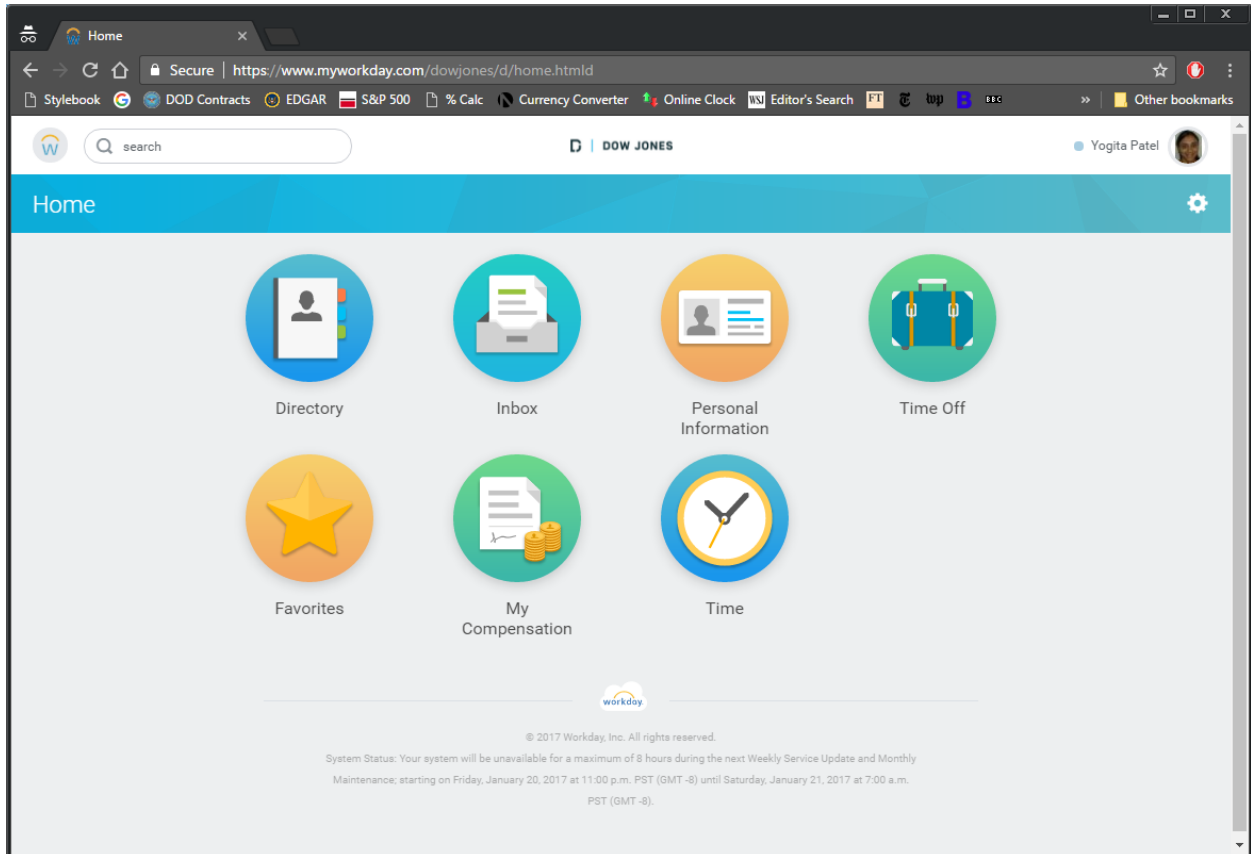
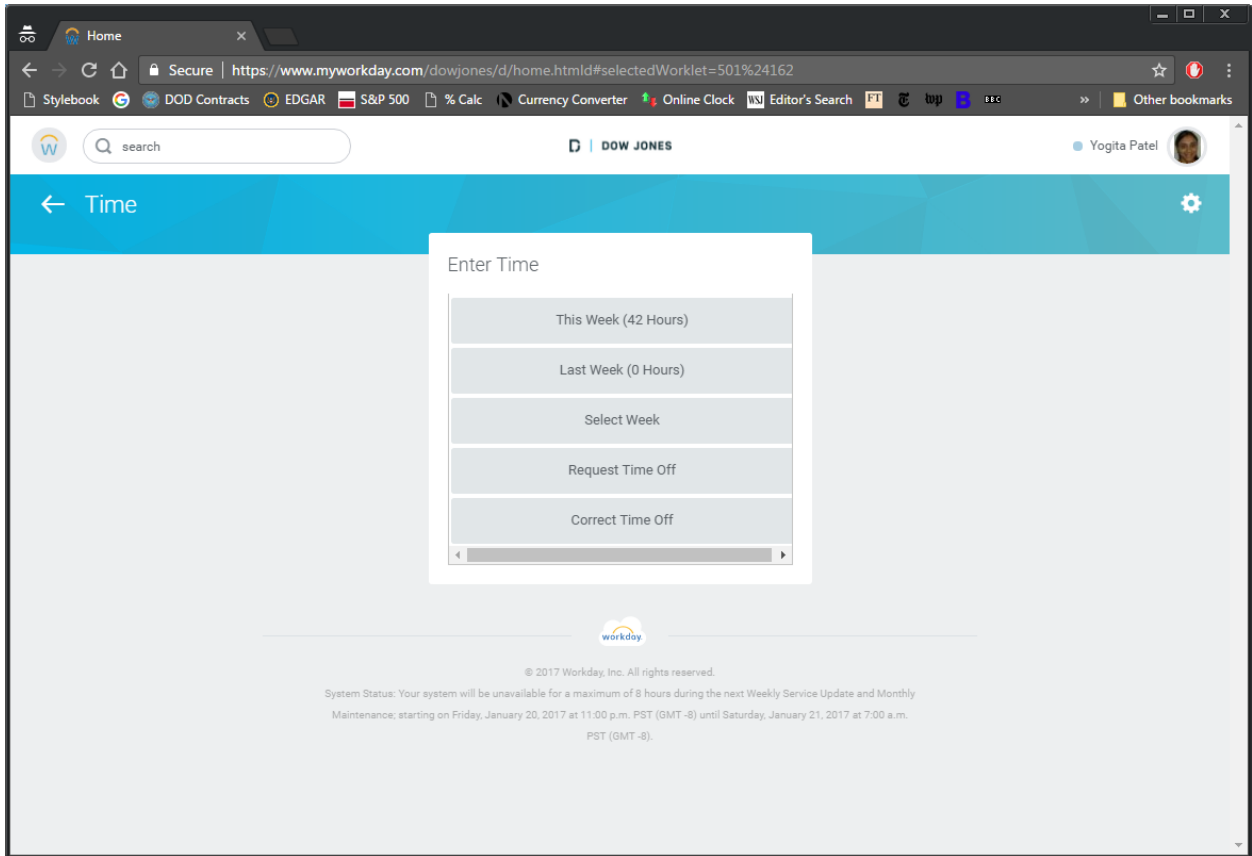


How to File For Overtime and Holiday Pay

You can file for overtime through Workday, which can be accessed through Okta or hrhub.dowjones.net. First, click on the "Time" Icon



Next, select the week for which you are filing.



Then you will enter the hours of overtime worked by clicking on the day. That will bring you to the pop up below:

The screenshot shows a web browser window with the URL <https://www.myworkday.com/dowjones/d/inst/63051CKExEHYKBQgVEKgiEg0xNDg00DEyODAwMDAwGhIKBggDEKGZARICgY19wEQ6gQaE>. The page title is "Enter My Time Yogita Patel". The main content area is titled "Enter Time 01/18/2017".

The pop-up form has the following fields:

- Time Type ***: A dropdown menu currently showing "Regular Hours(Salaried)".
- Hours ***: A text input field containing "0".
- Details**: A section with three fields:
 - Stand By Pay**: A dropdown menu.
 - Shift Differential-Shift Type**: A dropdown menu.
 - Comment**: A text area.

At the bottom of the pop-up are "OK" and "Cancel" buttons. The background shows a calendar for "Jan 18 - 24, 2017" with a table of time entries:

Day	Time Type	Hours	Status
Wed 1/18	Regular Hours(Salaried)	7	Not Submitted
Thu 1/19	Regular Hours(Salaried)	7	Not Submitted
Mon 1/23	Regular Hours(Salaried)	7	Not Submitted
Tue 1/24	Regular Hours(Salaried)	7	Not Submitted

Here, you will choose "Overtime" from the "Time Type" drop down menu, and enter the number of hours worked in the corresponding space.

Important Note: You will also have to manually enter in the hours you work as part of your normal shift so that the total regular hours for the week adds up to 35. (The system will show you an error message until you get to 35 "Regular Hours") You do this by selecting "Regular Hours (salaried)" from the drop down and entering in 7 hours for each of your regularly scheduled days.

For holidays worked: Instead of putting in 7 hours of "Regular Hours," select "Holiday Worked" from the dropdown and enter 7 hours.

After the overtime and regular hours have been entered in correctly, you click on "Submit" in the bottom left to send to your manager for approval.

The screenshot displays the 'Enter My Time' web application interface for user Yogita Patel. The browser address bar shows the URL: <https://www.myworkday.com/dowjones/d/inst/63051CKExEhYKBQgVEKgiEg0xNDg0ODEyODAwMDAwGhIKBggDEKZARIICgYI9wEQ6gQaEi>. The user's name, 'Yogita Patel', is visible in the top right corner.

The main content area shows a summary of hours for the week of Jan 18 - 24, 2017. The summary table is as follows:

Regular hours	Overtime Hours	Shift Differential	Stand By	Holiday Pay	Premium Pay	Lead Pay
35	0	0	0	0	0	0

Below the summary, the interface shows a grid for entering time for each day of the week (Jan 18 - 24, 2017). The grid is organized by day and includes columns for 'Regular Hours(Salaried)', 'Pay date', and 'Time Period End'. The 'Regular Hours(Salaried)' column shows 7 hours for each day, and the 'Pay date' column shows the pay date for each day. The 'Time Period End' column shows the end date for each day. The 'Enter Time' button is visible in the bottom right corner of the grid.

At the bottom left of the interface, there is a green 'Submit' button and an orange 'Enter Time' button with a dropdown arrow.

To file for a shift differential, follow the same steps but choose "Union Shift Differential" from the "Time Type" drop down, enter 1 in the "Days" Field, and select your shift classification in the "Shift Differential-Shift Type" drop down.

The screenshot displays the 'Enter My Time' application interface for user Yogita Patel. The main window is titled 'Enter Time 01/18/2017'. The interface includes a calendar view for the week of Jan 18 - 24, 2017, and a summary table at the top right showing 'Stand By', 'Holiday Pay', 'Premium Pay', and 'Lead Pay' all at 0. The central form has the following fields:

- Time Type ***: Union Shift Differential
- Days ***: 0
- Stand By Pay**: [Dropdown menu]
- Shift Differential-Shift Type**: [Dropdown menu]
- Comment**: [Text area]

At the bottom of the interface, there is an 'Enter Time' button.