

Time Reporter Job Aid

Requesting Overtime from Reporting Manager (Limit of 40 hours)

Non-exempt employees will be the only ones reporting time through a department MDConnect Time Keeper. The MDConnect online “Request for Overtime/Compensatory Time” workflow will only be available to eligible Full-Time Non-exempt employees (C2 workgroup), where the 40 hour max is related exclusively to the accrual of compensatory time. In order to receive compensatory time, the full-time employee must physically work 40 hours in the week, of which 37.5 is recorded as regular, 2.5 as “oven”, and any (and all) hours exceeding the 40 hour is to be recorded as overtime.

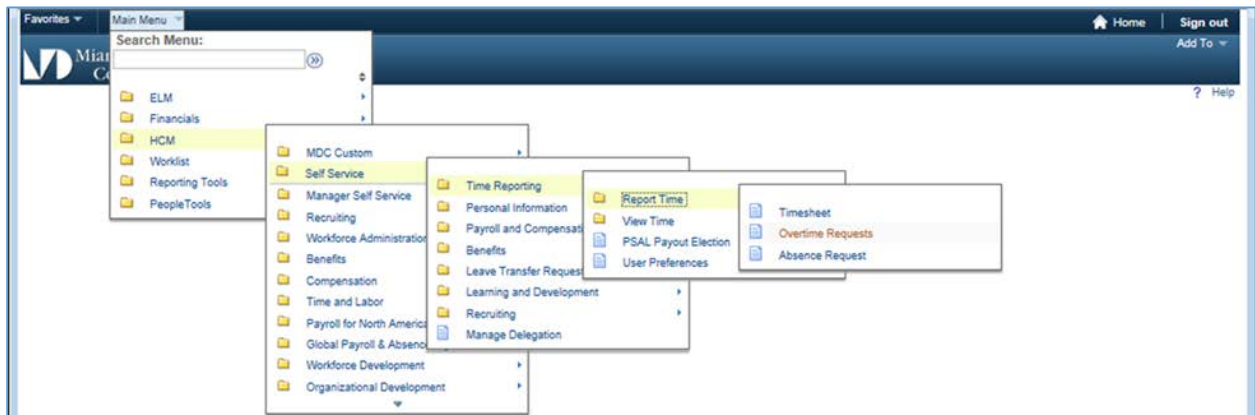
The MDConnect online request for Overtime Compensatory Time provides a comment area where the employee will identify the requested time as Overtime or Compensatory Time based on standard department practices.

Pursuant to College Procedure 2651 – Pay for Non-Exempt Employees, Section II.B.iii: Compensatory time off should 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. Employees may accrue a maximum of 40 compensatory hours.

Hours worked over 40 during any given workweek, where the employee’s Comp Time accrual has reach the 40 hour max limit, will be paid at the overtime rate of 1.5x their hourly rate.

Requesting Overtime

Main Menu > HCM > Self Service > Time Reporting > Report Time > Overtime Request



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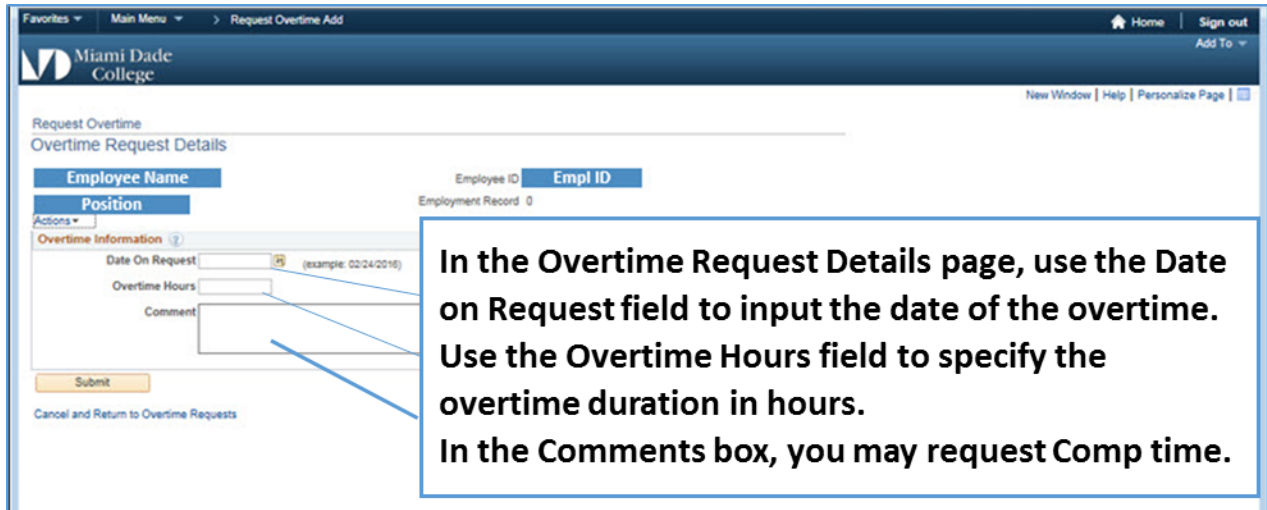
This screenshot shows the 'Overtime Requests' page in the MDConnect system. The breadcrumb trail at the top reads: Favorites > Main Menu > HCM > Self Service > Time Reporting > Report Time > Overtime Requests. The page header includes the Miami Dade College logo and navigation links for Home, Sign out, and Add To. The main content area contains search filters for Employee Name, Position, Employee ID (Empl ID), and Employment Record. Below these filters is a 'View Options' section with a 'Month' dropdown set to '01 - January' and a 'Year' dropdown set to '2015'. A 'View Requests' button is highlighted with a blue callout box containing the text: 'You may click on View Request to see if you have made prior requests for overtime.'

This screenshot shows the 'Overtime Requests' page with the 'View Options' section expanded. The 'Month' dropdown menu is open, showing a list of months from '01 - January' to '12 - December'. The 'Year' dropdown is also visible, set to '2015'. A blue callout box points to these dropdowns with the text: 'Use the drop-down menus to choose the Month and the Year for which you will be requesting overtime.'

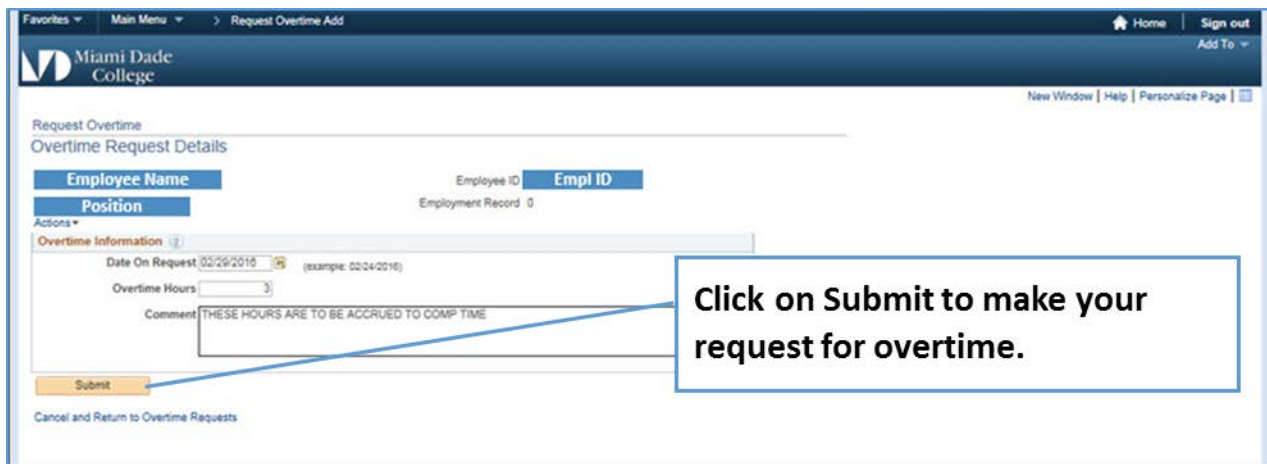
This screenshot shows the 'Overtime Requests' page with the 'View Options' section expanded. The 'Month' dropdown is set to '02 - February' and the 'Year' dropdown is set to '2015'. A blue callout box points to the 'Add Request' button with the text: 'Click on Add Request'.

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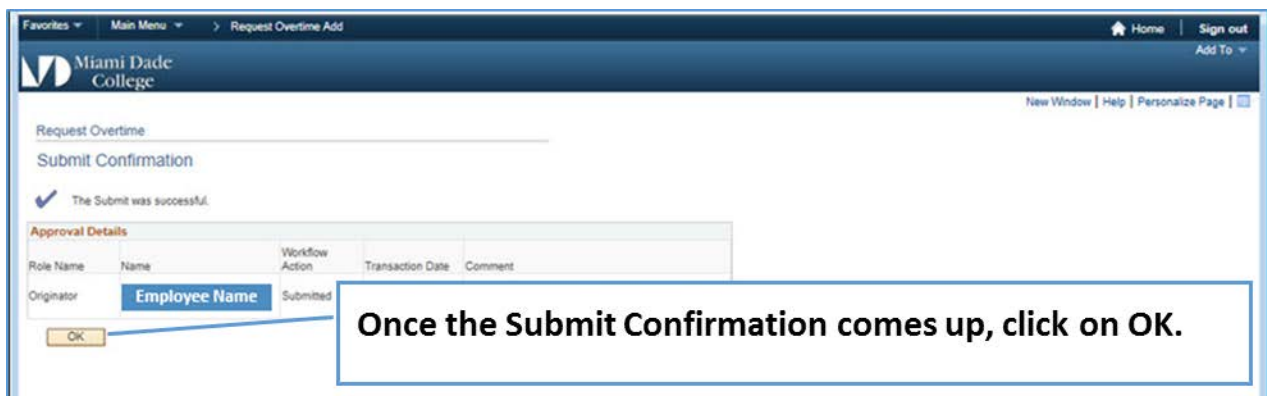
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In the Overtime Request Details page, use the Date on Request field to input the date of the overtime. Use the Overtime Hours field to specify the overtime duration in hours. In the Comments box, you may request Comp time.



Click on Submit to make your request for overtime.



Once the Submit Confirmation comes up, click on OK.

End of procedure.