
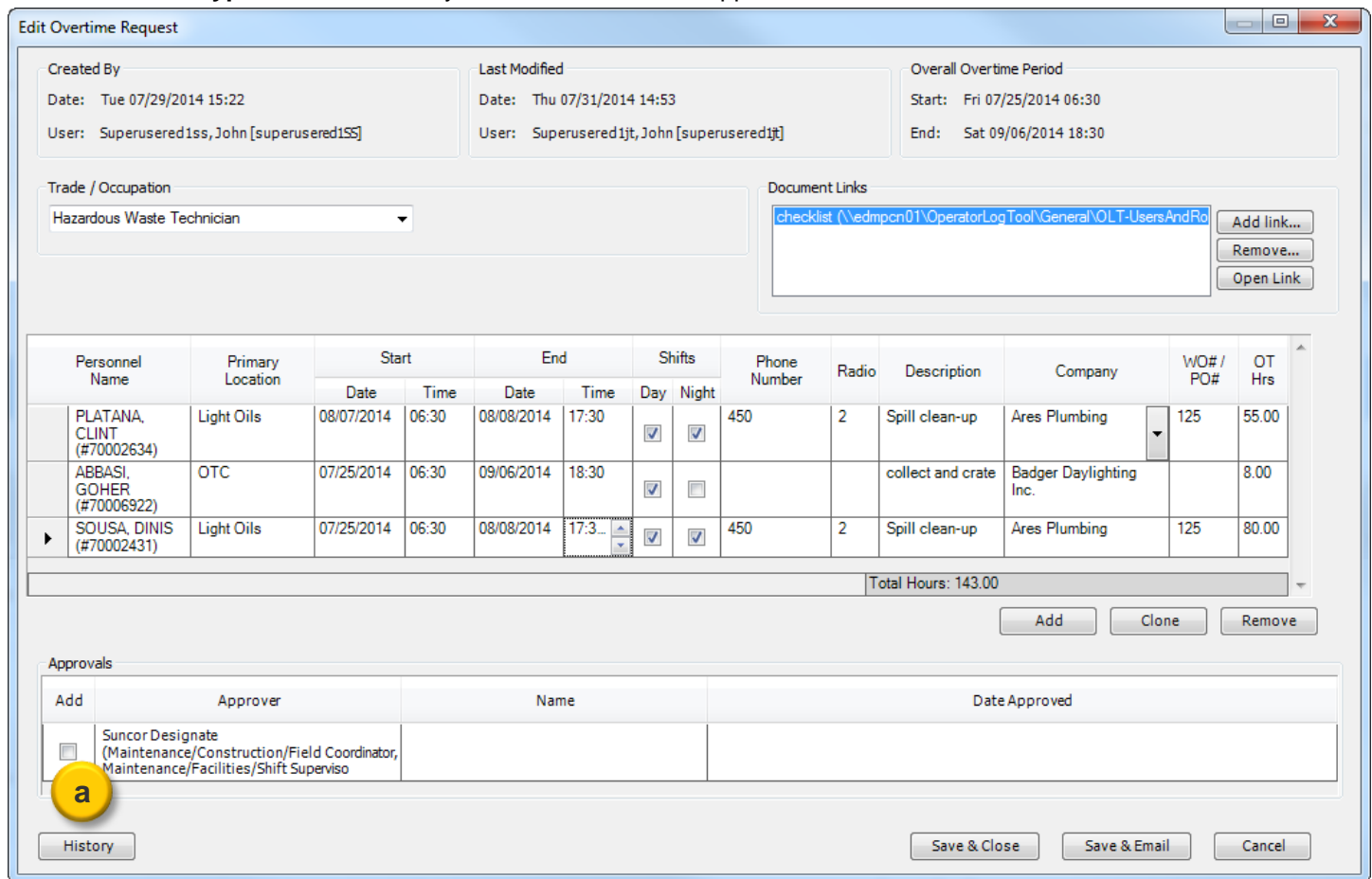


## Helpful Hints

- 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

- On the navigation pane, click on the **Priorities** icon  and scroll to the bottom to view the **Forms** section.
- Click on the **hyperlink** of the form you wish to review and approve.



**Edit Overtime Request**

Created By: Date: Tue 07/29/2014 15:22, User: Superusered1ss, John [superusered1SS]  
 Last Modified: Date: Thu 07/31/2014 14:53, User: Superusered1jt, John [superusered1jt]  
 Overall Overtime Period: Start: Fri 07/25/2014 06:30, End: Sat 09/06/2014 18:30

Trade / Occupation: Hazardous Waste Technician

Document Links: checklist (\Vedmpcn01\OperatorLog Tool\General\OLT-UsersAndRo... 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						
PLATANA, CLINT (#70002634)	Light Oils	08/07/2014	06:30	08/08/2014	17:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	450	2	Spill clean-up	Ares Plumbing	125	55.00
ABBASI, GOHER (#70006922)	OTC	07/25/2014	06:30	09/06/2014	18:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>			collect and crate	Badger Daylighting Inc.		8.00
SOUZA, DINIS (#70002431)	Light Oils	07/25/2014	06:30	08/08/2014	17:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	450	2	Spill clean-up	Ares Plumbing	125	80.00


Total Hours: 143.00

Approvals:

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

History Save & Close Save & Email Cancel

- 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.
- 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.