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# OVERTIME RECORD (SUPERVISOR)

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User Guide



## OVERTIME RECORD (SUPERVISOR)

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

E-Time Card

E-Time Card Administration

Over Time Records (Supervisor)

2. Select the 1<sup>st</sup> 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.

OT Records (Supervisor)

A OT Claim OT Details

B Employee Group View Personal View

☐ Called back for OT (\* Denotes Required)

OT Claim Title \* : C

Start Date \* : D End Date \* : E Copy

Start Time \* : G End Time \* : H

OT Rates \* : J Total OT hours worked x Rate : K

Compensatory Method \* : F

Total Hours \* : I Auto calculate total hours

Total Earned : L

Remarks (500) (chars) : M

N

Available Employee(s)

A11012_J - ANGELABABY
BUK0001 - BUCKY
CAPO001E - CAPTAIN AMERICA
KKP001 - KONG KIM PEI
PP0001 - PINK PANTHER
TOR0001 - THOR

Add >> O

Remove << P

Add All >> Q

Remove All << R

Assigned Employee(s)

S OT Claim Record

No record

T Add to list U Reset

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.

No.	OT ID	Employee	Start Date	End Date	Start Time	End Time	Total Hours	OT Rates	Compensatory Method	Remarks	Action
1	2112	CAP0001E - CAPTAIN AMERICA	2018-08-22, Wed	2018-08-22, Wed	19:00	23:00	4.00	1.5x	Cash Out (100%)	-	A <a href="#">Delete</a>
2	2113	BUK0001 - BUCKY	2018-08-22, Wed	2018-08-22, Wed	19:00	23:00	4.00	1.5x	Cash Out (100%)	-	B <a href="#">Delete</a> C <a href="#">Edit</a>

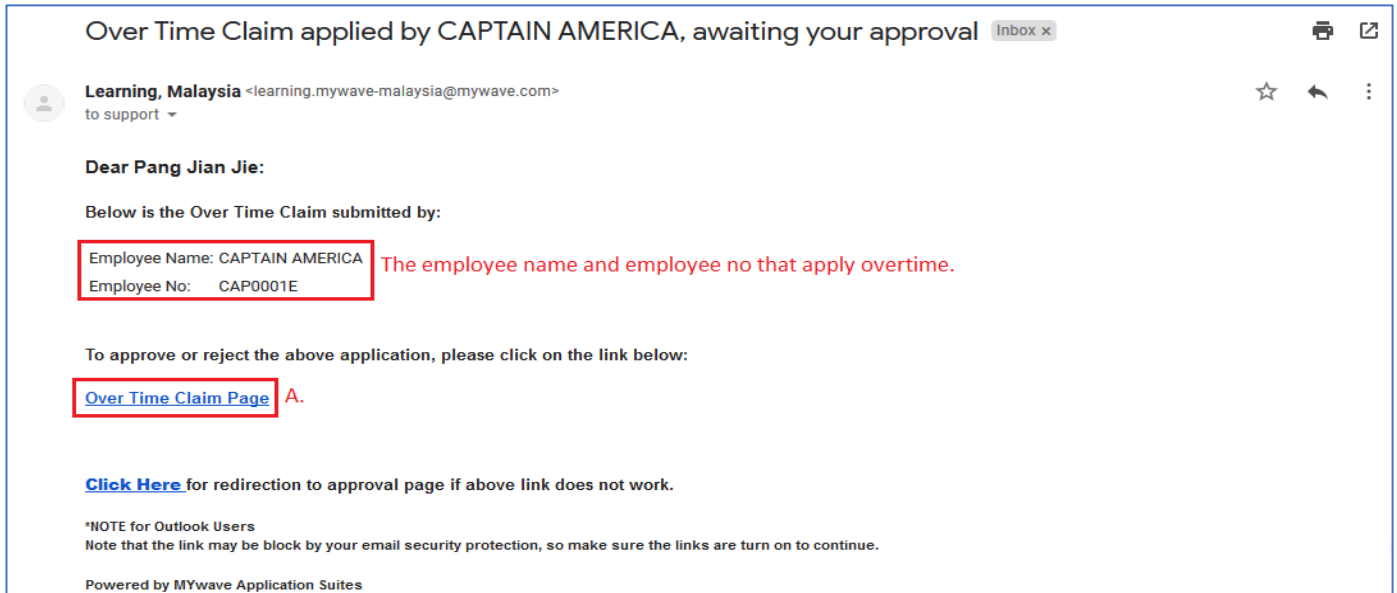
29. After tick the OT record, click on (A) [Submit](#) to submit the OT Record(s).

30. Select the 2<sup>nd</sup> 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)

No.	OT ID	Employee	Start Date	End Date	Start Time	End Time	Total Hours	OT Rates	Compensatory Method	Remarks	Status	Action
1	2113	BUK0001 - BUCKY	2018-08-22, Wed	2018-08-22, Wed	19:00	23:00	4.00	1.5x	Cash Out (100%)	-	D Approved	-
2	2112	CAP0001E - CAPTAIN AMERICA	2018-08-22, Wed	2018-08-22, Wed	19:00	23:00	4.00	1.5x	Cash Out (100%)	-	Approved	-

## 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.

### MYwave Release Testing Company 1 (Production Instance)

OT Approval

**Employee Information**

Employee No.: CAP0001E Employee Name: CAPTAIN AMERICA

A

Pending History

Start Date :  Clear
 End Date :  Clear

Reset Retrieve G

**OT Records**

OT ID	Start Date	End Date	Shift	Clock In	Clock Out	Start Time	End Time	OT Hour	Approval Hours	OT Rates	Compensatory Method	Remarks	Called Back	Status	Action	
<div style="display: flex; justify-content: space-between;"> <span style="color: red;">B</span> <span>OT Date: 29 Jun 2018 Employee: CAP0001E - CAPTAIN AMERICA</span> <span>Approved Hour: 0</span> </div>																
<input checked="" type="checkbox"/>	2124 [OTC]	29 Jun 2018	29 Jun 2018	CNS-001	08:00	16:00	08:00	10:00	2.00	2.00	1.5x	Cash Out (100%)	OT	No	Waiting for Approve	<div style="display: flex; justify-content: space-between;"> <span style="color: red;">D</span> <span style="border: 1px solid red; padding: 2px 5px;">Reject</span> </div>

<< < (Page 1 / 1) > >>

Start Date :  Clear
 End Date :  Clear

Reset Retrieve G

**OT Records**

OT ID	Start Date	End Date	Shift	Clock In	Clock Out	Start Time	End Time	OT Hour	Approval Hours	OT Rates	Compensatory Method	Remarks	Called Back	Status	Action	
<div style="display: flex; justify-content: space-between;"> <span style="color: red;">B</span> <span>OT Date: 29 Jun 2018 Employee: CAP0001E - CAPTAIN AMERICA</span> <span>Approved Hour: 0</span> </div>																
<input checked="" type="checkbox"/>	2124 [OTC]	29 Jun 2018	29 Jun 2018	CNS-001	08:00	16:00	08:00	10:00	2.00	2.00	1.5x	Cash Out (100%)	OT	No	Waiting for Approve	<div style="display: flex; justify-content: space-between;"> <span style="color: red;">D</span> <span style="border: 1px solid red; padding: 2px 5px;">Reject</span> </div>

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10. Go to 2<sup>nd</sup> tab (A) [History].
11. Filter the date on (B) on which date range 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 Approval**

**Employee Information**

Employee No.: CAP0001E Employee Name: CAPTAIN AMERICA

Pending **History** A

Start Date: 2018-01-01 End Date: 2018-12-31 Clear B


**History Approve/Reject OT Record** D

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.

Over Time Claim applied by CAPTAIN AMERICA, awaiting your approval Inbox x

 **Learning, Malaysia** <learning.mywave-malaysia@mywave.com>  
to support ▾

**Dear Pang Jian Jie:**

Below is the Over Time Claim submitted by:

Employee Name: CAPTAIN AMERICA  
Employee No: CAP0001E

The employee name and employee no that apply overtime.

To approve or reject the above application, please click on the link below:

[Over Time Claim Page](#)

<sup>A</sup>  
[Click Here](#) for redirection to approval page if above link does not work.

\*NOTE for Outlook Users  
Note that the link may be block by your email security protection, so make sure the links are turn on to continue.

Powered by MYwave Application Suites

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

E-Time Card

• E-Time Card Administration ▶ • **Over Time Approval**

- OT Approval**

Pending History

A

B

Employee No. (From) :  List All Employee No. (To) :  List All  
Start Date :  Clear End Date :  Clear C

Reset Retrieve D

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**OT Records**

E H Approve

<input type="checkbox"/>	OT ID	Start Date	End Date	Shift	Clock In	Clock Out	Start Time	End Time	OT Hour	Approval Hours	OT Rates	Compensatory Method	Remarks	Called Back	Status	Action
		OT Date: 14 Mar 2015		Employee: MY0064 - NG CHOON HIN				Approved Hour: 0								
<input checked="" type="checkbox"/>	1309 [OTC]	14 Mar 2015	14 Mar 2015	Off Day	-	-	09:00	19:30	10.50	1x	Cash Out (100%)	OT claim for the work hour recording release	No	Waiting for Approve	Reject G	
		OT Date: 18 Apr 2015		Employee: MY0064 - NG CHOON HIN				Approved Hour: 0								
<input type="checkbox"/>	1450 [OTC]	18 Apr 2015	18 Apr 2015	Off Day	-	-	09:00	19:00	10.00	1x	Cash Out (100%)	OT for release at 18 April is from 9AM to	No	Waiting for Approve	Reject	