Assistant	KRONOS login -- from GoWMU page
Step 13:	After overtime is worked: Charge the OT worked and the OT refused on the Year to Date Overtime Summary	Administrative Assistant	TMA Login -- where you charge the OT
Step 14:	Overtime report and Year to Date Overtime Summary is updated and emailed to distribution list	Administrative Assistant	N/A