

OVERTIME RECORD ADMIN

User guide



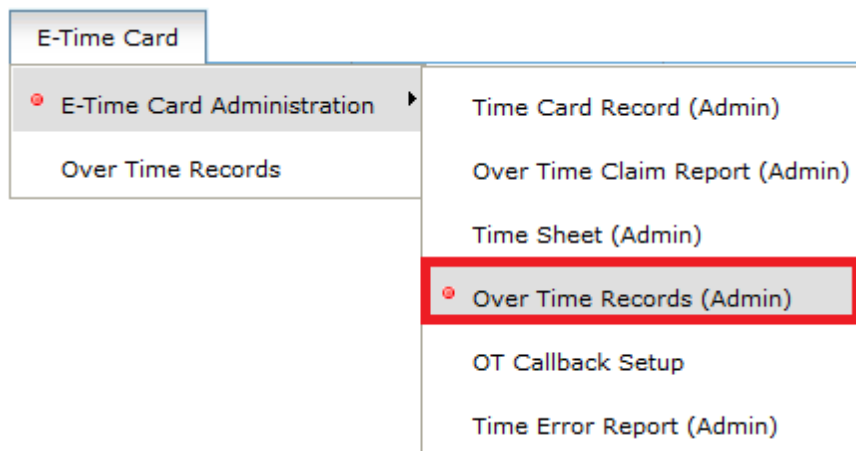
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OVERTIME RECORD ADMIN

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'.

The screenshot shows the 'OT Records (Admin)' form. The 'OT Claim' tab is selected. The form contains several fields and buttons, each labeled with a letter from A to L. The fields are: Employee (B), Supervisor (C), Start Date (D), End Date (E), Compensatory Method (F), Start Time (G), End Time (H), Total Hours (I), OT Rates (J), Total OT hours worked (x Rate), Total Earned, and Remarks (K). The 'Add to list' button is labeled L. The 'Reset' button is also visible. The form is titled 'OT Claim Record' and shows 'No record' at the bottom.

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.

OT Records (Admin)

OT Claim OT Details

Add to list **Submit** Reset

E

☐ Called back for OT
(* Denotes Required)

Employee : CAP0001E - CAPTAIN AMERICA

Supervisor : *

Start Date : End Date : Copy Compensatory Method : Cash Out

Start Time : End Time : Total Hours : ☐ Auto calculate total hours

Remarks : 500 (chars)

A

<input type="checkbox"/>	OT ID	Date In	Date Out	Start Time	End Time	Total Hours	Compensatory Method	Remarks	Called back for OT	Action
D	2062	2018-06-22, Fri	2018-06-22, Fri	17:00	18:00	2.00	Cash Out (100%)	-	Yes	B Edit C Delete

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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.

OT Records (Admin)

OT Claim **OT Details** **A**

Reset **Retrieve** **D**

OT Type : All

OT Status : All

Start Date : **B** End Date : **C** Clear

Detailed OT Record

OT Type	OT ID	Date In	Date Out	Start Time	End Time	Total Hours	Compensatory Method	Remarks	Called Back	Status	Action
OTC	2062	2018-06-22, Fri	2018-06-22, Fri	17:00	18:00	2.00	Cash Out (100%)	-	Yes	E Submitted (Waiting for Approve)	Cancel