



OVERTIME PREPLAN (SUPERVISOR)

User Guide



JUNE 25, 2018

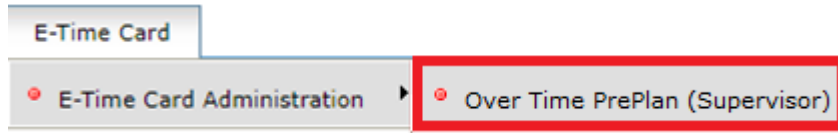
EMPLX

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OVERTIME PREPLAN (SUPERVISOR)

OT Preplan Submission

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



2. Choose (A) 1st tab 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 fill in the total hours or you may tick on the checkbox to auto calculate 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) rates.
12. Click On (K) to fill in the remark for the OT PrePlan.

The screenshot shows the 'OT PrePlan (Supervisor)' 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 controls, each labeled with a letter in red: 'OT Title' (B), 'Start Date' (C), 'End Date' (D), 'Start Time' (E), 'End Time' (F), 'Compensatory Method' (G) with a dropdown menu showing 'Cash Out', 'Total Hours' (G) with a checkbox for 'Auto Calculate', 'OT Rates' (H), 'OT Rates Total Hours' (I), 'OT Pay Type Rates' (J), and 'Remarks' (K) with a character limit of 500. At the bottom, there is a section titled 'OT PrePlan Record' with a checkbox and the text 'No record'.

13. Once (A) all the field has been filled in, then will show up the (B).
14. Click on table (B) to choose subordinate.
15. The table (C) will show the selected subordinate that apply for OT PrePlan.
16. Click on table (B) to choose the subordinate and click on (D) to add in table (C).
17. Click on table (C) to choose the subordinate and click on (E) remove to table (B).
18. Click on (F) will move all the subordinate from table (B) to table (C).
19. Click on (G) will move all the subordinate from table (C) to table (B).
20. After select subordinate, click on (I) to add to list and it will show in (H).
21. Click on (J) will reset all the field to empty and let admin fill in again.

OT PrePlan OT PrePlan History

(* Denotes Required)

OT Title : OT 2018-08-21

Start Date : 2018-08-21 End Date : 2018-08-21 Compensatory Method : Cash Out

Start Time : 18:00 End Time : 21:00 Total Hours : 3.00 ☒ Auto Calculate

OT Rates : 1.5x OT Rates Total Hours : 4.50 OT Pay Type Rates : Cash Out(100%): 4.50

Remarks : 500 (chars)

Available Employee(s) B

- A11012_J - ANGLELABABY (6 hours)
- ANT0001 - ANTMAN (11 hours)
- BUK0001 - BUCKY (6 hours)
- CAP0001E - CAPTAIN AMERICA (3 hours)
- KKP001 - KONG KIM PEI (3 hours)
- PP0001 - PINK PANTHER (3 hours)
- TOR0001 - THOR (3 hours)

Add >> D Remove << E Add All >> F Remove All G

Assigned Employee(s) C

☐ H OT PrePlan Record

No record

22. Screenshot below is Add to list to (I) as screenshot above.
23. Tick on the check box when you want to submit.

OT PrePlan Record											
<input checked="" type="checkbox"/>	OT PrePlan ID:	182	OT PrePlan Title:	OT 2018-08-21	Head Count:	3	Hide Details Delete				
No.	OT PrePlan ID	Employee	Start Date	End Date	Start Time	End Time	Total Hours	OT Rates	Compensatory Method	Remarks	Action
1	2108	TOR0001 - THOR	2018-08-21, Tue	2018-08-21, Tue	18:00	21:00	3.00	1.5x	Cash Out (100%)	-	Replace Delete
2	2109	CAP0001E - CAPTAIN AMERICA	2018-08-21, Tue	2018-08-21, Tue	18:00	21:00	3.00	1.5x	Cash Out (100%)	-	Replace Delete
3	2110	ANT0001 - ANTMAN	2018-08-21, Tue	2018-08-21, Tue	18:00	21:00	3.00	1.5x	Cash Out (100%)	-	Replace Delete

[Edit](#)

24. Click on [Submit](#) (A) to submit the OT PrePlan.

OT PrePlan (Supervisor)

OT PrePlan OT PrePlan History

[Add to list](#) [Submit](#) [Reset](#)

A

OT Preplan Approval

1. Supervisor/Manager will receive Email Notification
2. Click (A) to access to Approval page

Below is the Over Time Preplan record(s) pending your approval. The details are as follows:

Employee No: MY0023
Employee First Name: HEN CHOONG
Employee Last Name: YEE

OT Preplan Title: Production Maintenance					Head Count: 1				
No.	Employee	Date In	Date Out	Time In	Time Out	Total Hour	OT Rates	Pay Type	Remarks
1	YM002 - TESTING MJ	2019-04-09	2019-04-09	18:00	19:00	1.00	1.5x	Cash Out (100%)	Maintain & enhance

Please [Click Here](#) ^A to use the application for approval [Click Here](#) for alternate login if the above link fails

3. **OR** From system, click (A) to access to "OT Preplan Approval" page
4. Click (B) to view the Pending Approval item(s)
5. [tick] (C) for the item(s) that needs to be approved
6. Click (D) to approve
7. Click (E) to view Approval History
8. Click (F) to view details and to "Reject" that particular OT Record(s)

CMS Employee Profile Leave E-Claim E-Pay **E-Time Card** Supervisor Profile Company Benefits Setup Performance Evaluation Payroll

HRMS Application > E-Time Card > E-Time Card Administration

E-Time Card Administration

- Over Time Approval
- Over Time Claim Report (Supervisor)
- Over Time Records (Supervisor)
- Over Time PrePlan (Supervisor)
- Over Time PrePlan Approval**

OT PrePlan Approval

Employee No.: -

Pending Approval Summary

Pending OT PrePlan Record(s)

<input checked="" type="checkbox"/>	Employee: MY0023 - YEE HEN CHOONG	Head Count: 1	View Details
	OT PrePlan Title: Production Maintenance	OT PrePlan Profile ID: 196	

Approve

9. Click (G) to "Reject"

HRMS Application > E-Time Card > E-Time Card Administration

OT PrePlan Approval

Employee No.: - **Approve**

Pending Approval Summary

Pending OT PrePlan Record(s)

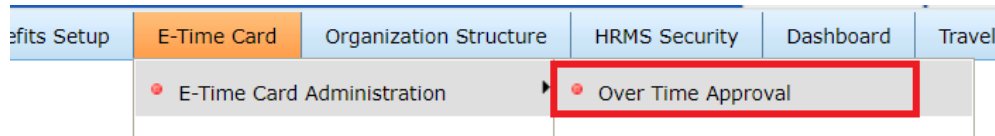
<input checked="" type="checkbox"/>	Employee: MY0023 - YEE HEN CHOONG	Head Count: 1	Hide Details
	OT PrePlan Title: Production Maintenance	OT PrePlan Profile ID: 196	

No.	OT PrePlan ID	Employee	Start Date	End Date	Start Time	End Time	Total No of Hours	OT Rates	Compensatory	Remarks
1	2161	YM002 - TESTING MJ	2019-04-09, Tue	2019-04-09, Tue	18:00	19:00	1.00	1.5x	Cash Out (100%)	Maintain & enhance

Reject

OT Preplan Confirmation (by direct Supervisor only)

1. [After the OT Date & Time] Access to “Over Time Approval”



2. Click (A) to view the Pending Approval/Confirmation item(s)
3. [tick] (B) for the item(s) that needs to be approved
4. (C) showing the Scanning Hours by the employee(s)
5. (D) showing the OT Hours that submitted by the employee(s)
6. The supervisor is able to adjust the OT Hours based on the Actual Scanning Hours by the employee in (E)
7. (F) showing the Approved Hours that the supervisor has key in
8. Click (G) to approve
9. Click (H) to “Reject” that particular OT Record(s)
10. Click (J) to view Approval History

OT Approval

Pending **History**

Employee No. (From) : [List All](#) Employee No. (To) : [List All](#)
 Start Date : [Clear](#) End Date : [Clear](#)

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	
OT Date: 20 Mar 2019 Employee: JN012 - JUSTIN NEWBIE 012																
<input checked="" type="checkbox"/>	2158 [OTP]	20 Mar 2019	20 Mar 2019	OFM-M	14:38	15:38	14:38	15:46	1.13	1.00	3x	Cash Out (100%)	-	No	Pending Confirmation	Reject
OT Date: 08 Apr 2019 Employee: YM002 - TESTING M1																
<input type="checkbox"/>	2162 [OTP]	08 Apr 2019	08 Apr 2019	OFM-M	-	-	16:19	18:00	1.68	1.68	1.5x	Cash Out (100%)	-	No	Pending Confirmation	Reject