Workforce Management Agent Help

Bidding on overtime

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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:
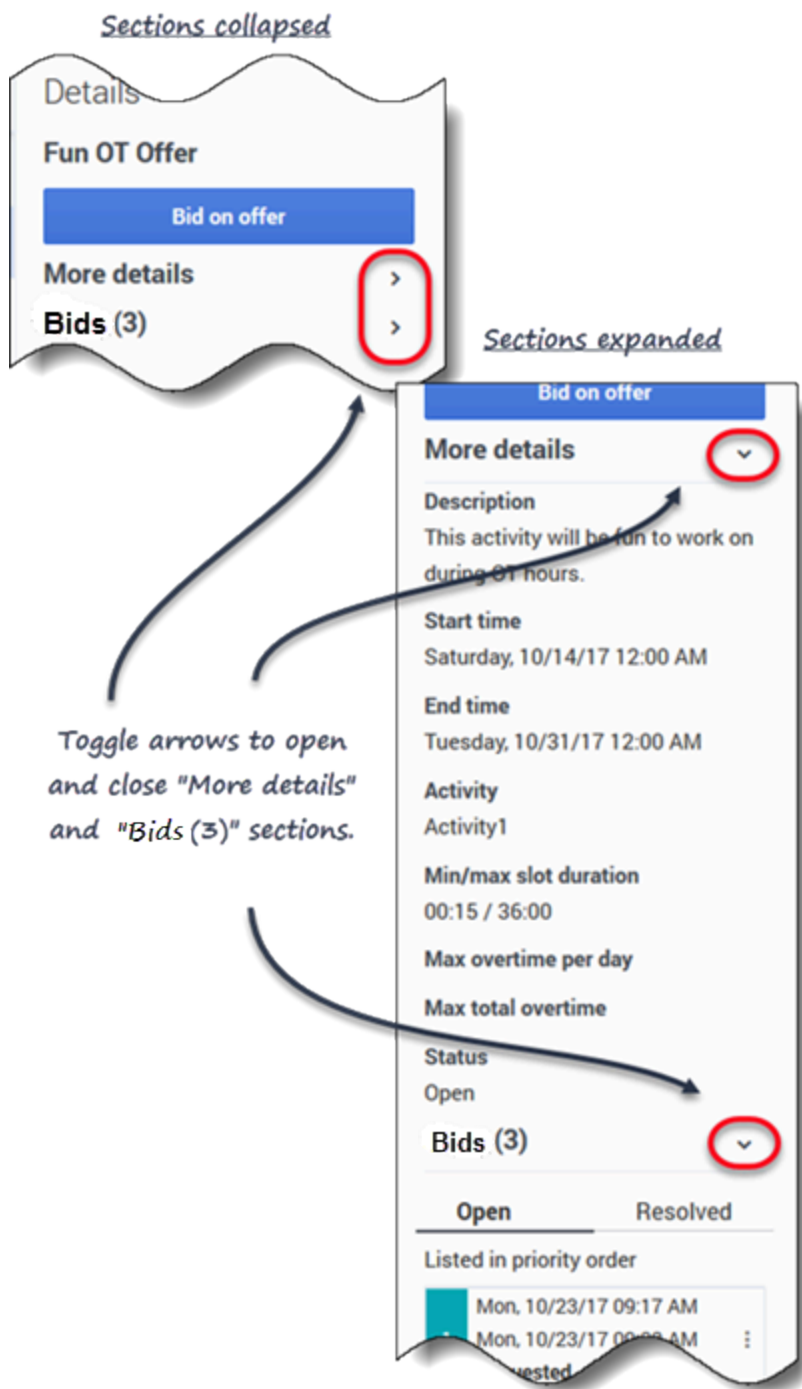
- **Overtime bid**—The name of the overtime offer.
- **Activities**—The activity associated with the overtime offer that you will work on.
- **Start time**—The start date and time of the offer.
- **End time**—The end date and time of the offer.
- **Status**—The status of the overtime offer, either **Open** 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

Sections collapsed

Sections expanded

Toggle arrows to open and close "More details" and "Bids (3)" sections.

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

Enter the slot start/end times for your bid here.

For your information only; you cannot make changes.

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.

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 renumbers the other requests accordingly.