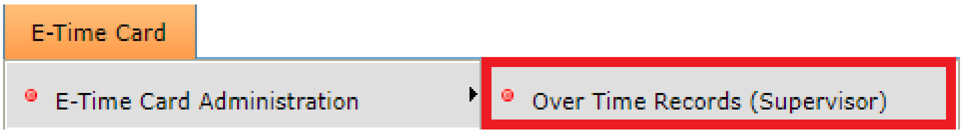
OVERTIME RECORD (SUPERVISOR)

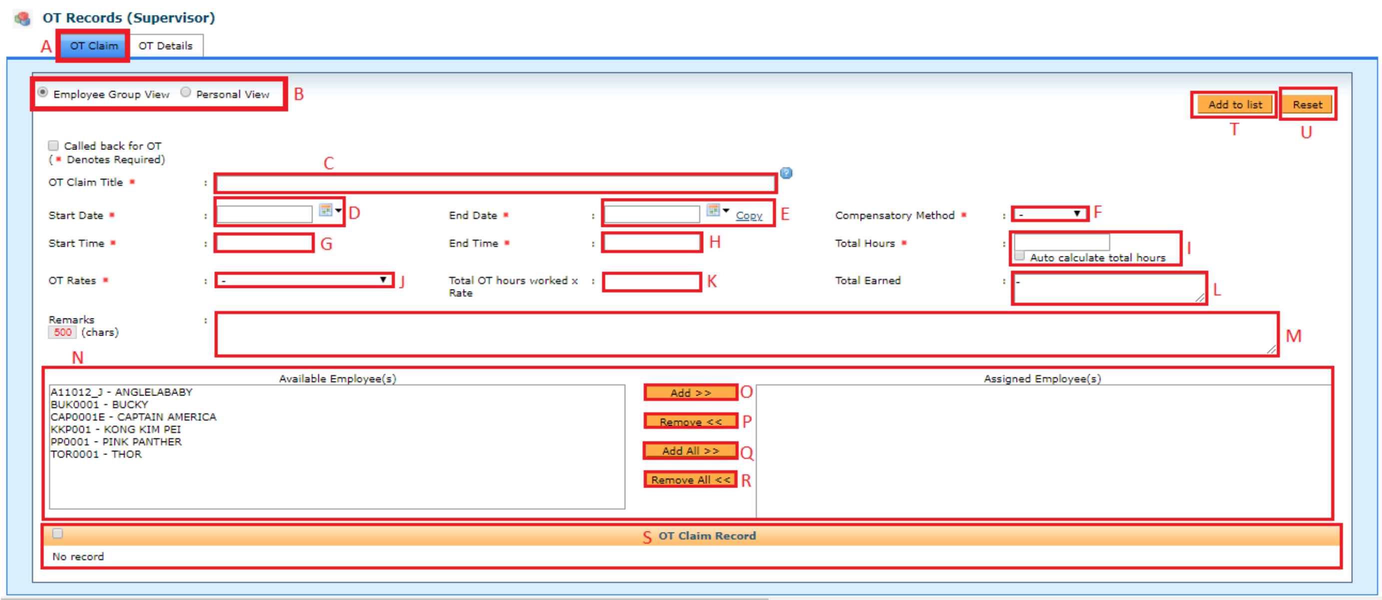
User Guide

OVERTIME RECORD (SUPERVISOR)

1. Go to E-Time Card -> E-Time Card Administration -> Over Time Records (Supervisor)



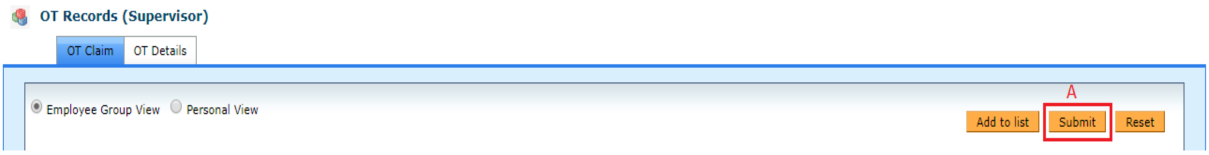
2. Select the 1st tab (**A**) OT Claim
3. Click on (**B**) to select and submit on behalf of GROUP of employees ***OR*** submit on behalf of ONE employee
4. Click on (**C**) to fill in the OT title.
5. Click on (**D**) to select the OT Start Date.
6. Click on (**E**) to select the OT End Date or you can click on **Copy** to copy over the Start Date as End Date as well
7. Click on (**F**) to select the compensatory method by cash or leave (*if any*).
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. Total OT hours worked x Rate (**K**) will show the amount (Total Hours (**I**)* OT Rates (**J**)) once you have selected the OT rate (**J**).
13. Total Earned (**L**) will show the (**K**) that in cash or leave.
14. (**M**) is optional to be filled for the OT remark.
15. Table (**N**) only show when select Group view in (**B**)
16. Click on (**O**) to add the employee that have selected from the left table to right table.
17. Click on (**P**) to remove the employee that have selected from the right table to left table.
18. Click on (**Q**) to add all the employee name that at the left table to right table.
19. Click on (**R**) to remove all the employee name that at the right table to left table.
20. Once all details being filled, click on (**T**) Add to list to add the OT record in the list (**S**).
21. Click on (**U**) Reset to reset all the field to empty and fill in again.



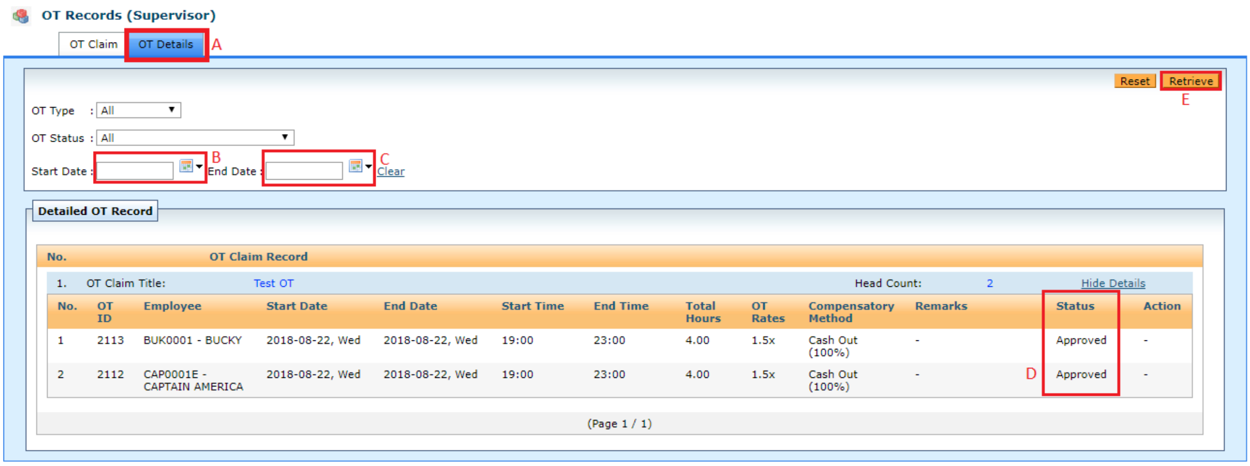
22. Screenshot below is after 'Add to list' that show on above screenshot (**S**).
23. Click on (**A**) to view the details.
24. Click on (**B**) Delete to delete the whole OT record.

25. Below is the OT Detail when you have submitted in GROUP.
26. Click on (**A**) Delete to delete one of the employee's OT record.
27. Click on (**B**) Edit to edit the OT record.
28. Tick on (**C**) when you confirm to submit.

29. After tick the OT record, click on (**A**) Submit to submit the OT Record(s).

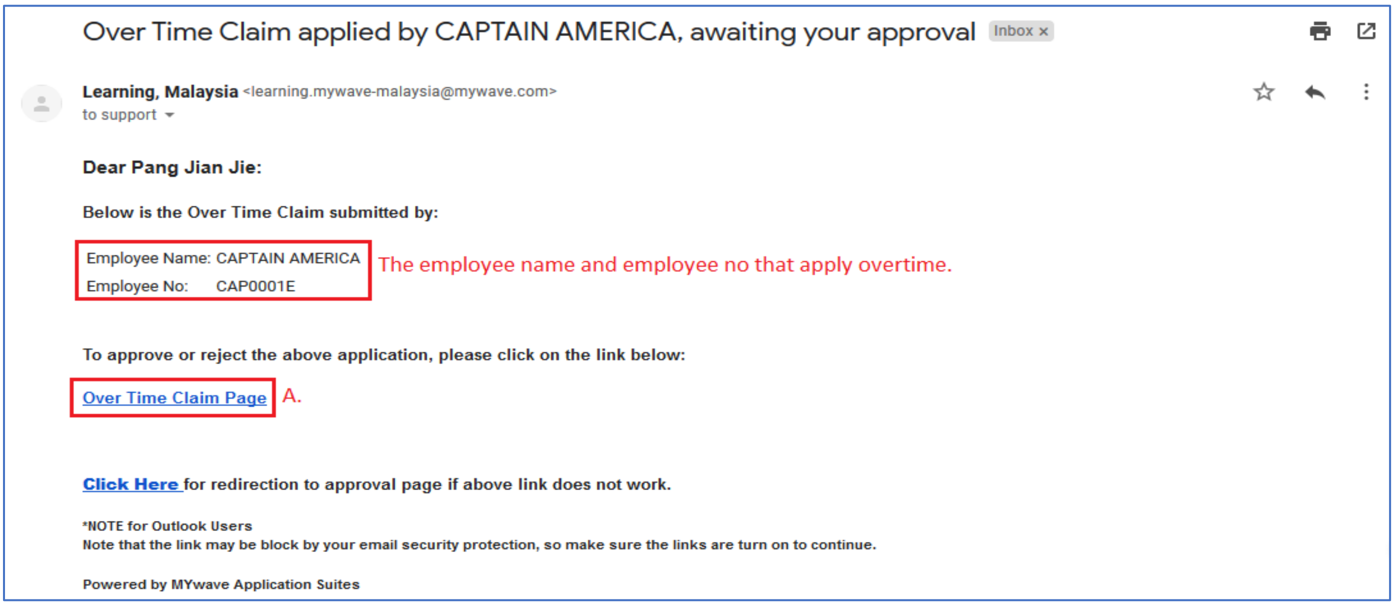


30. Select the 2nd tab **OT Detail** (**A**) to view the OT history.
31. Select the Start date (**B**) and End Date (**C**) to filter by the dates of Overtime record.
32. Once selected the dates, click Retrieve (**E**).
33. The below (**D**) is displaying the OT Record Status. (Eg: "Submitted and waiting for approval"/ "Approved"/ "Cancelled"/ etc)

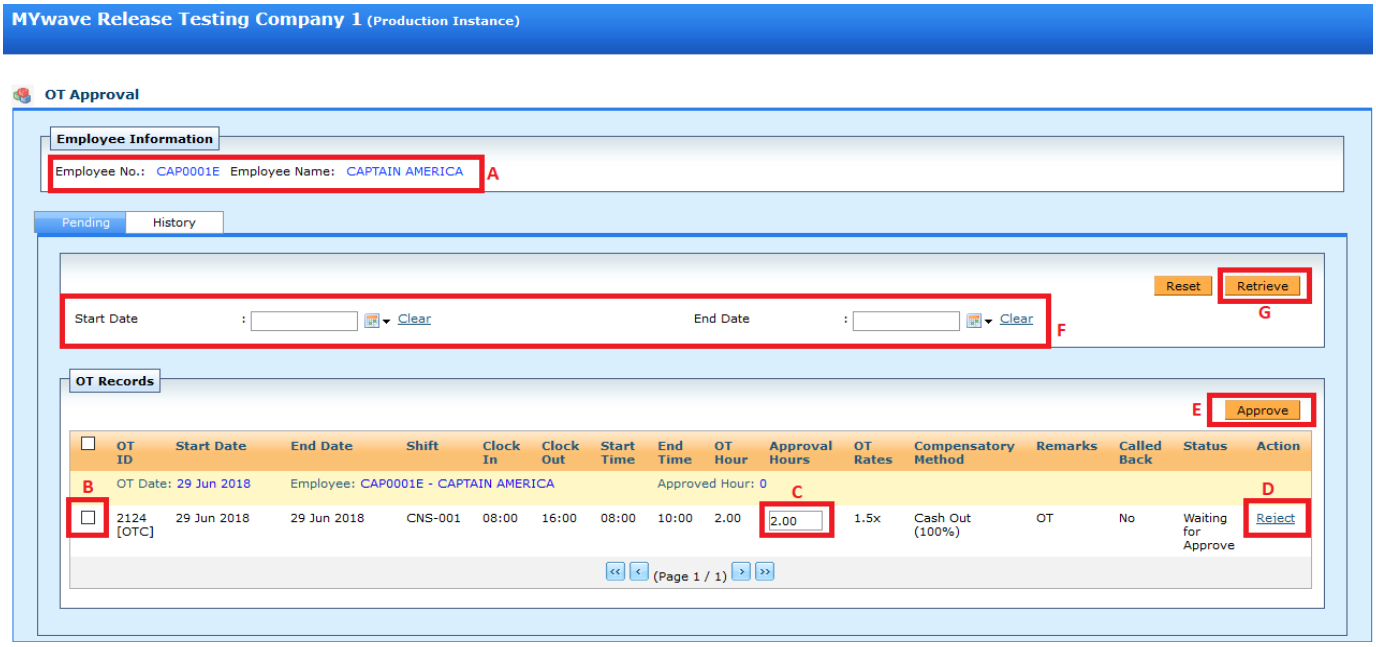


OVERTIME APPROVAL BY EMAIL (OVER TIME CLAIM PAGE)

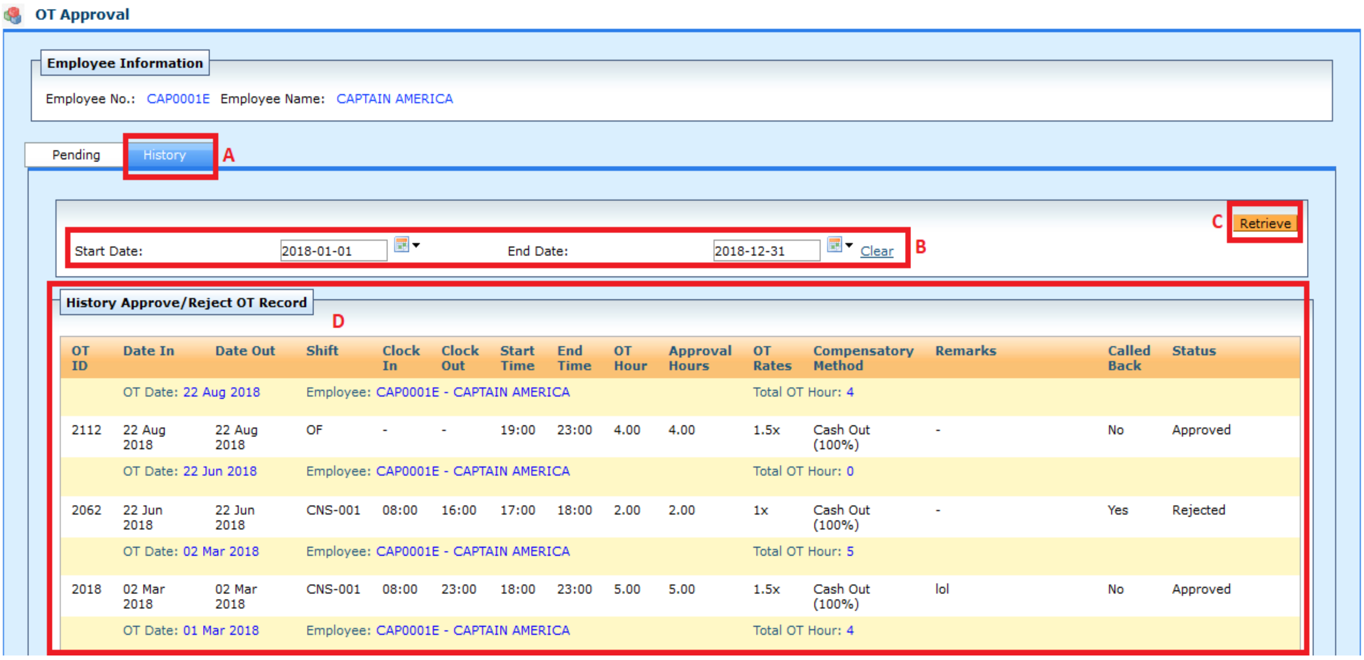
1. Once the employee apply overtime, the supervisor will receive an email as screenshot below.
2. Click on (**A**) will go to the direct page to approve or reject the overtime.



3. When supervisor click on **Over time claim Page** will show the page as screenshot below.
4. The Employee name and employee no will show on (**A**)
5. Click on (**B**) to select which overtime that you to approve.
6. Click on (**C**) to amend the overtime total hours (some employee self-insert invalid total hours and supervisor able to amend to the correct hours).
7. Click on (**D**) to reject the Overtime.
8. Click on (**E**) to approve the selected (**B**) overtime.
9. Select the date range (**F**) on which date period that you want to check and click (**G**) to retrieve.



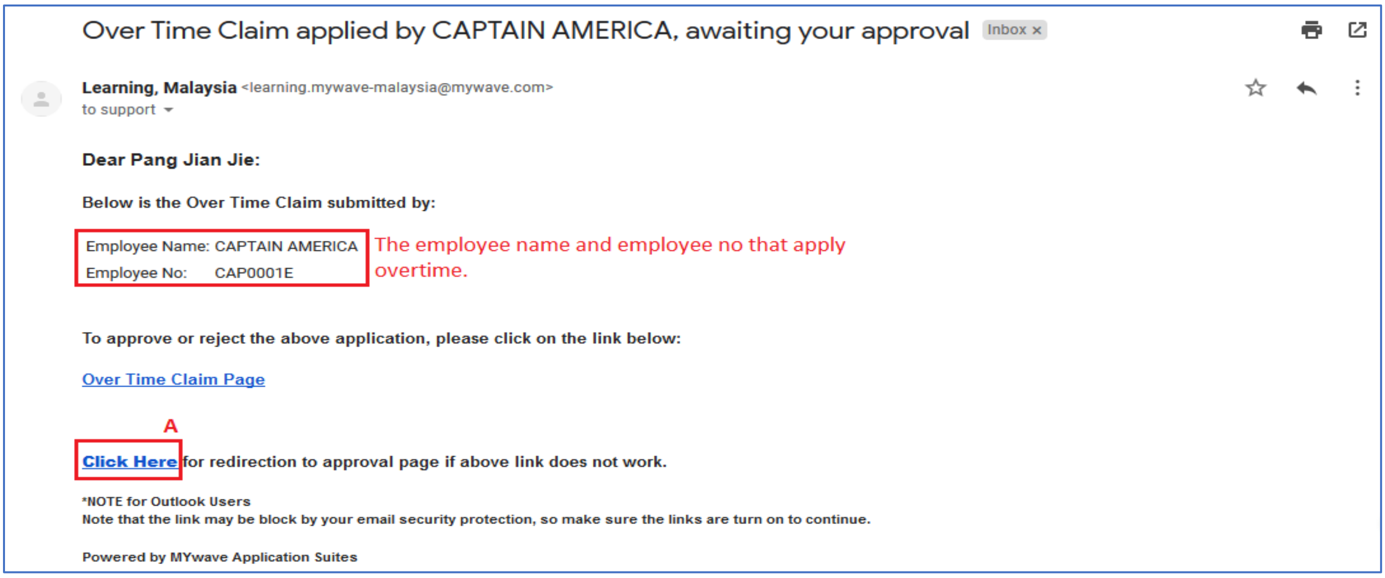
10. Go to 2nd tab (**A**) [**History**].
11. Filter the date on (**B**) on which date rage that you want view and click on (**C**) to retrieve.
12. The history will show as table (**D**) below on what the status of the overtime.



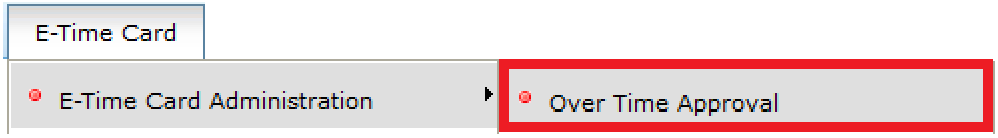
OT ID	Date In	Date Out	Shift	Clock In	Clock Out	Start Time	End Time	OT Hour	Approval Hours	OT Rates	Compensatory Method	Remarks	Called Back	Status
	OT Date: 22 Aug 2018		Employee: CAP0001E - CAPTAIN AMERICA							Total OT Hour: 4				
2112	22 Aug 2018	22 Aug 2018	OF	-	-	19:00	23:00	4.00	4.00	1.5x	Cash Out (100%)	-	No	Approved
	OT Date: 22 Jun 2018		Employee: CAP0001E - CAPTAIN AMERICA							Total OT Hour: 0				
2062	22 Jun 2018	22 Jun 2018	CNS-001	08:00	16:00	17:00	18:00	2.00	2.00	1x	Cash Out (100%)	-	Yes	Rejected
	OT Date: 02 Mar 2018		Employee: CAP0001E - CAPTAIN AMERICA							Total OT Hour: 5				
2018	02 Mar 2018	02 Mar 2018	CNS-001	08:00	23:00	18:00	23:00	5.00	5.00	1.5x	Cash Out (100%)	lol	No	Approved
	OT Date: 01 Mar 2018		Employee: CAP0001E - CAPTAIN AMERICA							Total OT Hour: 4				

OVERTIME APPROVAL BY LOGIN TO MYWAVE SYSTEM

13. Click on (**A**) will go to the Mywave login page.



14. After supervisor login to the mywave system, go to E-Time Card -> E-Time Card Administration -> **Over time Approval**.



15. Go to 1st tab (**A**) [Pending].
16. Filter the Employee No (**B**) on which subordinate that you want to view.
17. Filter the Start date and End date (**C**) on which date range that you want to view.
18. After selected (**B**) or (**C**) click on (**D**) to retrieve the record.
19. Click on (**E**) to choose all the overtime record.
20. Click on (**F**) to choose one of the employee's overtime record.
21. Click on (**G**) to reject the overtime record.
22. Click on (**H**) to Approve the selected record on (**E**) or (**F**).