

End User – Overtime Request_Employee Use

How to Access Overtime Request

Step 1	Log into your employee portal (MyUNTSystem.edu)	<section-header></section-header>
Step 2	Once logged into the portal, select the compass icon located in to the top right side of the page.	
Step 3	Select the "Navigator" icon.	NavBar 🐡 Recent Places My Favorites

Office of Finance



End User – Overtime Request_Employee Use

Step 4	Select "Self Service".	
		Self Service >
<u>Step 5</u>	Select "Time Reporting".	NavBar: Navigator Self Service Recent Places Employee State Service Data My Favorites Personal Information Payroll and Compensation HR Employment Off-Boarding
<u>Step 6</u>	Select "Report Time".	NavBar: Navigator Image: Constraint of the second places Recent Places Muy Favorites Navigator
<u>Step 7</u>	Select "Overtime Request".	NavBar: Navigator Report Time Report Time Timesheet Overtime Requests Desk Punch



End User – Overtime Request_Employee Use

Step 8	Review previous requests or		
	Add a new request.		Overtime Requests
		Overtime Requests	
		Actions View Options ③ Month 05 - May View Requests View All Requests No Overtime Requests found. Select Add Request to submit a request for approval. Add Request	

If you have any questions or issues, please contact <u>timeandlabor@untsystem.edu</u>.