HR Ghana

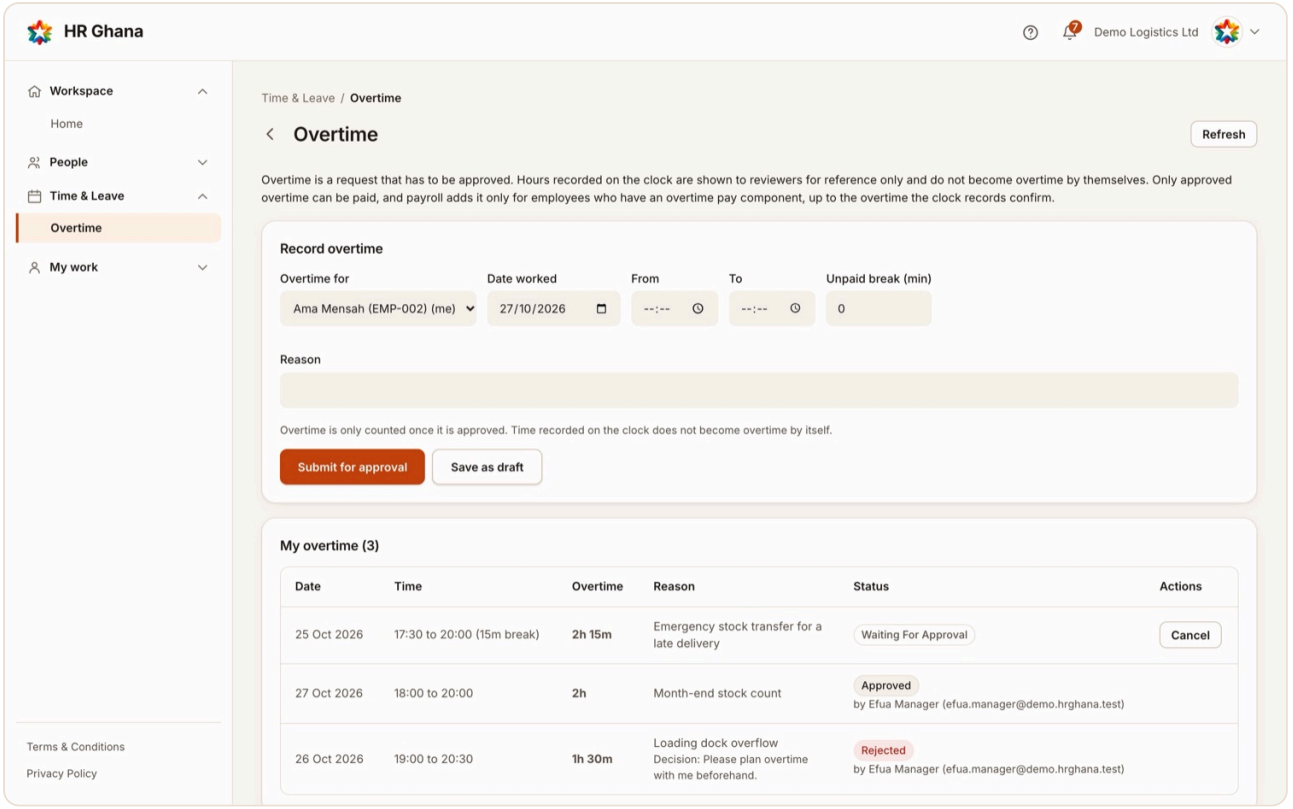
Overtime

For employees, managers and HR

Record overtime, have it approved, and understand how approved overtime reaches pay. Everyone involved is told, in the app and by email, with a link to the request.

hrghana.com · October 2026 · Screens show sample data

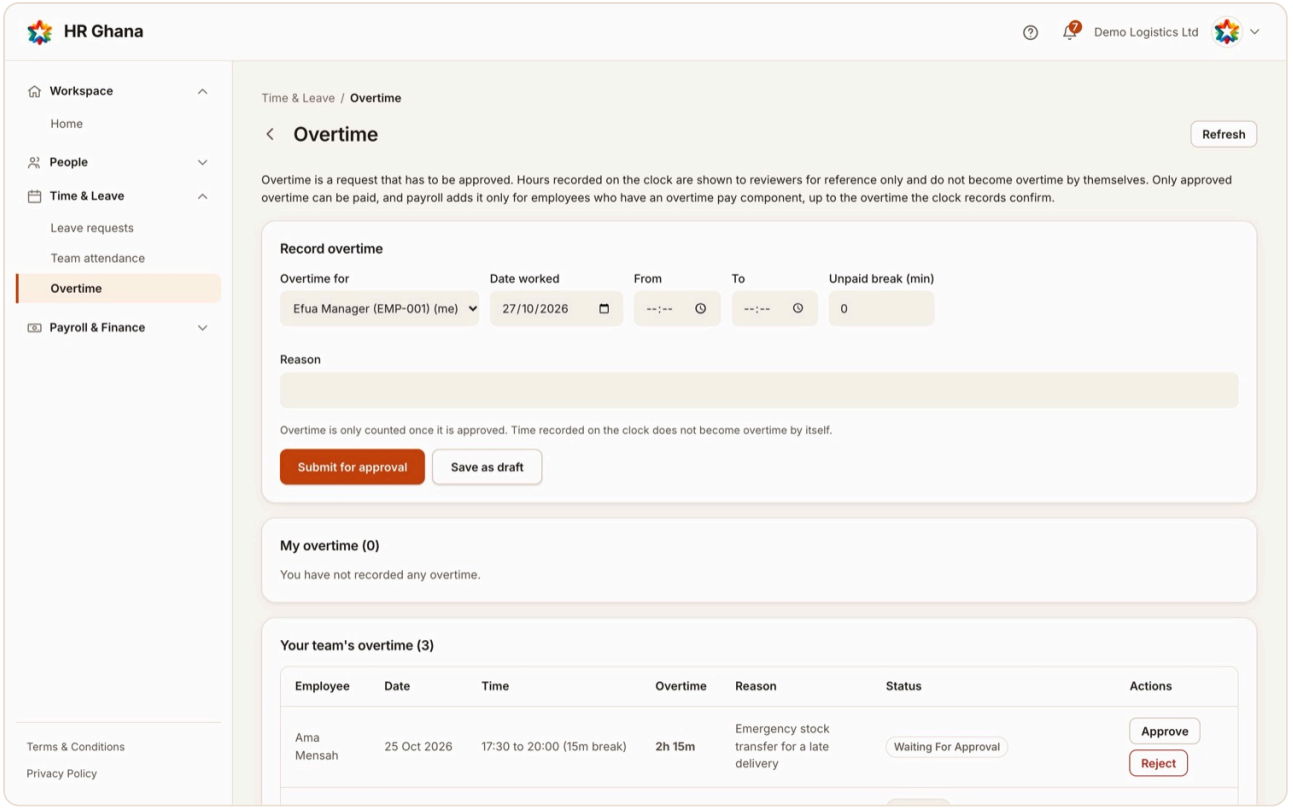
1. Record overtime



Time & Leave > Overtime (on the phone: More > Overtime).

1. Open Overtime. Choose the date you worked, the start and end time and any unpaid break, and give a reason of at least five characters. The length is worked out for you.
2. Choose Submit for approval. Save as draft keeps it for later; it is not sent for a decision until you submit it.
3. A request cannot overlap another one for the same person, and it cannot be longer than the limit your organisation has set. You can record overtime for yourself; managers can also record it for their direct reports, and HR for anyone.
4. Cancel a request any time before it is decided if you made a mistake.

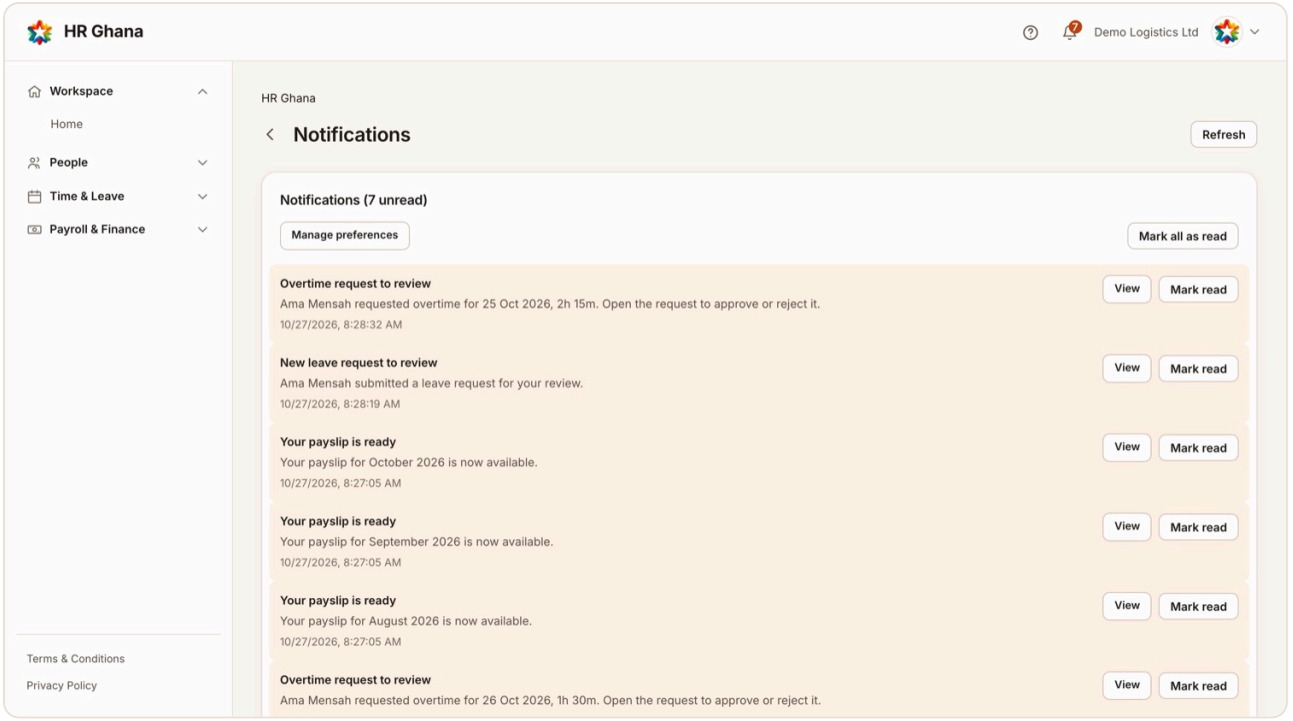
2. Approve or reject



The approver's view: the team's requests, with Approve and Reject.

1. When a request is submitted, the employee's manager and everyone with overtime approval rights get a notification and an email. Choose the link and the request opens with that line highlighted.
2. Choose Approve, or Reject and give the reason (at least five characters); the employee sees the reason.
3. Nobody can decide their own request or one they recorded, even if they hold the approval right. Anyone who cannot decide it simply does not see the buttons.
4. Reviewers also see how much overtime the clock recorded that day, for reference only. It never becomes overtime on its own.

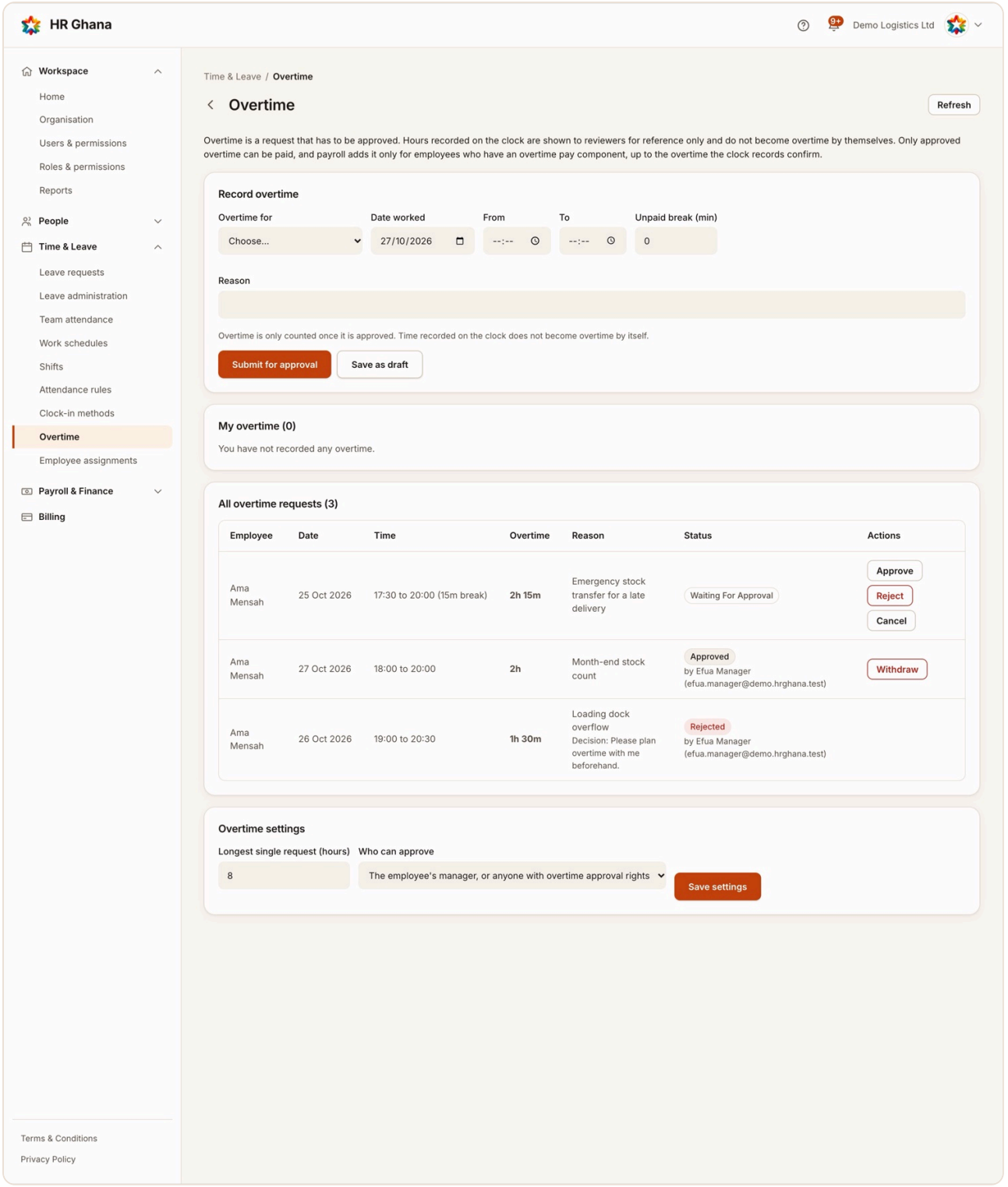
3. Everyone is told



Notifications: each one opens the request it is about.

1. Submitted: the people who can approve it are told, in the app and by email, with the employee's name, the date and the hours.
2. Approved or rejected: the employee is told in the app and by email, with the decision, the name and email of the person who decided it and, for a rejection, the reason.
3. In the app the same alerts appear in the Notifications tab. Each person chooses what reaches them under Notification preferences.
4. Every request shows its status and, once decided, who decided it and when.

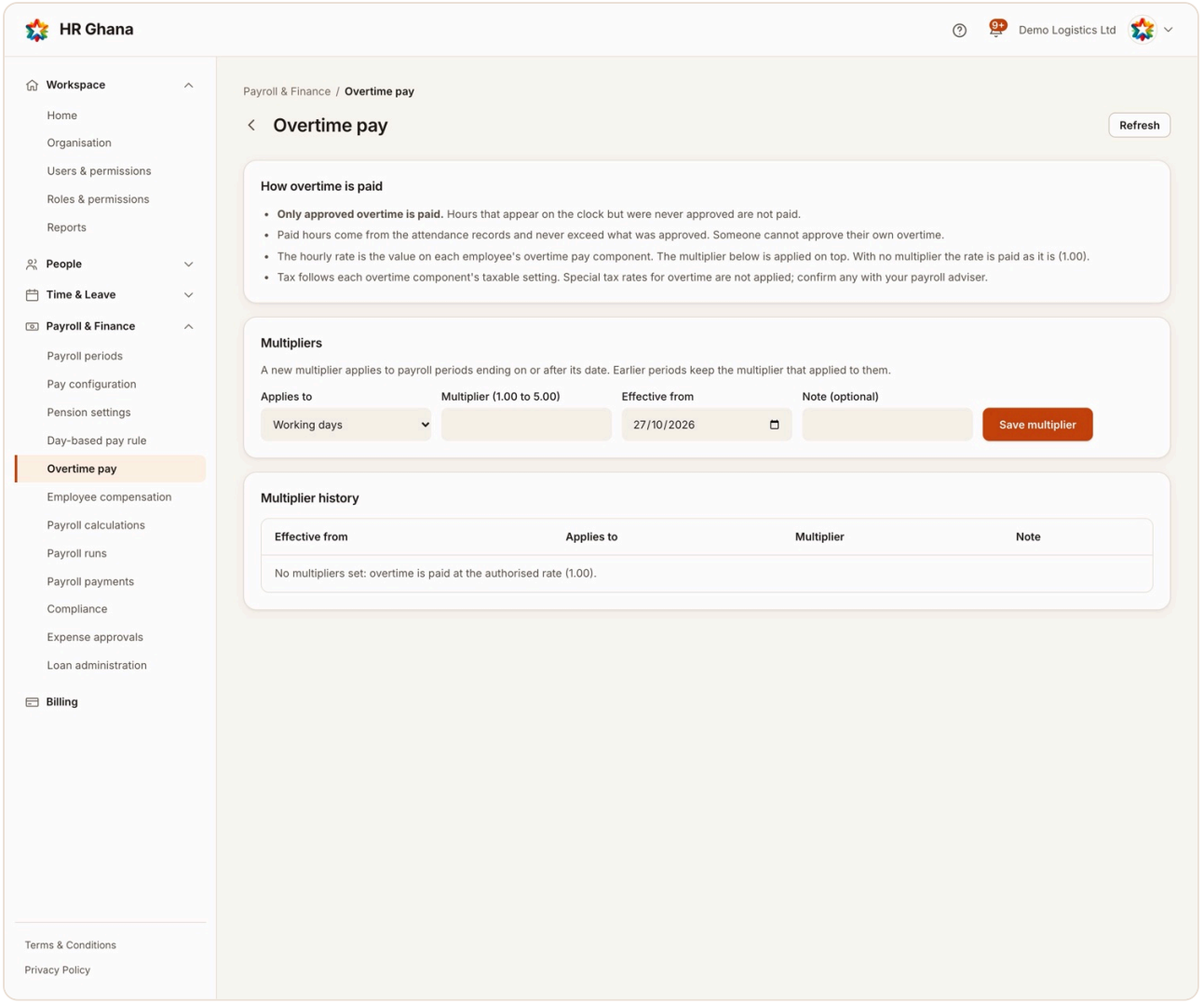
4. Set the rules



Overtime settings at the bottom of the Overtime page.

1. People who manage overtime see Overtime settings at the bottom of the Overtime page.
2. Longest single request sets the most hours one request can cover (from 15 minutes to 16 hours; the default is 8).
3. Who can approve chooses between the employee's manager or anyone with overtime approval rights, and only people with the approval right.

5. How approved overtime is paid



Payroll & Finance > Overtime pay.

1. Only approved overtime is paid, and only for employees who have an overtime pay component. The hourly rate is that component's value.
2. Paid hours come from the attendance records and never exceed the hours approved. Hours nobody approved are not paid.
3. Set the multiplier for working days and for non-working days under Payroll & Finance > Overtime pay. A new multiplier applies to periods ending on or after its date. With no multiplier the rate is paid as it is.
4. Tax follows the overtime component's taxable setting. Special tax rates for overtime are not applied, so confirm any with your payroll adviser. Finalised runs are never recalculated.

Remember

> Tip: if an approver says they cannot see the buttons, check that they are not the person who recorded it, and that they are the employee's manager or hold the overtime approval right.

Need help? Contact your HR team, or write to support@hrghana.com. The screens in this guide show sample data; yours will show your own organisation.