



REQUESTING EXTRA WORK HOURS & COMPENSATORY LEAVE

GSM TRANSFORMATION QUICK GUIDE FOR STAFF

REQUESTING TO WORK EXTRA HOURS

1. From the GSM menu, click Staff Member > Work Extra Hours – Request/Confirm > Request / Confirm Extra Hours.
2. Click the button **Click here to make a request.**
3. Enter start and end dates. Make sure the duration lasts no more than one week at a time.
4. In the Purpose box, describe the work activity.
5. Click **Create schedule.**
6. Enter the number of hours you anticipate working for each day. Enter '0' if the work hours are not specific or delete the row.
7. Click **Calculate.** This calculates the total of the estimated work hours.
8. Click **Next** and review the details of your request.
9. Click **Submit.**

Figure 1. The Request to work extra hours screen

After your supervisor approves the request, you will be notified of the approval, and the Confirm Extra Hours Worked icon will be enabled.

CONFIRMING EXTRA HOURS WORKED

When entering extra hours worked, enter only the hours that are beyond your normal working hours. The number of actual extra hours and the time you worked determine how many compensatory days you accrue. If you worked longer than planned, you may enter more hours and provide an explanation in the

comments section. If you did not work at all, indicate 00:00 in the actual start and end time fields or delete the row.

To confirm extra hours worked

1. Go to the Request/Confirm Extra Hours sub-menu and search for your approved extra hours request.
2. Click **Confirm extra hours worked.**
3. Enter the number of actual extra hours you have worked. This step is mandatory.
4. Click **Next**, then **Submit.**

Your compensatory leave balance in the absence dashboard gets updated after your supervisor approves the extra hours you confirmed. If your supervisor returns your request for additional information, re-submit the request by repeating the steps.

REQUESTING COMPENSATORY LEAVE

After your claim is approved, go to the Leave request screen and submit a request for compensatory leave, in full or half days. On return from your leave you will receive the notification to let the system auto-confirm the leave. If your dates changed, submit an amended and confirmed leave request.

For part-time staff: Your compensatory leave is calculated based on your Office Work Schedule and Individual Work Schedule. You will be deducted compensatory days based on your Individual Work Schedule. For example, if you work at 50% for four hours daily, a day's absence will be deducted as a half-day from your compensatory leave balance.



PROCESS OVERVIEW

The compensatory leave is a type of leave you are entitled to based on extra work hours you have requested and confirmed. The process follows these steps:

1

Submit a request to work extra hours

2

Confirm number of extra hours worked

3

Request a compensatory leave

For more information, refer to the [WHO eManual](#).