

# MODULE 3 – OVERTIME REQUESTS



## NEVADA EMPLOYEE ACTION AND TIMEKEEPING SYSTEM (NEATS)

The process for entering  
an Overtime Request in  
NEATS EMPLOYEE TIMEKEEPING  
Module 3

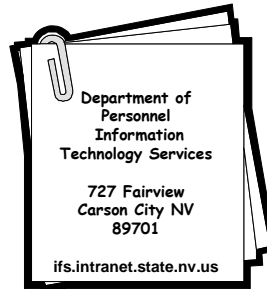
## Nevada Employee Action and Timekeeping System (NEATS)

From your browser, enter the  
following Internet address:

<https://neats.state.nv.us/NEATS>

Or from home at:

<http://nvapps.state.nv.us/NEATS>



## Login by Entering your Employee ID and Password

Welcome to NEATS  
Nevada Employee Action and Timekeeping System - Training

Session Started: 11/21/06 4:35 PM  
Current User: (None)  
Site Help

Home Page | Jobs | Messages

Home Page

**Login**

User ID: 00000  
Password: \*\*\*\*\*  
 Remember my User ID

To reset your password... Click Here  
If you need other assistance with NEATS...  
Contact the IFS-ITK Help Desk @ (725) 687-9099  
or toll-free at (866) NNEATS

**Messages**

Date	Subject
12/16/03	NEATS Training Environment
1/2/03	NEATS Standard Hours of Operation

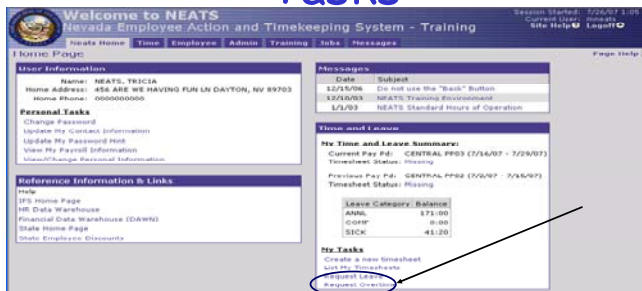
**Reference Information & Links**

Help  
IFS Home Page  
HR Data Warehouse  
Financial Data Warehouse (DAWH)  
State Home Page  
State Employee Discounts

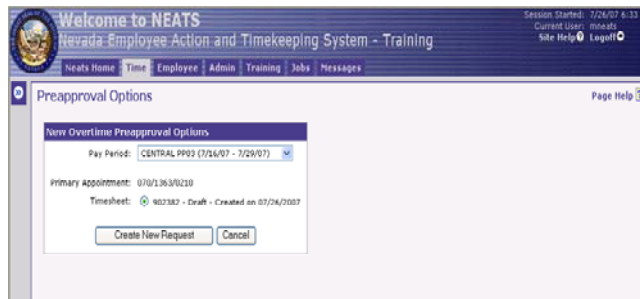
# NEATS Home Page



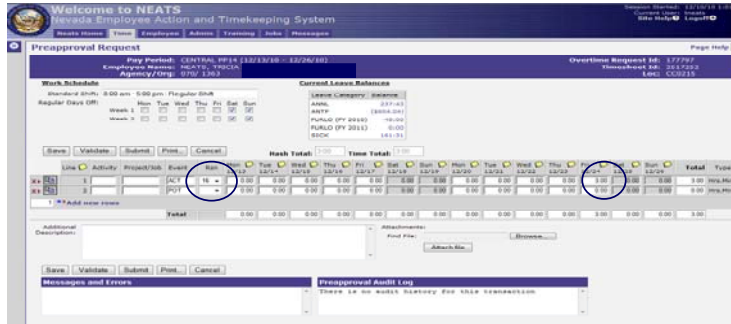
To request overtime, click on  
Request Overtime link under My  
Tasks



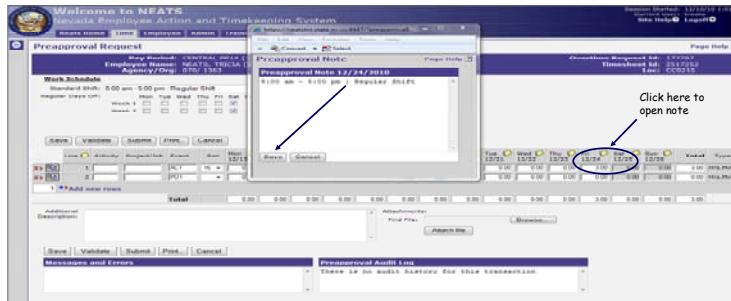
Choose Pay Period from dropdown,  
then click Create New Request



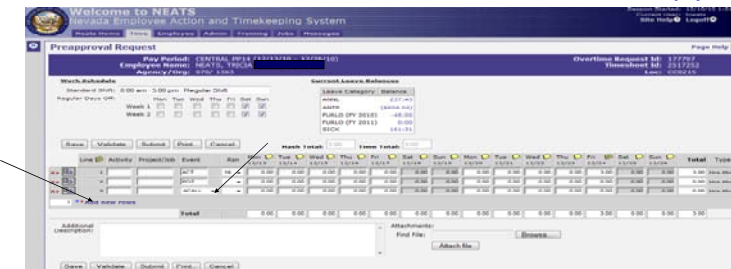
Enter the amount of hours you are requesting overtime for and OT Rsn code



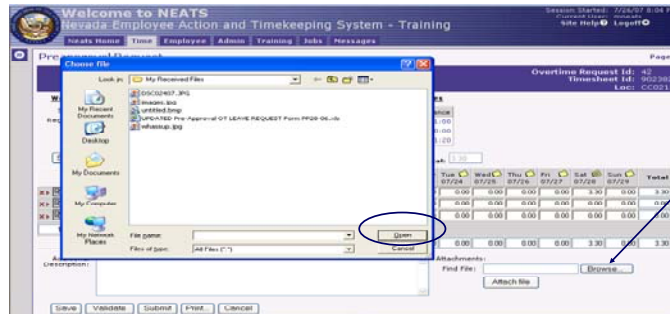
Enter notes in Preapproval Note, then click Save



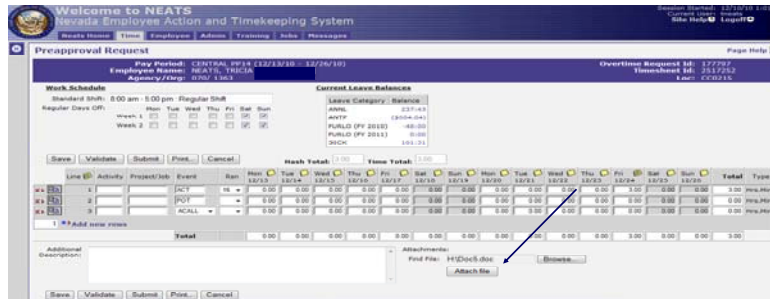
To add another event type, click on Add new rows, then click on drop down arrow and click on event type



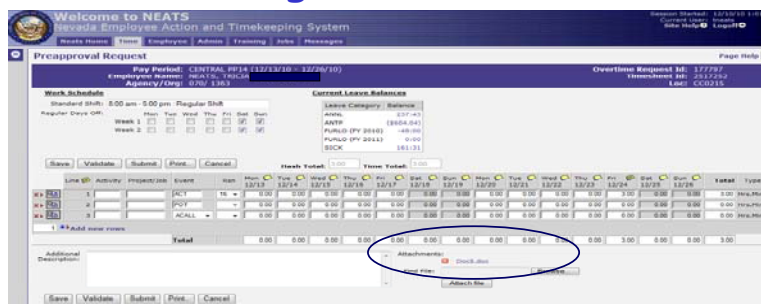
To attach a file, click on Browse, locate file, click Open



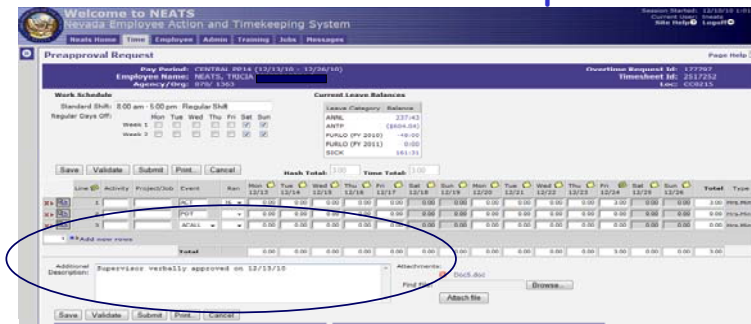
After the link to the file appears, click on Attach file



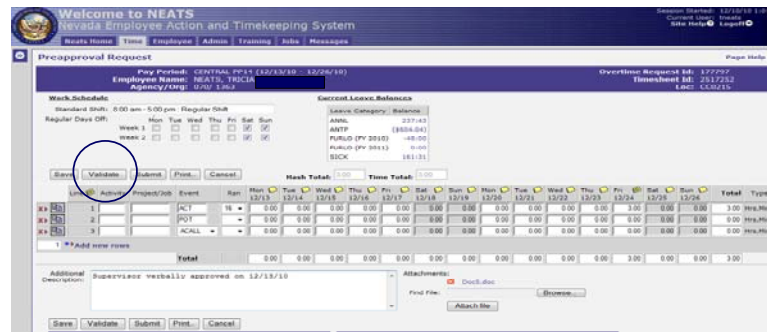
The Attachment (s) will now appear. You can delete attachment by clicking on the Red X



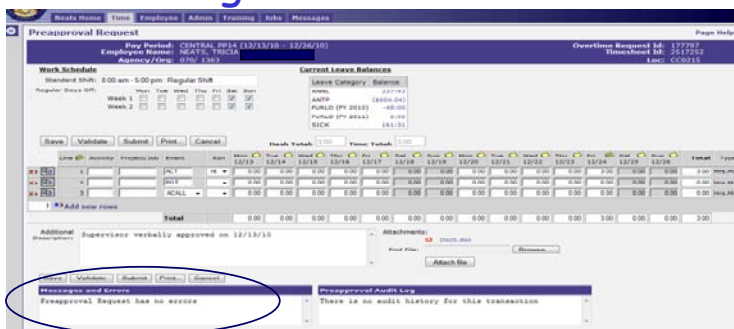
To add additional information, write in the Additional Description Box



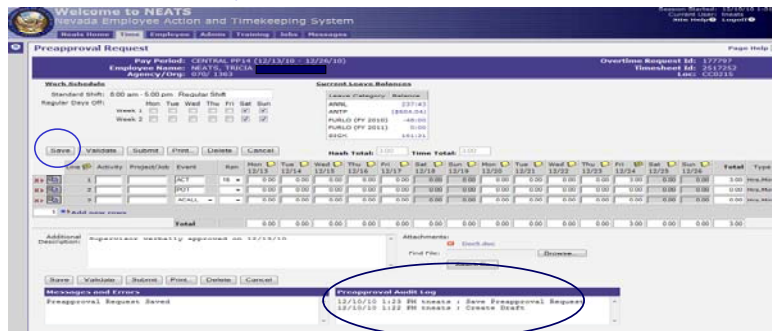
Click on **Validate** to edit for Errors



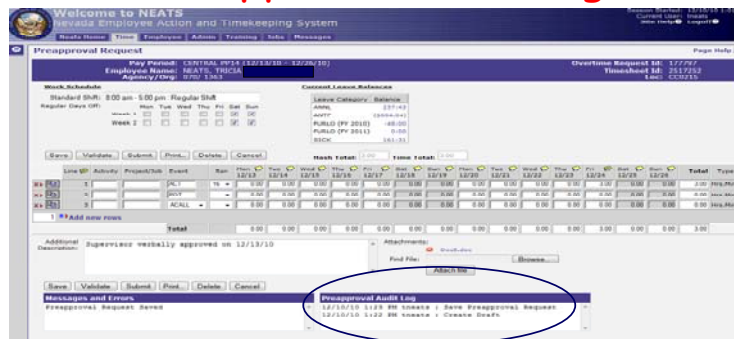
Messages will be displayed in the Messages and Errors Box



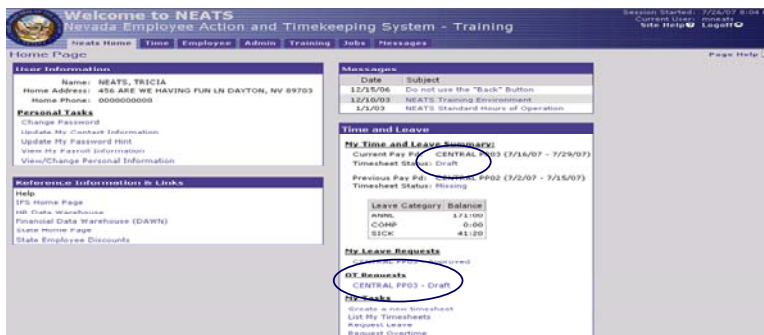
Click on "Save" and Your Preapproval Request will be **Saved**



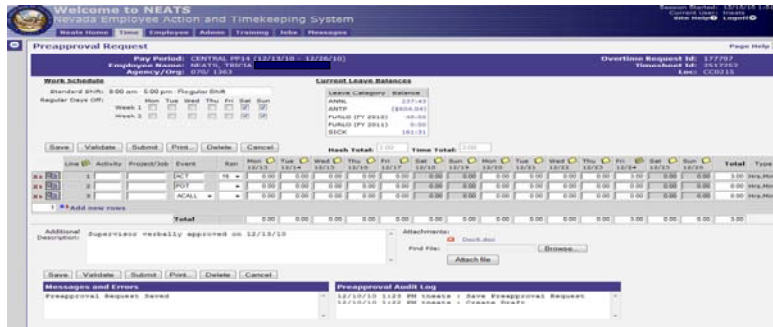
Action Taken will be logged on the **Preapproval Audit Log**



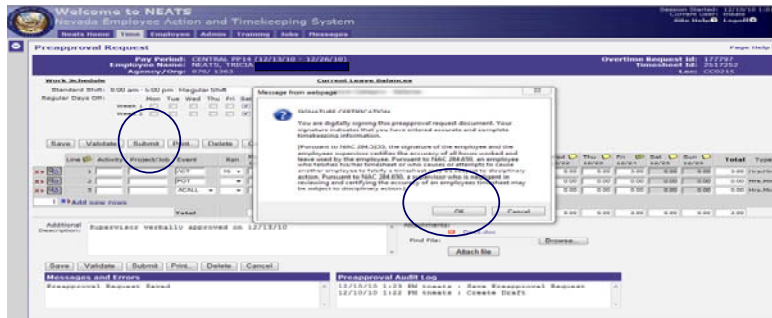
Your **Draft Request** and timesheet are included on your Home Page



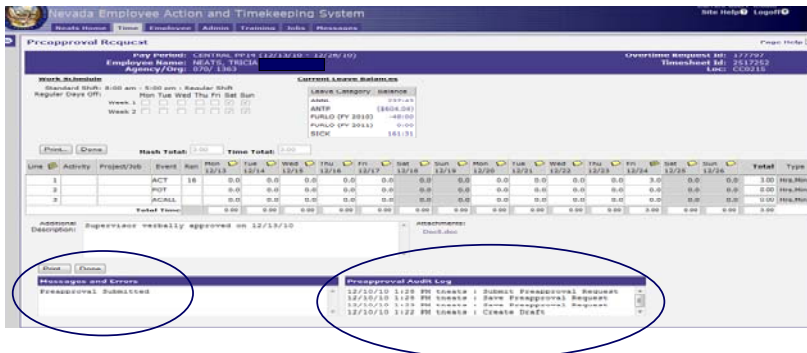
# View of the Draft you Created Previously



To **Submit**, click on **Submit** and apply the Electronic Signature by clicking on **OK**



Your Preapproval Request has been **Submitted**





# Your Overtime Request is Pending Approval

Welcome to NEATS  
Nevada Employee Action and Timekeeping System - Training

Home Page | Time | Employee | Admin | Training | Jobs | Messages

Session started: 7/28/07 8:04 AM  
Current User: jwms  
Site Help | Logout

**User Information**  
Name: NEATS, TREGIA  
Home Address: ASG ARE WE HAVING FUN LN DAYTON, NV 89703  
Home Phone: 000000000

**Personal Tasks**  
Change Password  
Update My Contact Information  
Update My Payroll Information  
View/Change Personal Information

**Reference Information & Links**  
Help  
HR Home Page  
HR Data Warehouse  
Project Data Warehouse (DAWN)  
State Home Page  
State Employee Discounts

**Messages**

Date	Subject
12/15/06	Do not use the "Back" Button
12/15/06	NEATS Training Environment
1/3/03	NEATS Standard Hours of Operation

**Time and Leave**

**My Time and Leave Summary:**  
Current Pay Pd: CENTRAL PP03 (7/16/07 - 7/29/07)  
Timesheet Status: Draft  
Previous Pay Pd: CENTRAL PP02 (7/2/07 - 7/15/07)  
Timesheet Status: Missing

Leave Category	Balance
ANNU	171.00
COMP	0.00
SICK	41.00

**My Leave Requests**  
CENTRAL PP03 - Admin

**OT Requests**  
CENTRAL PP03 - Pending Approval