

Workflow of Overtimes

	Month																									
Work days	1	2	3	4	5	6	7	8	9	10	11	12	13	-7	-6	-5	-4	-3	-2	-1
Estimating limits window																										
Estimating limits deadline																										
Additional changes in limits																										
Option to send overtimes exceeding limits to approving																										
Approving limits by R&D Manager																										
Window to take compensatory time off																										
Writing overtimes to the SAP																										