



Los Angeles Unified School District
Maximo 7.6 / Work Order
Overtime Request Guide



DEFINITION

The Overtime Request Guide provides step-by-step instructions for requesting and reporting employee overtime in Maximo. This guide focuses specifically on the process for requesting overtime using the Labor Reporting application.

LOGIN

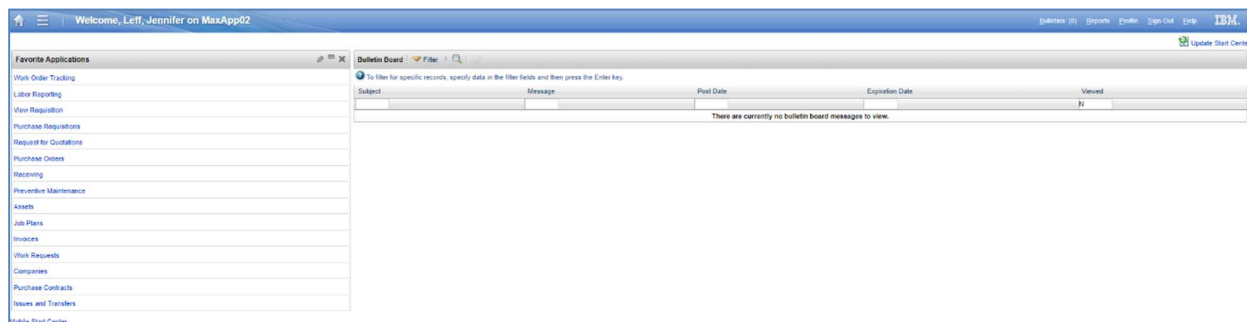
The Administrator/Supervisor/Manager will perform this function.

To login to Maximo 7.6, please go to <https://awms.lausd.net/maximo/webclient/login/login.jsp?appservauth=true>.

Enter your **Single sign-on** username and password and click on the **Sign In** button.

START CENTER

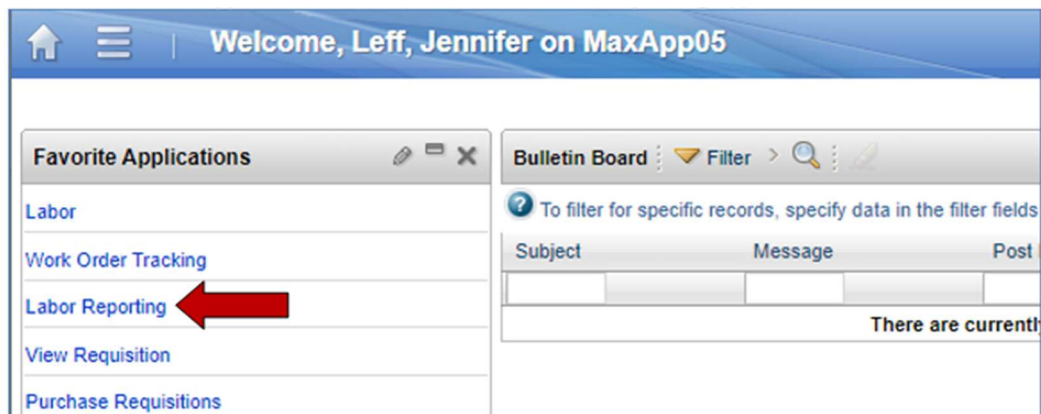
When you first login, you will be taken to the Maximo Start Center.





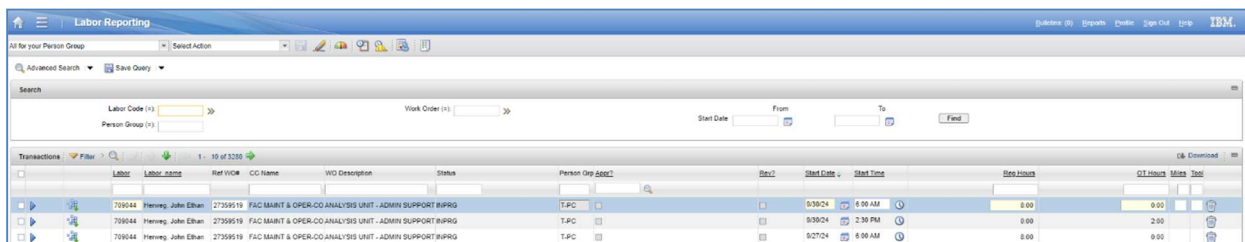
LABOR REPORTING

Under the Favorite Applications section, click on the **Labor Reporting** application.



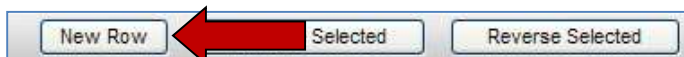
LABOR REPORTING HOME

You will then be taken to the Labor Reporting home screen.

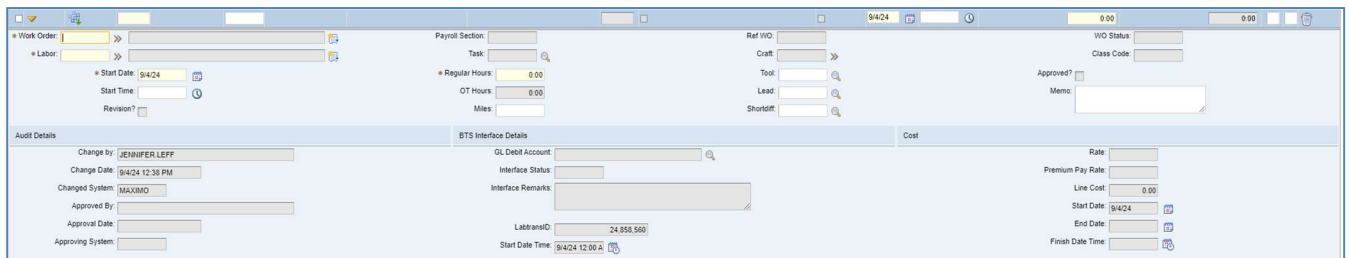


NEW LABOR TRANSACTION

To initiate a new labor transaction, click on the **New Row** button, located on the bottom right.



A row will appear with fillable fields displayed below.





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Please continue to fill out the following fields:

Labor Code

Start Time

Miles (if applicable)

Short Diff (if applicable)

Work Order Number

Tool (if applicable)

Memo (if applicable)

Start Date

Lead (if applicable)

The screenshot shows the Maximo Labor Reporting form. Red arrows point to the following fields: Labor Code (709044), Start Date (6/30/21), Regular Hours (6.00), and Short Diff (0.00). Other visible fields include Work Order Number (2739519), Tool (00), Lead (00), and Short Diff (0.00).

Note: There is no longer an end time. OT Hours will be a separate transaction. The Regular Hours field will not populate as there is no longer an end time. The employee has to enter the regular hours themselves. **You cannot insert the OT Hours in the same transaction as Regular Hours.** Do not include lunch in the actual hours.

Review the entries for accuracy and click on the  icon on the top toolbar to save the record.

The screenshot shows the Maximo Labor Reporting search screen. A red arrow points to the Save icon in the top toolbar. The search criteria include Labor Code (=), Work Order (=), and Person Group (=).

OVERTIME PRE-APPROVAL

Only Area Facilities Services Directors (AFSDs) or above can pre-approve overtime hours, which must be done prior to the employee working overtime.

To pre-approve these hours, click on the **Pre-Approve Overtime** button on the Labor Reporting application in Maximo.

The screenshot shows the Maximo Labor Reporting application with a list of transactions. A red arrow points to the Pre-Approve Overtime button in the top toolbar. The table below shows the list of transactions.

Transaction	Labor	Labor Name	Ref WO#	CC Name	WO Description	Status	Person Grp	Pre.2	Appr.2	Rev.2	Start Date	Start Time	Req. Hours	OT Hours	Miles	Tool	Appr. Level
31470060		SYLMAR CHARTER HS COVID CONTRACT CUSTODIAL SUPPORT				INPRG					6/30/21	7:00 AM	8.00	0.00			
31917836		KENTWOOD EEC			P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR					4/7/26	12:00 AM	0.00	2.00			
31917836		KENTWOOD EEC			P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				4/5/26	12:00 AM	0.00	1.00			
31917836		KENTWOOD EEC			P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				4/4/26	12:00 AM	0.00	2.00			
31917836		KENTWOOD EEC			P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	C3-NA				4/4/26	12:00 AM	0.00	8.00			
31917836		KENTWOOD EEC			P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	C3-NA				4/4/26	12:00 AM	0.00	6.00			
31917836		KENTWOOD EEC			P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				4/3/26	12:00 AM	0.00	2.00			
31917836		KENTWOOD EEC			P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				3/31/26	12:00 AM	0.00	1.00			
31917836		KENTWOOD EEC			P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				3/31/26	12:00 AM	0.00	3.00			
31917836		KENTWOOD EEC			P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				3/31/26	12:00 AM	0.00	-1.00			



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A pop-up window labeled **Pre-Approve Labor Transactions** will appear that contains overtime labor transactions requiring pre-approval. Select the row checkbox of the labor transaction(s) you would like to pre-approve. Once selected, click the **Pre-Approve Selected** button.

	Labor	Labor_name	Ref WO#	CC Name	WO Description	Start Date	Start Time	Req Hours	OT Hours	MTD OT	FYTD OT	Week NP
☐			31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	4/14/26	12:00 AM	0:00	1:00	Invalid Binding	Invalid Binding	Invalid Binding
☐			31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	4/18/26	12:00 AM	0:00	1:00	Invalid Binding	Invalid Binding	Invalid Binding
☒			31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	4/19/26	12:00 AM	0:00	1:00	Invalid Binding	Invalid Binding	Invalid Binding
☐			31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	4/21/26	12:00 AM	0:00	1:00	Invalid Binding	Invalid Binding	Invalid Binding
☐			31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	4/22/26	12:00 AM	0:00	1:00	Invalid Binding	Invalid Binding	Invalid Binding
☐			31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	4/23/26	12:00 AM	0:00	1:00	Invalid Binding	Invalid Binding	Invalid Binding
☐			31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	4/15/26	12:00 AM	0:00	1:00	Invalid Binding	Invalid Binding	Invalid Binding
☐			31470060	SYLMAR CHARTER HS COVID CONTRACT CUSTODIAL SUPPORT		4/15/26	12:00 AM	0:00	2:00	Invalid Binding	Invalid Binding	Invalid Binding
☐			31470060	SYLMAR CHARTER HS COVID CONTRACT CUSTODIAL SUPPORT		4/15/26	12:00 AM	0:00	2:00	Invalid Binding	Invalid Binding	Invalid Binding
☐			31470060	SYLMAR CHARTER HS COVID CONTRACT CUSTODIAL SUPPORT		4/16/26	12:00 AM	0:00	1:00	Invalid Binding	Invalid Binding	Invalid Binding

Pre-Approve Selected

After you close the **Pre-Approve Labor Transactions** window, you will see that the labor transaction(s) you pre-approved now have a checkmark in the **Pre.?** column and in the **Pre-Approved?** box in the details of the transaction.

	Labor	Labor_name	Ref WO#	CC Name	WO Description	Status	Person Grp	Pre.?	Appr.?	Rev.?	Start Date	Start Time	Req Hours	OT Hours	Miles	Tool	Appr. Level
☐			31470060	SYLMAR CHARTER HS COVID CONTRACT CUSTODIAL SUPPORT		INPRG					6/30/21	7:00 AM	8:00	0:00			
☐			31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				4/23/26	12:00 AM	0:00	1:00			
☐			31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				4/22/26	12:00 AM	0:00	1:00			
☐			31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				4/21/26	12:00 AM	0:00	1:00			
☐			31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				4/20/26	12:00 AM	0:00	1:00			
☒			31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC	☒			4/19/26	12:00 AM	0:00	1:00			
☐			31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				4/18/26	12:00 AM	0:00	1:00			
☐			31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				4/17/26	12:00 AM	0:00	1:00			
☐			31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				4/16/26	12:00 AM	0:00	1:00			
☐			31470060	SYLMAR CHARTER HS COVID CONTRACT CUSTODIAL SUPPORT		INPRG	S-AA				4/15/26	12:00 AM	0:00	1:00	2	SUPTIMI	

Work Order: 31917836 Payroll Section: 0510 Ref WO: 31917836 WO Status: APPR

Labor: 783761 Baker, Jerry Task: Regular Hours: 0:00 OT Hours: 1:00 Craft: AM Class Code: 5073

Start Date: 4/19/26 Start Time: 12:00 AM Tool: Lead: Shortlist: Pre-Approved? ☒ Approved? ☐ Memo:

Audit Details: Change by: JOHN.HERWEG Change Date: 4/15/26 7:37 AM Changed System: MAXIMO Pre-approve by: C.SANLUIS Pre-Approval Date: 4/15/26 1:44 PM Pre-Approved Hours: 1:00 Approved By: Approval Date: Approving System: BTS Interface Details: OL Debit Account: IO 000000106483 Interface Status: Interface Remarks: LabtransID: 22,149,074 Start Date Time: 4/19/26 12:00 Cost: Rate: 114.32 Premium Pay Rate: Line Cost: 0.00 Start Date: 4/19/26 End Date: Finish Date Time:

New Row Approve Selected Reverse Selected

Note: There is an **Audit Details** section for each transaction that will record the timestamp of the pre-approval and the user who pre-approved the record.



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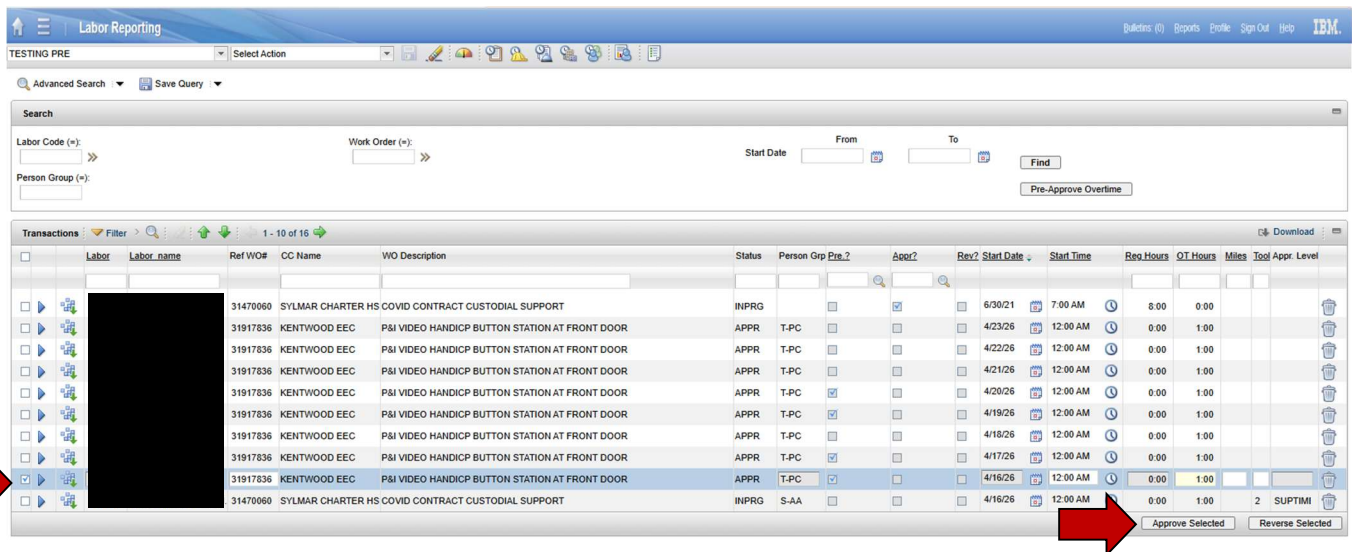


After you pre-approve an overtime transaction, you can modify some of the fields if needed. Here is what you can and cannot change.

 What I CAN modify:	 What I CANNOT modify:
Mileage	Employee Number
Tool Premium	Working Date
Lead Man Pay	Work Order Number
Differentials	Hours (if more than the original value); You need another pre-approved record for the additional hours worked
Hours (if less than the original value)	

OVERTIME APPROVAL

After an overtime labor transaction has been pre-approved and the employee has completed the work, the Supervisor or above can now approve the labor transaction. To do so, select the row checkbox of the transaction(s) you would like to approve. Once selected, click the **Approve Selected** button.



The screenshot shows the 'Labor Reporting' interface in Maximo. The 'TESTING PRE' tab is selected. The 'Advanced Search' section is visible. Below the search filters, a table of transactions is displayed. The table has columns for Labor, Labor_name, Ref W/O#, CC Name, WO Description, Status, Person Grp, Pre.?, Appr?, Rev?, Start Date, Start Time, Reg Hours, OT Hours, Miles, Tool, and Level. A red arrow points to the checkbox of a selected transaction in the table. Another red arrow points to the 'Approve Selected' button at the bottom right of the interface.

Note: All overtime transactions require pre-approval before being approved.



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You will see that the labor transaction(s) you approved now have a checkmark in the **Appr?** column and in the **Approved?** box in the details of the transaction.

The screenshot displays the Maximo Labor Reporting interface. At the top, there's a header bar with 'Labor Reporting' and navigation links. Below it, a search bar allows filtering by Labor Code, Work Order, Start Date, and Person Group. A table of transactions is shown, with columns for Labor, Labor Name, Ref W/O, CC Name, WO Description, Status, Person Grp, Pre-?, Appr?, Rev?, Start Date, Start Time, Reg Hours, OT Hours, Miles, Tool, Appr Level, and a delete icon. One transaction is highlighted with a red arrow pointing to the 'Appr?' column, which contains a checkmark. Below the table, the details for the selected transaction are shown, including Work Order, Labor, Start Date, Start Time, Revision, Payroll Section, Task, Regular Hours, OT Hours, Miles, Ref W/O, Craft, Tool, Lead, Shortlist, WO Status, Class Code, Pre-Approved?, Approved?, and Memo. The 'Approved?' checkbox is checked, and a red arrow points to it. At the bottom, there are sections for Audit Details, BTS Interface Details, and Cost.

Labor	Labor Name	Ref W/O	CC Name	WO Description	Status	Person Grp	Pre-?	Appr?	Rev?	Start Date	Start Time	Reg Hours	OT Hours	Miles	Tool	Appr Level
1161529	Solis, Angel	31470060	SYLMAR CHARTER HS COVID CONTRACT CUSTODIAL SUPPORT		INPRG					6/30/21	7:00 AM	8.00	0.00			
783761	Baker, Jerry	31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				4/23/26	12:00 AM	0.00	1.00			
783761	Baker, Jerry	31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				4/21/26	12:00 AM	0.00	1.00			
783761	Baker, Jerry	31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				4/20/26	12:00 AM	0.00	1.00			
783761	Baker, Jerry	31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				4/19/26	12:00 AM	0.00	1.00			
783761	Baker, Jerry	31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				4/18/26	12:00 AM	0.00	1.00			
783761	Baker, Jerry	31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				4/17/26	12:00 AM	0.00	1.00			
783761	Baker, Jerry	31917836	KENTWOOD EEC	P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR	APPR	T-PC				4/16/26	12:00 AM	0.00	1.00			
737871	Cheesebrough, Chris J.	31470060	SYLMAR CHARTER HS COVID CONTRACT CUSTODIAL SUPPORT		INPRG	S-AA				4/16/26	12:00 AM	0.00	1.00			2 SUPTIMI

Work Order: 31917836 P&I VIDEO HANDICP BUTTON STATION AT FRONT DOOR
Labor: 783761 Baker, Jerry
Start Date: 4/16/26
Start Time: 12:00 AM
Revision? ☐
Payroll Section: 0610
Task:
Regular Hours: 0.00
OT Hours: 1.00
Miles:
Ref W/O: 31917836
Craft: AM
Tool:
Lead:
Shortlist:
WO Status: APPR
Class Code: 5073
Pre-Approved? ☒
Approved? ☒
Memo:

Audit Details
Change by: JOHN HERWEG
Pre-approve by: LUZ REYES
Approved By: C.SANLUIS
Change Date: 4/15/26 7:37 AM
Pre-Approval Date: 4/15/26 12:41 PM
Approval Date: 4/16/26 6:42 AM
Changed System: MAXIMO
Pre-Approved Hours: 1.00
Approving System: MAXIMO

BTS Interface Details
GL Debit Account: IO 808000106483
Interface Status:
Interface Remarks:
LabtransID: 22,148,070
Start Date Time: 4/16/26 12:00

Cost
Rate: 114.32
Premium Pay Rate:
Line Cost: 0.00
Start Date: 4/16/26
End Date:
Finish Date Time:

New Row Approve Selected Reverse Selected

Note: The **Audit Details** section for each transaction will record the timestamp of the approval and the user who approved the record.

Should you have any questions on this guide, please contact the Maximo Team at MaximoTeam@laschools.org.