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# OVERTIME PREPLAN (USER)

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User Guide



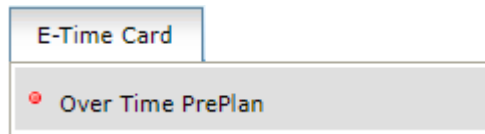
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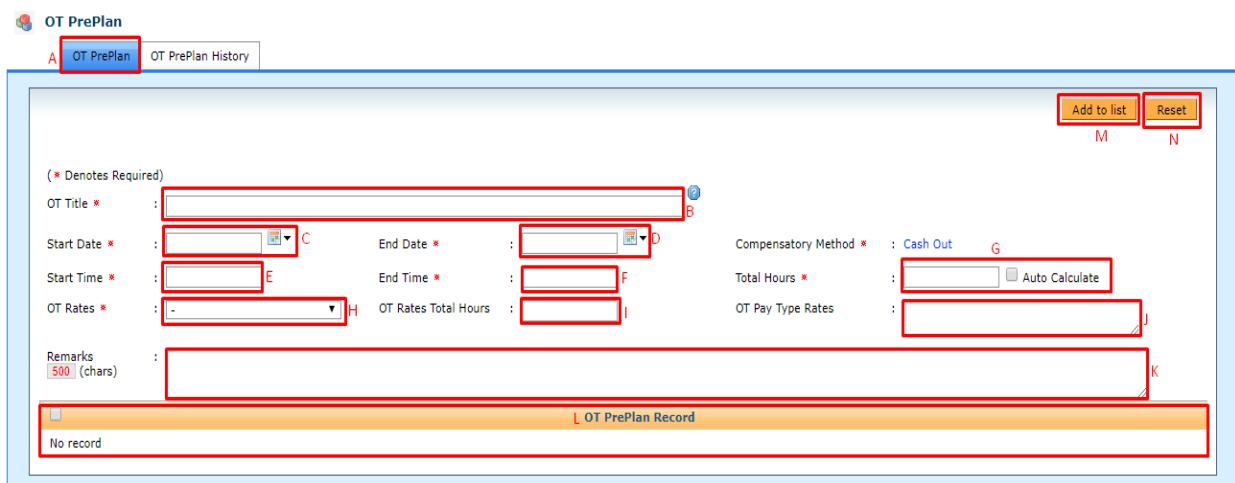
## OVERTIME PREPLAN (USER)

1. Go to E-Time Card -> Over Time Preplan.



The screenshot shows a menu with two items: 'E-Time Card' and 'Over Time PrePlan'. The 'Over Time PrePlan' item is highlighted with a red box and a red dot next to it.

2. Select the 1<sup>st</sup> tab (A) OT Preplan.
3. Click on (B) to fill in the OT title.
4. Click on (C) to choose the OT Start Date.
5. Click on (D) to choose the OT End Date.
6. Click on (E) to choose the OT Start Time.
7. Click on (F) to choose the OT End Time.
8. Click on (G) to tick Auto-calculate the Start Time and End time or you can fill in the total hours.
9. Click on (H) to choose the OT rates.
10. OT Rates Total Hours (I) will show the amount once you have selected the OT rate (H).
11. OT Pay Type Rates (J) will show the (I) that in cash or leave.
12. Click On (L) to fill in the remark for the OT PrePlan.
13. (K) is optional to be filled for the OT remark.
14. Once all the detail has been filled in, click on (M) Add to list to add the OT Preplan in the list (L).
15. Click on (N) Reset to reset all the field to empty and fill in again.



The screenshot shows the 'OT PrePlan' form. At the top, there are two tabs: 'OT PrePlan' (labeled A) and 'OT PrePlan History'. The 'OT PrePlan' tab is active. The form contains several fields and buttons:

- OT Title \***: A text input field labeled B.
- Start Date \***: A date picker labeled C.
- End Date \***: A date picker labeled D.
- Start Time \***: A time picker labeled E.
- End Time \***: A time picker labeled F.
- Compensatory Method \***: A dropdown menu with 'Cash Out' selected, labeled G.
- Total Hours \***: A text input field with an 'Auto Calculate' checkbox, labeled H.
- OT Rates \***: A dropdown menu labeled I.
- OT Rates Total Hours**: A text input field labeled J.
- OT Pay Type Rates**: A text input field labeled K.
- Remarks**: A text area with a character limit of 500, labeled L.
- Buttons**: 'Add to list' (labeled M) and 'Reset' (labeled N) buttons are located at the top right.
- OT PrePlan Record**: A table at the bottom showing 'No record'.