
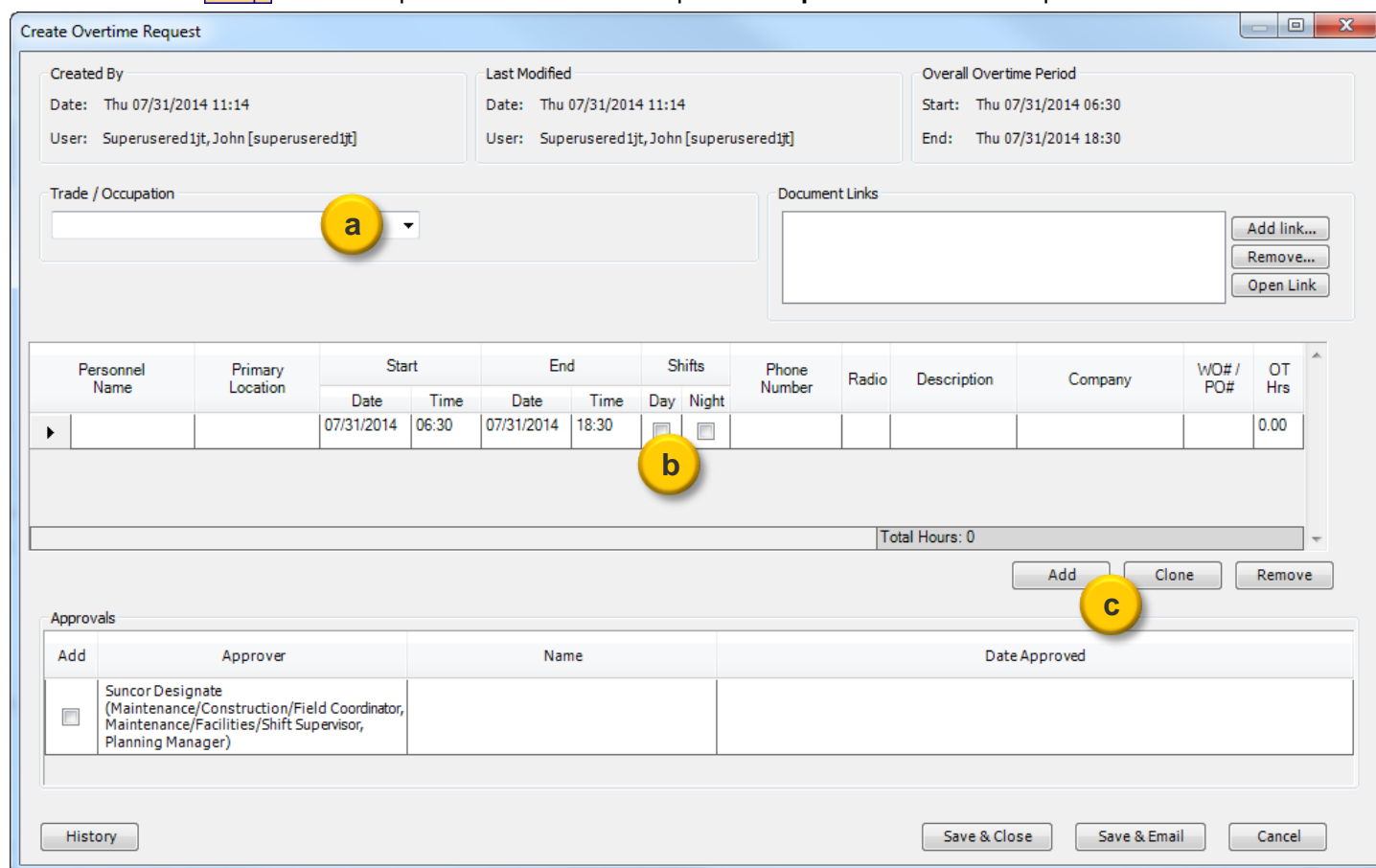


## Helpful Hints

- 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 create and edit **Overtime Request** forms.
- Use the **Save & Email** button to notify people that a form is awaiting their approval in OLT.

## Procedure

1. On the navigation pane, click on the **Forms** icon  to navigate to the Forms screen.
2. **Select** "Overtime Request" from the dropdown box (located beneath the Forms tab).
3. **Click** on the **New** button to open a new Overtime Request. **Complete** the fields as required.





**Create Overtime Request**

Created By: Date: Thu 07/31/2014 11:14, User: Superusered1jt, John [superusered1jt]

Last Modified: Date: Thu 07/31/2014 11:14, User: Superusered1jt, John [superusered1jt]

Overall Overtime Period: Start: Thu 07/31/2014 06:30, End: Thu 07/31/2014 18:30

Trade / Occupation: 

Document Links:   Add link... Remove... Open Link

Personnel Name	Primary Location	Start		End		Shifts		Phone Number	Radio	Description	Company	WO# / PO#	OT Hrs
		Date	Time	Date	Time	Day	Night						
		07/31/2014	06:30	07/31/2014	18:30	<input type="checkbox"/>	<input type="checkbox"/>						0.00


Total Hours: 0

Approvals:

Add	Approver	Name	Date Approved
<input type="checkbox"/>	Suncor Designate (Maintenance/Construction/Field Coordinator, Maintenance/Facilities/Shift Supervisor, Planning Manager)		

History Save & Close Save & Email Cancel

- a) **Select** the **Trade / Occupation** that best represents the personnel to be included in this request.




You can **quickly locate** an item in any **dropdown** list by typing in the first few letters of the word. OLT will automatically show you a filtered list of only those items that match your entry.

You may also **manually type** in the trade name if you can't find one that meets your needs.

- b) **Enter** the necessary details identifying the person, the primary location, start and end dates, what shift they will be working in, contact info, work description, company name, and # of expected overtime hours.

- c) Click  button to insert a **new blank** personnel entry.
- d) Click  button to insert a **new copy** of the selected personnel.
4. Click on either the  button or  button to verify and save the form.



All **Errors**  must be correct before the form can be saved.

When using **Save & Email**, OLT will create a new message in MS Outlook to notify people that a form is awaiting their approval in OLT.