

Human Capital Management

Time Clock Plus Operations: Overtime and Allocating Compensatory Hours

Course Summary	This Time Clock Plus training guide provides Time Clock Plus Operations used for Requesting Overtime and Compensatory Time at MDC.
Audience:	Full-Time SNE Employees
Training Material	Full-time SNE Employees only: Requesting Overtime and Compensatory Time
Trainer/Contact:	Center for Institutional & Organizational Learning
Version Date:	June 2018

Full-time SNE Employees only:
Requesting Overtime and
Allocating Compensatory Hours

MDC TIME REPORTING BUSINESS PROCESS UPDATES

Review Policies & Procedures

Overtime & Compensatory Time***

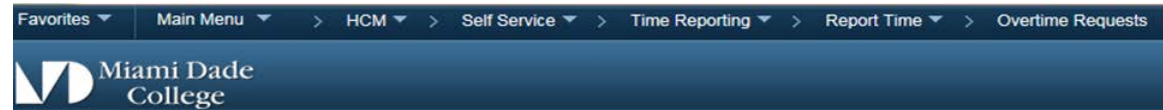
- **MUST BE PRE-APPROVED!** ⁽¹⁾
 - MDConnect Request for Overtime/Compensatory Time
 - Failure to obtain pre-approval for overtime may result in disciplinary actions up to and including termination as defined in Procedure 2651
 - Accrued Compensatory Time*** must be granted within a reasonable period of time following the next pay period; that is not disruptive to the operation of the College, but not to exceed the fiscal year in which it was earned. ([See CP 2651](#) Section II.B.1)

*(1) In circumstances where Overtime/Compensatory Time*** is worked without prior approval (for example: in order to satisfy last minute operational needs), **the employee must submit the Overtime/Compensatory Time form for approval within one (1) business day.** Department Timekeepers are required to retain a copy of the approved form. Timekeepers will be provided with step-by-step instructions on reporting overtime and compensatory time in later slides during this training.*

***NOTE: Compensatory time options are NOT available to FT Non-exempt employees in SHIFT-ELIGIBLE positions.

MDConnect Time & Labor Advance Request for Overtime/Compensatory Time

SNE HOURLY EMPLOYEES USE THIS PATH TO REQUEST OVERTIME APPROVAL AND MAY ONLY BE USED IN REQUESTING FUTURE-DATED OVERTIME OR COMPENSATORY TIME***



NAVIGATION:

Overtime Requests

MAIN MENU>HCM>SELF SERVICE>TIME REPORTING>OVERTIME REQUEST

I. Ann See Employee ID 000000004
Employment Record 0

Actions

View Options ?

Month 02 - February Year 2017 View Requests

View All Requests

No Overtime Requests found. Select Add Request to submit a request for approval.

Add Request

Self Service
Time Reporting



Request Overtime
Overtime Request Details

Wolfgang Son Employee ID 000000005
Employment Record 0

Actions

Overtime Information ?

Date On Request (example: 02/10/2017)

Overtime Hours

Comment

Submit

Cancel and Return to Overtime Requests

*****NOTE:**

Compensatory time options are NOT available to FT Non-exempt employees in SHIFT-ELIGIBLE positions.

MDConnect Overtime/Compensatory Time Requests

NAVIGATION:

MAIN MENU > HCM > SELF SERVICE > TIME REPORTING > REPORT TIME > OVERTIME REQUEST

*Make sure to submit the request **on or before** the date that you are requesting.*

*The system **will not allow** the employee to back date an overtime request.*

Favorites > Main Menu > Self Service > Time Reporting > Report Time > Overtime Requests

Miami Dade College

All Search

Overtime Requests

Fnlrwo Wvunspodyr Employee ID
Employment Record 0

Actions

View Options ?

Month 12 - December Year 2017 View Requests

View All Requests

Add Request

Self Service
Time Reporting

MDC TIME REPORTING BUSINESS PROCESS UPDATES

SUBMITTING REQUESTS FOR OVERTIME/COMPENSATORY TIME

The screenshot shows the 'Overtime Requests' form in the Miami Dade College self-service portal. The form includes fields for 'Date On Request' (01/08/2018), 'Overtime Hours' (3.00), and a 'Comment' box containing 'Accrue compensatory time'. A 'Submit' button is at the bottom. Annotations with arrows point to these elements: a blue arrow to the date field, a green arrow to the hours field, a red arrow to the comment box, and a black arrow to the submit button.

a. Enter the date

b. Enter the number of Overtime Hours

c. In the Comment area, type in request to accrue Compensatory time*** as agreed upon in advance by the Supervisor/Manager

d. Click Submit

*****NOTE:**
Compensatory time options are NOT available to FT Non-exempt employees in SHIFT-ELIGIBLE positions.

The screenshot shows the confirmation screen after a successful submission. It displays a 'Submit Confirmation' message with a checkmark and the text 'The Submit was successful.' Below this is an 'Approval Details' table.

Role Name	Name	Workflow Action	Transaction Date	Comment
Originator	Fnlrwo Wwunspodyr	Needs Approval	12/20/2017	Bepofjn kivhawaivh kdhvsiodjfs khoisdj.

An 'OK' button is located at the bottom of the screen.

Thank
You!

