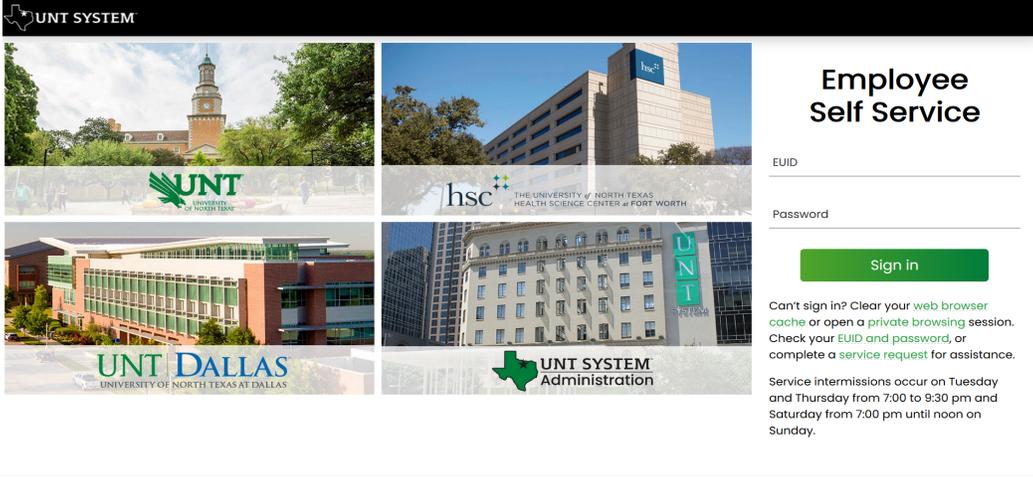
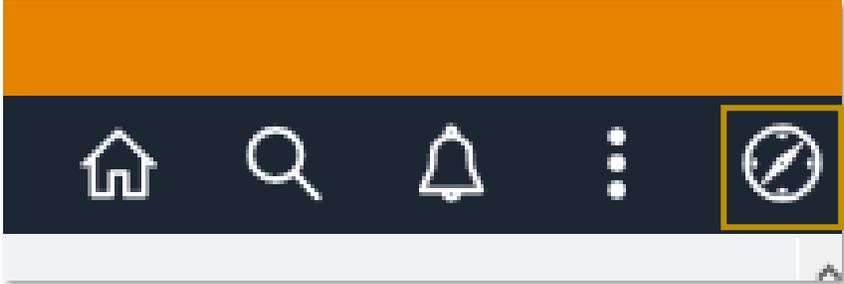


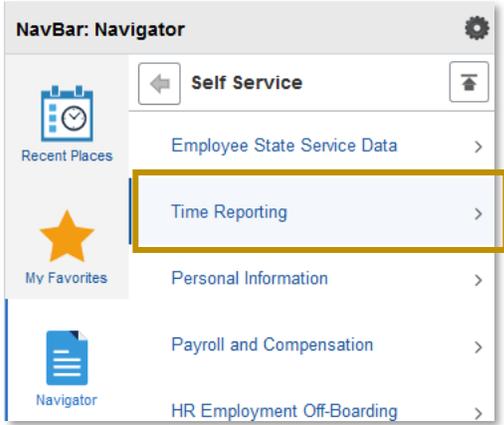
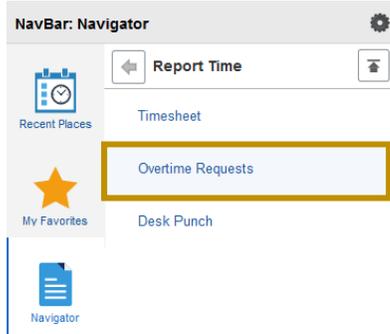


End User – Overtime Request_Employee Use

How to Access Overtime Request

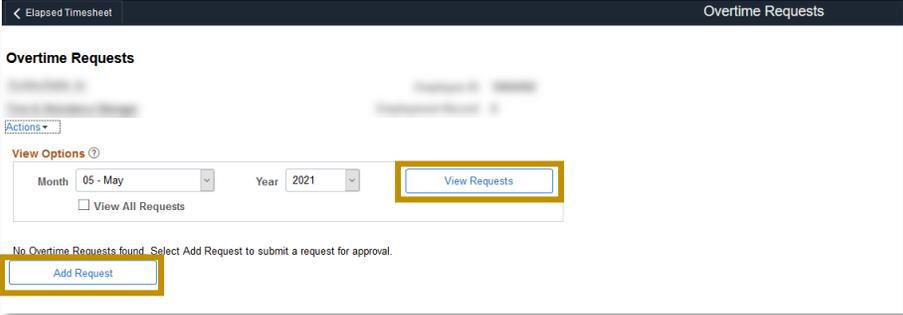
Step 1	Log into your employee portal (MyUNTSysstem.edu)	
Step 2	Once logged into the portal, select the compass icon located in to the top right side of the page.	
Step 3	Select the "Navigator" icon.	

End User – Overtime Request_Employee Use

<p>Step 4</p>	<p>Select "Self Service".</p>	
<p>Step 5</p>	<p>Select "Time Reporting".</p>	
<p>Step 6</p>	<p>Select "Report Time".</p>	
<p>Step 7</p>	<p>Select "Overtime Request".</p>	



End User – Overtime Request_Employee Use

<p>Step 8</p>	<p>Review previous requests or Add a new request.</p>	
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If you have any questions or issues, please contact timeandlabor@untsystem.edu.