

Overtime request

When you need to do overtime (working on a public holiday or on the weekend), please follow the process described below

Step-by-step guide

1. Fill in the [Overtime register](#), located in the Travel & Leave register (**in tab *OT Register***)
 - a. Information you need to provide (column B-G): Name, Team, Date, Day, Duration, Reason (**public holiday / weekend and why you need to work**)
 - b. Important: create 1 row per day
 - c. Deadline: you need to enter the overtime the latest on the Thursday preceding the overtime (before 1 PM CET)
2. PMO will send weekly on Thursday EOD an extract of the overtime requests to Gabriela
3. Gabriela will approve / reject the overtime requests on Friday
4. In the OT register, PMO will update the status (column H) based on Gabriela's approval / rejection