Introduction
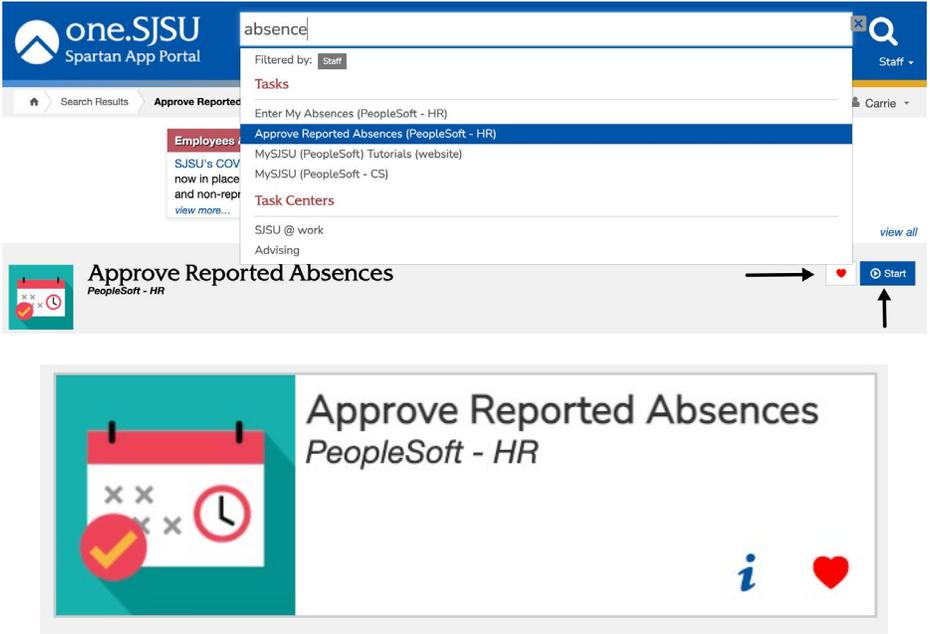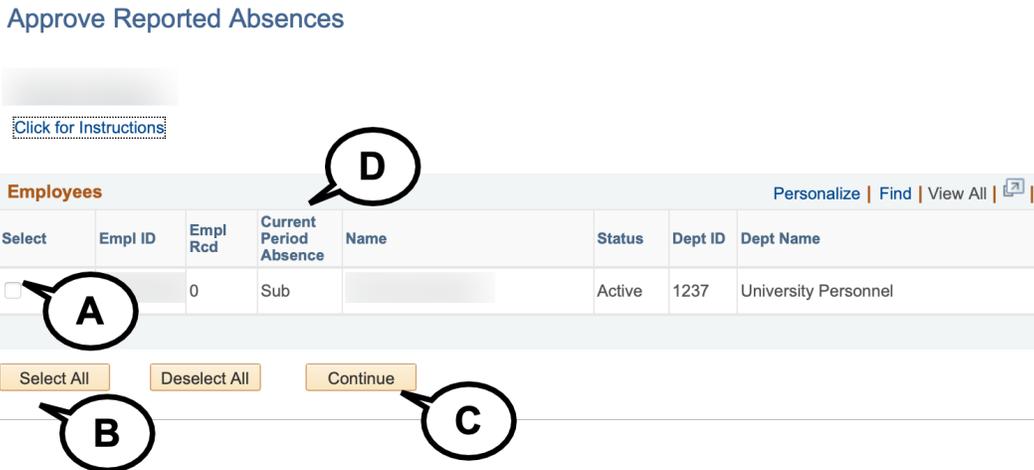
Overtime (OT) hours entered as Compensatory Time Off Earned (CTO Earned) will be approved in the same fashion that absences are approved. This guide reviews the steps for approval.

Please note: All overtime hours must be approved by the employee's appropriate administrator PRIOR to being worked.

Approve CTO Earned Hours

In one.SJSU, click the Approve OT & Shift Hours tile 1. To find the tile from the one.SJSU homepage, enter the word "absence" or "approve" in the search bar 2. Click on the Approve Reported Absences task 3. Make the tile a favorite by clicking the open heart 4. Click Start	
The Approve Reported Absences page is displayed 5. Select the individual for which you wish to approve absences (A) 6. Use the Select All button (B) if you wish to approve for multiple people 7. Click Continue (C) Please note, The Current Period Absences (D) will indicate whether absences have been Submitted (Sub) or not; those already approved will say Appr.	

The list of absences awaiting approval for the selected employee(s) is returned 8. Review the dates and hours (duration) of the entries (A) 9. Absences entered by a Timekeeper will be marked as Reviewed (B); those entered by the employee will not have a status	Approve Reported Absences Click for Instructions **Existing Absence Events** ... Personalize | Find | ... First ... 1-6 of 6 ... Last |	Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Entry Comments	Add Comment
---	---	---	---	---	---	---	---	---	---	---	---	---
1		0		CTO Premium Earn	09/22/2021	09/23/2021	1.50000		☐	Reviewed	Entry Comments	Add Comment
2		0		CTO Premium Earn	09/21/2021	09/21/2021	2.25000		☐	Reviewed	Entry Comments	Add Comment
3		0		CTO Premium Earn	09/20/2021	09/20/2021	1.50000		☐	Reviewed	Entry Comments	Add Comment
4		0		CTO Premium Earn	09/16/2021	09/17/2021	6.00000		☐		Entry Comments	Add Comment
5		0		CTO Premium Earn	09/15/2021	09/15/2021	2.25000		☐		Entry Comments	Add Comment
6		0		CTO Premium Earn	09/14/2021	09/14/2021	1.50000		☐		Entry Comments	Add Comment	 Select All Deselect All Submit Return to Employee List
Review the Entry Comments 10. All CTO entries must have a comment stating the reason the overtime was worked; it is advised that you review the comments for each entry (A); if a comment is missing, you must enter it using the Add Comments link (B)	Approve Reported Absences Click for Instructions **Existing Absence Events** ... Personalize | Find | ... 6 of 6 |	Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Entry Comments	Add Comment
---	---	---	---	---	---	---	---	---	---	---	---	---
1		0		CTO Premium Earn	09/22/2021	09/23/2021	1.50000		☐	Reviewed	Entry Comments	Add Comment
2		0		CTO Premium Earn	09/21/2021	09/21/2021	2.25000		☐	Reviewed	Entry Comments	Add Comment
3		0		CTO Premium Earn	09/20/2021	09/20/2021	1.50000		☐	Reviewed	Entry Comments	Add Comment
4		0		CTO Premium Earn	09/16/2021	09/17/2021	6.00000		☐		Entry Comments	Add Comment
5		0		CTO Premium Earn	09/15/2021	09/15/2021	2.25000		☐		Entry Comments	Add Comment
6		0		CTO Premium Earn	09/14/2021	09/14/2021	1.50000		☐		Entry Comments	Add Comment	 Select All Deselect All Submit Return to Employee List
Review or Add an Absence Event Comment 11. Confirm that the comment indicates the reason for the OT or enter the reason for the OT (A) 12. Click Save Comments (B); if you did not enter a comment you will be prompted to return to the prior page	**Absence Event Comments** Enter comments to be associated with the absence event and click the Save Comments button to save them. To return without saving click the Return to Entry Page link. Event support **A** **B** Save Comments

You are returned to the list of absences 13. Click individual rows to approve (D) or click the Select All button (E) to approve all 14. Click Submit to complete the approval process (C)	**Existing Absence Events** Personalize | Find | 🔲 | 🔣 First ◀ 1-6 of 6 ▶ Last

Existing Absence Events

	Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Entry Comments	Add Comment
1		0		CTO Premium Earn	09/22/2021	09/23/2021	1.50000		☑	Reviewed ⬍	Entry Comments	Add Comment
2		0		CTO Premium Earn	09/21/2021	09/21/2021	2.25000		☑	Reviewed ⬍	Entry Comments	Add Comment
3		0		CTO Premium Earn	09/20/2021	09/20/2021	1.50000		☑	Reviewed ⬍	Entry Comments	Add Comment
4		0		CTO Premium Earn	09/16/2021	09/17/2021	6.00000		☑	⬍	Entry Comments	Add Comment
5		0		CTO Premium Earn	09/15/2021	09/15/2021	2.25000		☑	⬍	Entry Comments	Add Comment
6		0		CTO Premium Earn	09/14/2021	09/14/2021	1.50000		☑	⬍	Entry Comments	Add Comment

Select All   Deselect All   Submit

B   **C**   **A**

The Approval Confirmation page is displayed 15. Click OK to continue (A)	## Approval Confirmation ✔ Your Absence Events were approved and any Review Status changes were saved. All the Absent Events from your selection have been approved. You will now be returned to the *Approve Reported Absences* page. OK **A**

You are returned to the Approve Reported Absences page 16. The Current Period Absence column will say Appr for all employees for which you approved absences	## Approve Reported Absences Click for Instructions

Employees   Personalize \| Find \| View All \| 🔲 \|

Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name
☐		0	**Appr**		Active	1237	University Personnel

Select All   Deselect All   Continue