

## To Approve an Overtime Claim:

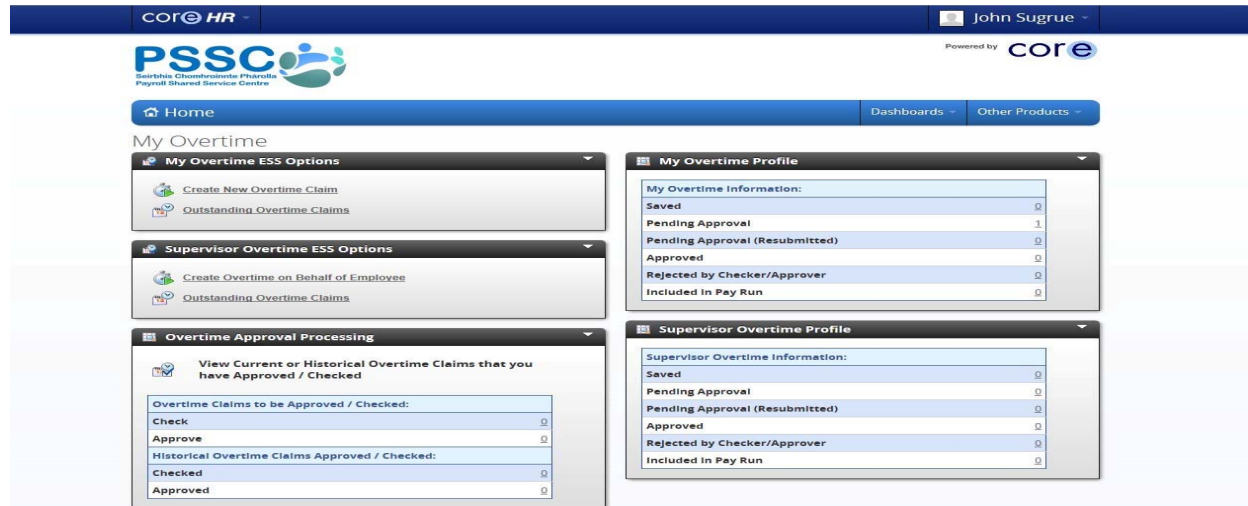
Select 'Submit Overtime/ Allowances' from the [PSSC Website](#) homepage and select your Department from the list provided. This will bring you to your Core Portal page.

Login to Core Portal (username = email address used upon registration and password and sign in)

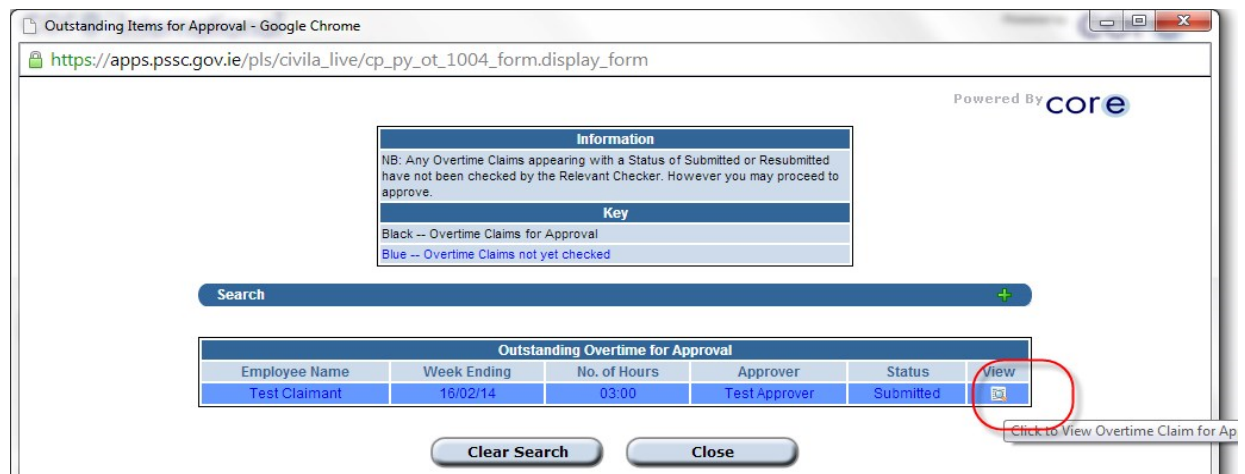
Select Dashboard and Manager Dashboard (top right hand corner of main screen)

Select Other Products and Overtime

See Supervisor Overtime ESS Options and click on Outstanding Overtime Claims.



Approvers have access to the Overtime Approval Processing part of the screen. To Check or Approve Claims tick on the link beside the claim. This will bring the approver to the following screen



Once view is ticked the screenshot below will appear where the approver can view the overtime claim in detail and make the decision to approve or reject (with explanation) the overtime claim.

Claim Information	
Week Ending 16/02/14	Overtime ID 14
Employee Test Claimant	Status Submitted
Checker:	Approver Test Approver
Submitted By Test Claimant	
Reason for Overtime Budget	

Overtime Details			
Day	Hours	Cost Centre	Call Out
10/02/14 Monday	03:00	202245 Income Tax Policy	No
11/02/14 Tuesday	00:00	202245 Income Tax Policy	No
12/02/14 Wednesday	00:00	202245 Income Tax Policy	No
13/02/14 Thursday	00:00	202245 Income Tax Policy	No
14/02/14 Friday	00:00	202245 Income Tax Policy	No
15/02/14 Saturday 09:15-13:00	00:00	202245 Income Tax Policy	No
15/02/14 Saturday Other	00:00	202245 Income Tax Policy	No
16/02/14 Sunday	00:00	202245 Income Tax Policy	No
<b>Total Hours</b>	<b>03:00</b>		

No Approver Declaration Created

I accept the above.

Reject Reason

**Approve**

**Reject**

**Close**

**Back**