

In the event you have worked additional hours outside the span of normal hours, you may be eligible to request TOIL for these hours in Workday.

**NB. The accrued TOIL should be taken within three (3) months of the date the overtime was worked.**

## Overtime – claiming as TOIL

Additional hours are only payable under the terms of clause 52 of the Flinders University Enterprise Agreement. However, where approval has been provided by their supervisor, staff have the option to claim these hours as TOIL.

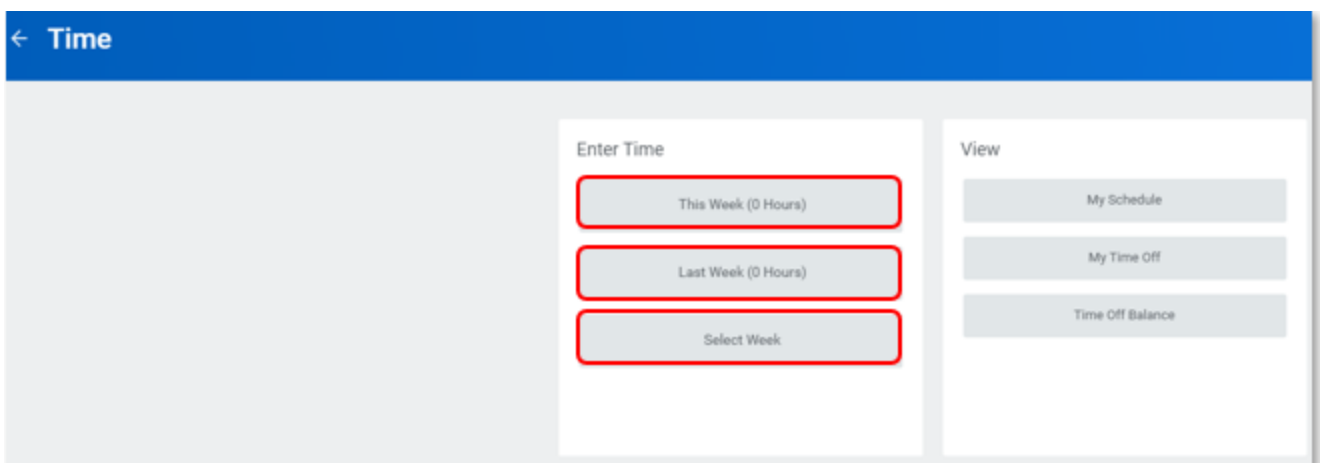
Claiming for additional hours worked outside your normal work schedule, which were worked in the hours between 6am – 6pm should be claimed as flexitime through your Flinders University timesheet. If you are claiming TOIL for hours worked **outside the 6am-6pm period**, you can submit this as an Overtime (Accrued TOIL) request through Workday.

Click on the *Time* application on your home screen.



The *Time* screen will appear.

Select *This Week*, *Last Week* or *Select Week* for the period the TOIL is to be entered. Note: *Overtime Requests* only shows details for Upcoming and past overtime requests previously entered.



## Overtime – claiming as TOIL

The *Enter Time* screen will appear.

Enter Time

Today < > 2-8 Mar 2024

Week Actions

Day	Hours
Sat, 2/3	Hours: 0
Sun, 3/3	Hours: 0
Mon, 4/3	Hours: 0
Tue, 5/3	Hours: 0
Wed, 6/3	Hours: 0
Thu, 7/3	Hours: 0
Fri, 8/3	Hours: 0

Time Period End: 24/02/2024 - 08/03/2024

Time Period Lockout: 09/09/2023 - 22/09/2023

Summary: 2-8 Mar 2024

- Overtime (Paid): 0
- Overtime (Accrued TOIL): 0
- On-Call: 0
- Standard Hours: 0
- Total Hours: 0

Select the time you require to submit

Wed 10/3  
Hours: 0

Enter Time

## Overtime – claiming as TOIL

Complete the *Enter Time* pop up window with the *Time Type* as *Overtime (Accrued TOIL)*.

Complete the newly visible *In* and *Out* times for the overtime hours you worked.

Select the *Out Reason* as *Meal* if you took a meal break working more than 5 hours. The default *Out Reason* is *Out*. This is if you stopped working for the day at the out time specified.

## Overtime – claiming as TOIL

Once all information has been added, you may elect to enter a comment for the reason overtime hours were worked.

Click *OK*.

*Your changes have been saved* pop up window will appear. Your additional hours hour block will appear stating *Not Submitted*. Click *Review*.

## Overtime – claiming as TOIL

The *Submit Time* declaration screen will appear. Confirm the information entered is correct and click *Submit*.

**Submit Time**

By submitting this timesheet, you certify that claimed hours are true and accurate. Please note that any payment will be made in accordance with Enterprise Agreement.

Following date range will be submitted for approval.

2–8 March 2024 : 3 Hours

**Total for 2–8 March 2024**

Overtime (Paid)	0
Overtime (Accrued TOIL)	3
On-Call	0
Standard Hours	0
Total Hours	3

enter your comment

Note: Click *Cancel* to make changes prior to submitting.

Once you *Submit* your declaration of hours, the *You have submitted* screen will appear. It will advise you of the *Up Next* step, which will be the approval by your supervisor.

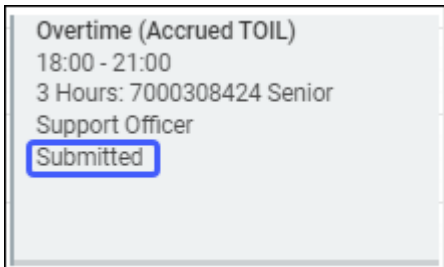
**You have submitted**

Up Next                      Time Entry:                      3 hours  
from 02/03/2024 to 08/03/2024 - Approval by Manager

[View Details](#)

## Overtime – claiming as TOIL

You will see on the *Enter My Time* calendar that the information entered will show as *Submitted*.



Once your Overtime (Accrued TOIL) hours request has been approved by your supervisor, you will receive a notification in Workday advising your request has been approved.



### Notifications

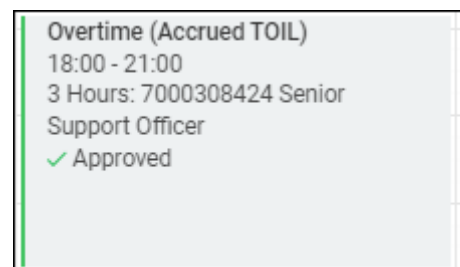
Viewing: All | Sort By: Newest | From Last 30 Days

**Time Entry** [redacted] - 3 hours from 02/03/2024 to 08/03/2024  
33 second(s) ago  
Time has been approved.

**Details** Time Entry: [redacted] 3 hours from 02/03/2024 to 08/03/2024

Time Entry: [redacted] 3 hours from 02/03/2024 to 08/03/2024  
Enter Time - Successfully Completed  
33 second(s) ago

Your *Enter Time* calendar will also show *Approved* in your hours and a green side bar will appear.



Note: You may receive an inbox action if your supervisor would like you to amend the hours entered. In this circumstance, you are able to amend the hours and resubmit them following the steps in the [Edit Timesheet process guide](#).