OVERTIME RECORD ADMIN

User guide

JUNE 25, 2016

EMPLX

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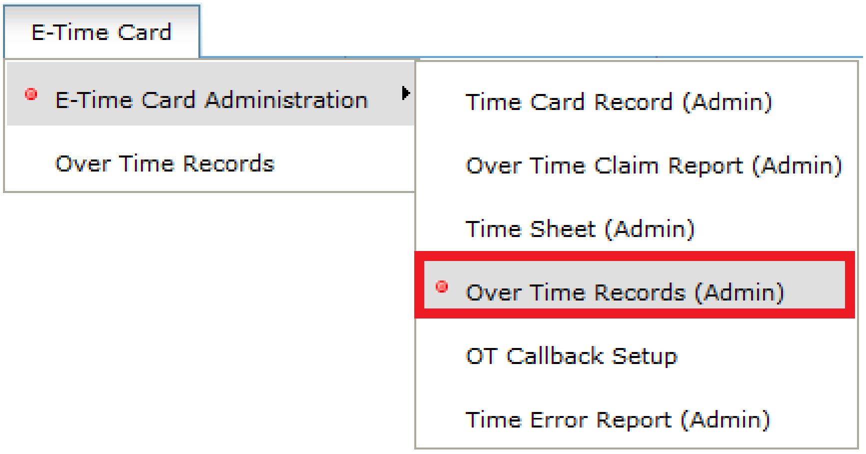
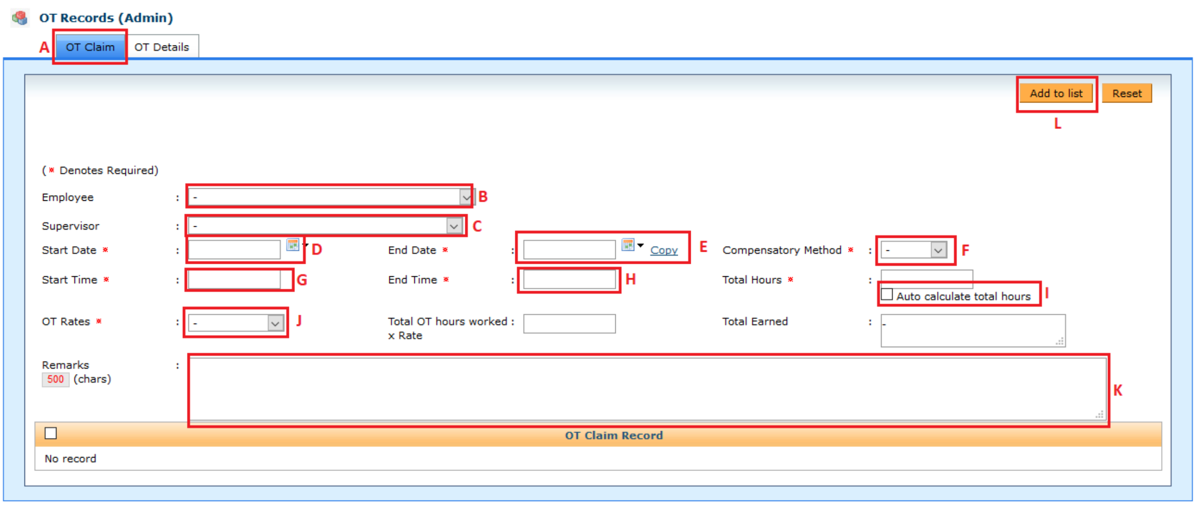
OVERTIME RECORD ADMIN

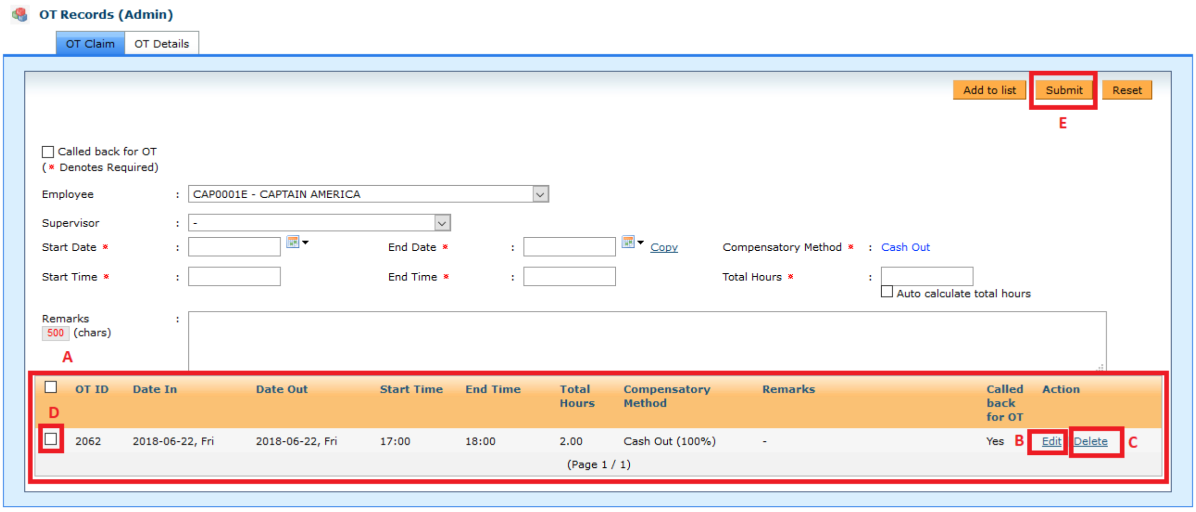
1. Go to E-Time Card -> E-Time Card Administration → select Over Time Records (Admin).



2. Select the 1st tab OT Claim
3. Click on (B) to select the employee.
4. Click on (C) to select the supervisor.
5. Click on (D) to select the OT Start Date.
6. Click on (E) to OT End Date or you can click on copy to paste the Start Date.
7. Click on (F) to select the compensatory method by cash or leave.
8. Click on (G) to select the OT Start Time.
9. Click on (H) to select the OT End Time.
10. Click on (I) to auto calculate the total hours based on the start time and end time.
11. Click on (J) to select which rate for the Overtime Record.
12. The (K) is optional to fill in the remark.
13. Once all detail being filled, click on (L) **'Add to List'.**



14. Once click **'Add to list'**, the Overtime record (A) will be shown at bottom.
15. Click (B) to edit the record.
16. Click (C) to delete the record.
17. Tick on (D) that you confirm to submit.
18. Click (E) to **Submit** the Overtime Record for approval.



19. Select the 2nd tab **OT Detail** (A) to view the OT history.
20. Select the Start date(B) and End Date(C) to check the period Overtime record.
21. Once select the date, click Retrieve(D).
22. The below (E) is showing that the OT record has been summited and waiting for supervisor's approval.