Additional Hours are completed. Does employee have access to my portal?

YES

Log on to My Portal, click **Employee Services** tab, click **Working Time** tab.

Click the **Record Working Time** link.

Enter the date of the additional hours worked and click the **Go** button.

If required change the Cost Centre.

From the list select the type of overtime required **Att./abs. type.**

Enter the **Start Time** and **End Time** in the labelled columns.

Click the **Review** button. Review all the information entered.

Click the **Save** button.

Click the **Release Working Time** link.

Select the Working Time (timesheet entry) to be released. Review the information

Click the **Save** button. Request is sent to **Line Manager**

Line Manager log on to **My Portal.**

Click **My Worklist** tab, click the **Task** tab.

Click on the approval for working time request.

Click in **Number** column to review a particular request.

Change or add any additional information.

Select **Approve** or **Reject** in the approval column.

Click on the **Transfer** button then the **Review** button.

Review the information

Click the **Save** button to process.

NO

Complete **Additional Hours** Pro-forma and send to **Line Manager.**

Line Manager checks and signs to authorise payment.

Send to **Head of Service.**

Head of Service counter signs.

Send form to **CBS.**

CBS processes form and retains form for future reference.