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Workforce Management Agent Help

Bidding on overtime

5/4/2025

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Bidding on overtime

If you want to work overtime, WFM enables you to bid on overtime slots presented in Overtime Offers. View Overtime Offers that are open for bidding by clicking **Bidding > Overtime**. You can access overtime offers only after they've been marked "open" by a supervisor. If you do not see Overtime offers listed in this view, either none exist or none are open.

Each row in this view displays one overtime offer and information about each offer is presented in these columns:

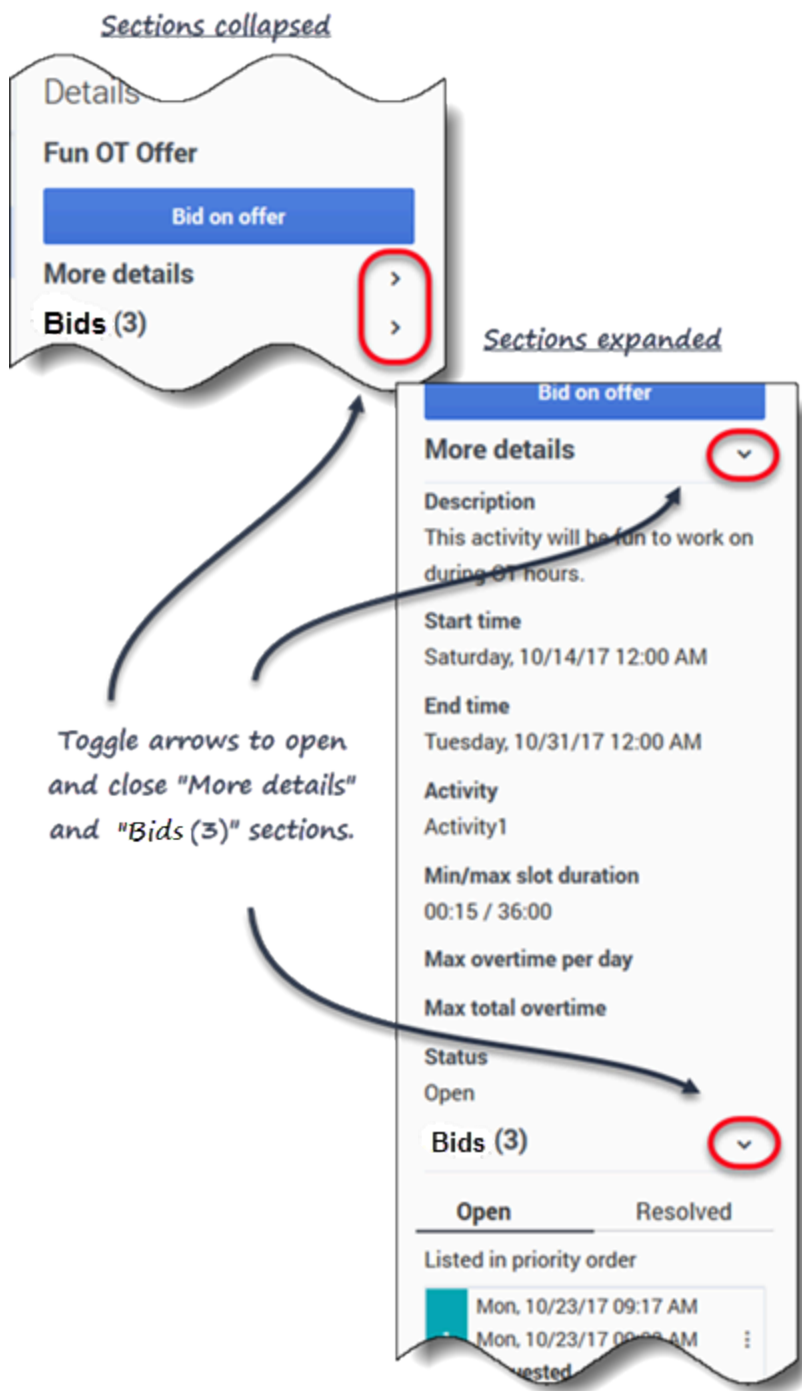
- **Overtime bid**—The name of the overtime offer.
- **Activities**—The activity associated with the overtime offer that you will work on.
- **Start time**—The start date and time of the offer.
- **End time**—The end date and time of the offer.
- **Status**—The status of the overtime offer, either **Open** or **Closed**.
- **Bids**—The number of time intervals or slots you bid on in an overtime offer.

The start and end date/time are in the your timezone.

Watch this video to see an overview of how to bid on overtime:

[Link to video](#)

Viewing the offer details



To view the overtime offer details:

1. Select the row that contains the overtime offer you want to bid on.

2. Click inside any column.

The Details right-side pane opens showing

- **A description of the offer**
- **The start date and time**
- **The end date and time**
- **The current number of requests**
- **The status of the request: Open or Resolved**

3. Use the arrows (see graphic) to toggle the **More Details** and **Requests** sections opened or closed.

Creating overtime bid requests

The screenshot shows the 'Overtime bid' dialog box. It has a title bar with a close button (X). The main content is divided into several sections:

- Schedule**: Contains a 'Start date' field with a calendar icon (set to Oct 24, 2017) and a 'Shift used for overtime' dropdown menu (set to 'flexible shift with items (10/24/17 09:00 AM - 10/24/17 09:00 PM)').
- Time slots**: A horizontal bar showing time slots from 09 AM to 09 PM. Below this bar, a row of colored boxes represents different shifts: 'flexible shift b1p', '(Activity1)', 'm1', and 'b2p'.
- Overtime offer**: A section with fields for 'Activity' (Activity1), 'Start time' (Sat, 10/14/17 12:00 AM), 'End time' (Tue, 10/31/17 12:00 AM), 'Min/max slot duration' (00:15 / 36:00), 'Max overtime per day', 'Max total overtime', 'Status' (Open), and 'Description' (This activity will be fun to work on during OT hours.).
- Slot**: A section with fields for 'Start time' (02:47 PM), 'End time' (03:02 PM), and 'Duration' (00:15). There are also checkboxes for 'Next day'.
- Comments**: A text area at the bottom with the instruction 'Enter the slot start/end times for your bid here.'

Annotations include:

- A red box around the 'Overtime offer' and 'Slot' sections.
- A blue arrow pointing from the 'Comments' section to the 'Overtime offer' section with the text: 'For your information only; you cannot make changes.'
- A blue arrow pointing from the 'Comments' section to the 'Slot' section with the text: 'Enter the slot start/end times for your bid here.'

Buttons at the bottom: 'Close', 'Help', and 'OK'.

To bid for overtime slots:

1. In the right-side **Details** pane, click **Bid on Offer**.
The Overtime bid dialog opens.
2. In the **Start date** field, click the calendar icon to select the date on which you work overtime.
3. In the **Select shift** field, select a shift.

4. In the **Start time** field, enter the start time for the overtime slot you want to work.
5. In the **End time** field, enter the end time for the overtime slot.
If the start or end time occurs the next day, click the appropriate Next Day check box.
6. In the **Comments** field, enter any comments relevant to this request that you might want your supervisor to know.
7. Click **OK**.

You can enter overlapping time intervals or slots in your requests. To change the priority of your bids, see [Moving bid requests](#).

Tip

The Bid information section contains the Overtime offer details. It is for your information only; you cannot change it.

Managing your bid requests

At some point you might have more than one or two pending requests for overtime. That means you'll want to either [edit](#), [delete](#) or change the priority of ([move](#)) some of them. Use the procedures in this section to perform these tasks.

The screenshot shows the 'Fun OT Offer' interface. On the left, a sidebar contains details about the offer, including a 'Bid on offer' button, a description, start and end times, activity name, and slot duration. The 'Status' is 'Open'. Below this is a 'Bids (3)' section with tabs for 'Open' and 'Resolved'. The 'Open' tab is selected and circled in red. It shows a list of bids in priority order. The first bid is circled in red and has an 'Actions' icon (three dots) circled in red. A callout box shows the menu that appears when the 'Actions' icon is clicked, with the 'Edit' option highlighted. Another callout box points to the 'Resolved' tab, indicating that clicking 'Open' or 'Resolved' shows open or resolved bids. A third callout box points to the 'Actions' icon in the request, indicating that clicking it opens a menu to select an action.

Fun OT Offer

[Bid on offer](#)

More details ▾

Description
This activity will be fun to work on during OT hours.

Start time
Saturday, 10/14/17 12:00 AM

End time
Tuesday, 10/31/17 12:00 AM

Activity
Activity1

Min/max slot duration
00:15 / 36:00

Max overtime per day

Max total overtime

Status
Open

Bids (3) ▾

Open Resolved

Listed in priority order

1	Tue, 10/17/17 10:15 AM	
	Tue, 10/17/17 10:45 AM	
	Declined	

Actions

- Edit
- Delete
- Move down
- Move bottom

Click "Open" or "Resolved" to see open or resolved bids.

Click the "Actions" icon in the request to open a menu and select an action.

Editing bid requests


To edit your existing overtime bids:

1. In the request you want to edit, click **Action** . **A menu list opens.**
2. Select **Edit** .

3. When the **Overtime bid** dialog opens, make the necessary changes.
4. Click **OK**.

Deleting bid requests

To delete your overtime bids:

1. In the request you want to delete, click **Action**.
A menu list opens.
2. Select **Delete** .
3. When the **Confirmation** dialog opens, click **Yes** to delete the request or **No** to cancel the action.

Moving bid requests

To change the order of your overtime bids:

1. In the request you want to move, click **Action**.
A menu list opens.
2. To move the request up or down one position, select **Move up** or **Move down**. To move the request to the top or bottom of the list, select **Move top** or **Move bottom**.
WFM rennumbers the other requests accordingly.