

## HOW TO APPROVE OVERTIME AS A MANAGER

Below are simple instructions to learn how to approve overtime as a manager.

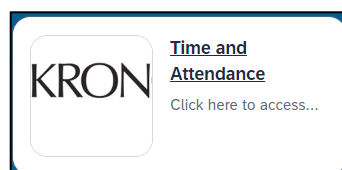
Overtime is paid when an employee works in excess of the ordinary working hours as prescribed by the relevant [industrial awards and agreements](#).

Overtime must be approved by the manager who approves the employee's timecard.

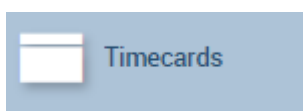
- 1 Log onto [E-Hub](#) via The Wire home page



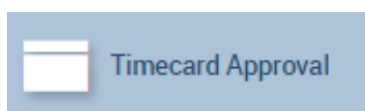
- 2 Scroll down the page and click 'Time and Attendance'



- 3 Click 'Timecards' or 'Timecard Approval' located in the blue section on the right of your screen



Or

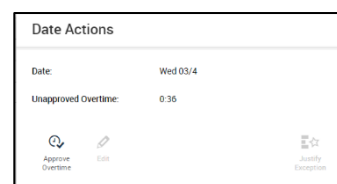


- 4 Find the Timecard for your employee who has accrued overtime.

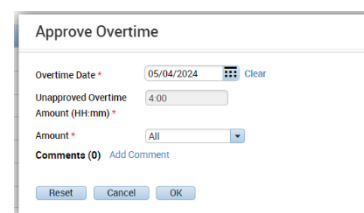
On the timesheet you will see a red clock icon next to the date the overtime occurred

		Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+	x	Tue 26/3	8:00-16:30			8:00	.5501.106106.999998/	16:30	7:30	7:30	
+	x	Wed 27/3	8:00-16:30			8:00	.5501.106106.999998/	19:00	10:00	10:00	

- 5 Right click using your mouse on the red overtime circle, a pop-up screen will appear



- 6 Click 'Approve Overtime'.  
Click 'Add Comment' if you want to add commentary then 'OK'



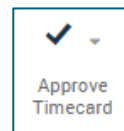
The Overtime circle will now show as green.



- 7 Click 'Save'



8 Click 'Approve Timecard' to complete the approval process.



Contact the [payroll team](#) if you require further support. Email: [Payroll@ipswich.qld.gov.au](mailto:Payroll@ipswich.qld.gov.au)