**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**

In one.SJSU, click the Approve OT & Shift Hours tile

1. To find the tile from the one.SJSU homepage, enter the word “approve” or “OT” in the search bar
2. Click on the Approve OT & Shift Hours task

3. Make the tile a favorite by clicking the open heart
4. Click Start
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

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.
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

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

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

19. You will receive a message asking you if you’re sure you wish to approve the selected time; click OK (A) to continue.

The Approve Confirmation displays

20. Click OK

You are returned to the Timesheet

21. The hours show in the Reported Time Status section as Approved (A)