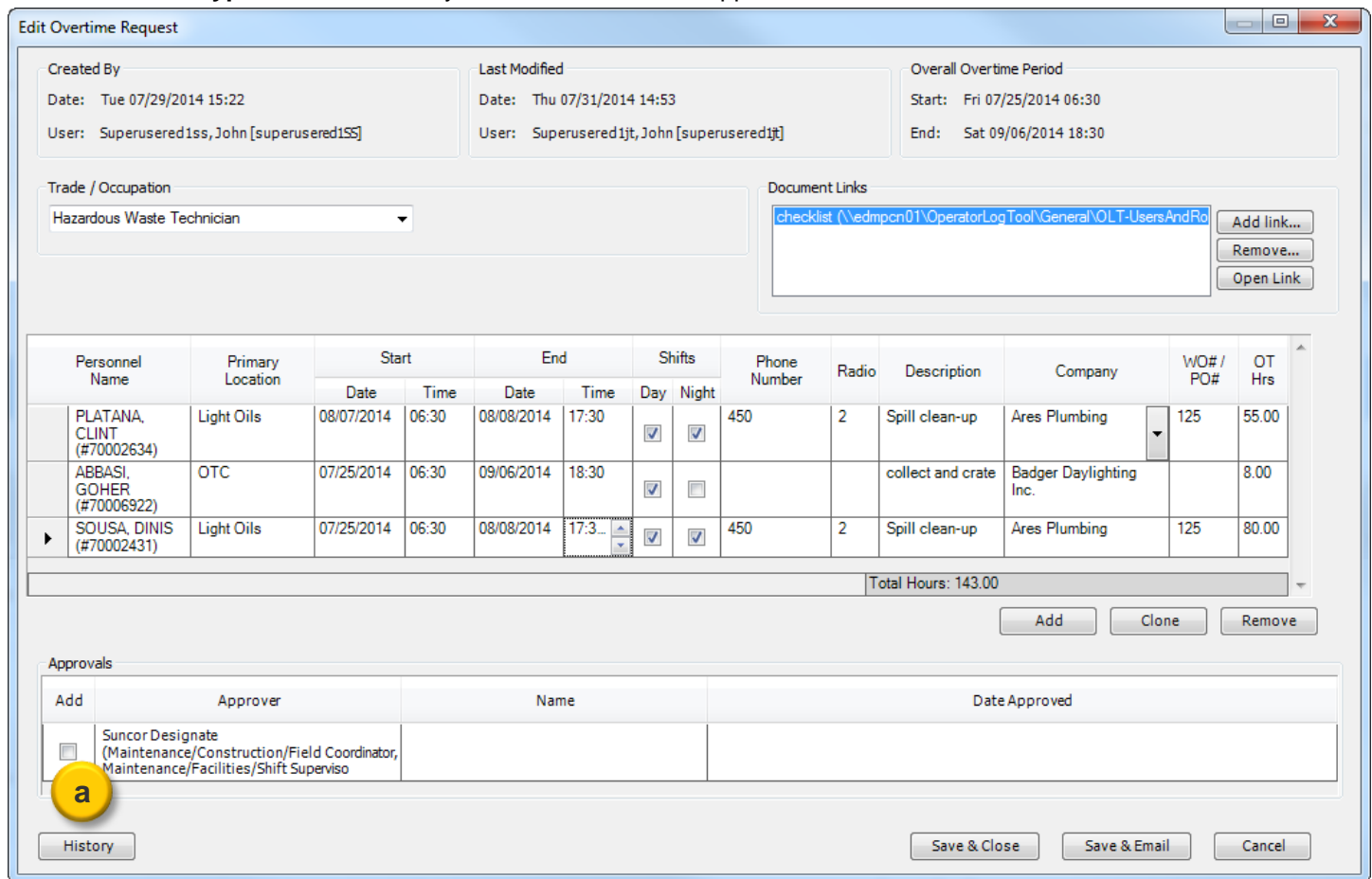## Helpful Hints

- An **Overtime Request** form is meant track any overtime work that will need to be carried out at the refinery. This information is used to generate an on premise personnel view for shift supervisors.

- The Administrator must give you the appropriate **access** to view and approve **Overtime Request** forms.

- All forms waiting for approvals can be found at the bottom of the **Priority Screen** in the **Forms** section or go to the **Forms** module via the **Navigation Pane**.

Procedure

1. On the navigation pane, click on the **Priorities** icon and scroll to the bottom to view the **Forms** section.

2. **Click** on the **hyperlink** of the form you wish to review and approve.

a) **Click** on the **checkbox** next to the **Suncor Designate Approver** to sign-off. OLT will record your name, current date/time, and your current work assignment.

3. Click on the Save & Close button to verify and save the form.

> Any **changes** made to a form once its **fully approved** will require **re-approval**. OLT will warn the user when a re-approval is required upon saving. All previous approvals will be removed.