


Inputting additional hours – employee checklist

Inputting your additional hours		
<p>If you have more than one contract you must ensure that you select and record the hours against the appropriate contract record. To do this click on the  icon on the header bar</p> <p>The system will have defaulted to your master contract which is denoted by a gold star and a tick will be showing. If you wish to select a different contract then click on it accordingly. The screen will then update, please give it time to do so before following next steps.</p>	<input type="checkbox"/> Done	
<p>Navigate to the 'My Info' section of your home page and then click on the 'Time Sheet' tile.</p>	<input type="checkbox"/> Done	
<p>The screen will default to the current week and day. If you wish to record hours worked for a different week, click on the left arrow</p> <p>If you wish to change the day that you worked the hours on then click on the appropriate date column.</p>	<input type="checkbox"/> Done	
<p>Once you have selected the correct day of the correct week, click on 'Details' in the bottom left hand corner of the screen.</p>	<input type="checkbox"/> Done	
<p>Select the relevant 'time type' that corresponds with the type of additional hours you have worked; you will only be able to select from time types that apply to your contract i.e. you will not be able to request time and half if you are not eligible for overtime.</p>	<input type="checkbox"/> Done	
<p>Input the appropriate hours and minutes into the 'Duration' fields, then click outside of the fields for the data to populate.</p>	<input type="checkbox"/> Done	
<p>Only input a cost code into the 'Cost Centre' field if the cost is to be charged to a code that is different to the one that your contract is coded to; otherwise leave this field blank.</p>	<input type="checkbox"/> Different cost code entered	<input type="checkbox"/> Left blank
<p>If you want to add a message to your line manager who will be approving the timesheet you can do so in the 'Comments' box, otherwise leave the field blank. If you have added a different cost centre in the cost centre field you must indicate this in the 'Comments' box.</p>	<input type="checkbox"/> Done	<input type="checkbox"/> N/A
<p>When you have ensured that you have recorded all the time for a given week, click on 'Submit' in the bottom right hand corner.</p>		
<p>When a pop-up window appears, you can either Click on 'Cancel' to be taken back to the previous screen to make any amendments or if you are satisfied that the details are correct, click on 'Submit'.</p>		
<p>A notification email will then automatically be sent to your line manager instructing them to review and authorise the timesheet within the system.</p>		

For further details, please refer to the 'How to... Input Overtime in SuccessFactors' guide.

Remember: SuccessFactors times out after 30 minutes of inactivity – do not leave form for longer than this as it will not be saved