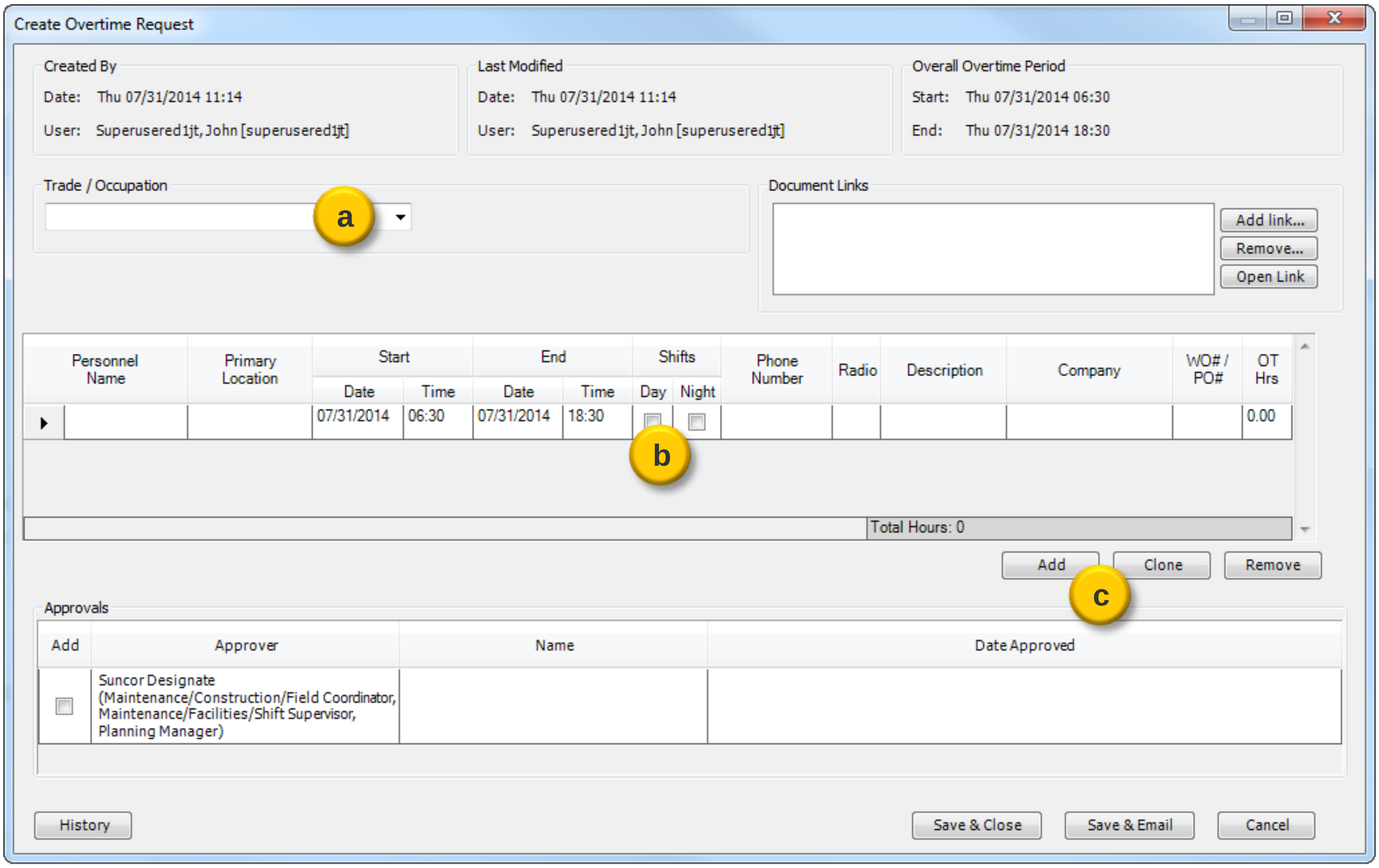
Helpful Hints

- 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 Forms 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.



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** [Add] button to insert a **new blank** personnel entry.

d) **Click** [Clone] button to insert a **new copy** of the selected personnel.

4. Click on either the [Save & Email] button or [Save & Close] 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.