



---

# OVERTIME PREPLAN (ADMIN)

---

User Guide



JUNE 25, 2018

EMPLX

[www.emplx.com](http://www.emplx.com)

## OVERTIME PREPLAN (ADMIN)

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

The screenshot shows a navigation menu with two items: 'E-Time Card' and 'Over Time PrePlan (Admin)'. The 'Over Time PrePlan (Admin)' item is highlighted with a red rectangular box.

2. Choose (A) 1<sup>st</sup> tab OT PrePlan.
3. Click on (B) to choose supervisor.
4. Click on (C) to fill in the OT title.
5. Click on (D) to choose the OT Start Date.
6. Click on (E) to choose the OT End Date.
7. Click on (F) to choose the OT Start Time.
8. Click on (G) to choose the OT End Time.
9. Click on (H2) to auto calculate the Start Time and End time or you can fill in the total hours in (H1).
10. Click on (I) to choose the OT rates.
11. OT rates total hours (J) will show the amount once you have selected the OT rate (I).
12. OT pay Type Rates (K) will show the (J) rates.
13. Click On (L) to fill in the remark for the OT PrePlan.

The screenshot shows the 'OT PrePlan (Admin)' 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:
 

- Supervisor**: A dropdown menu showing 'LDY0001 - LADY GAGA' (labeled B).
- OT Title**: A text input field (labeled C).
- Start Date**: A date picker (labeled D).
- End Date**: A date picker (labeled E).
- Start Time**: A time picker (labeled F).
- End Time**: A time picker (labeled G).
- Compensatory Method**: A dropdown menu with options 'Cash Out' (labeled H1) and 'Auto Calculate' (labeled H2).
- Total Hours**: A text input field (labeled J).
- OT Rates**: A dropdown menu (labeled I).
- OT Rates Total Hours**: A text input field (labeled J).
- OT Pay Type Rates**: A text input field (labeled K).
- Remarks**: A large text area (labeled L).

 There are also 'Add to list' and 'Reset' buttons at the top right. A note at the top left states '( \* Denotes Required)'.

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

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

OT PrePlan Record											
<input type="checkbox"/>	OT PrePlan ID:	181	OT PrePlan Title:	OT	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	2105	BUK0001 - BUCKY	2018-08-20, Mon	2018-08-20, Mon	18:00	21:00	3.00	1.5x	Cash Out (100%)	-	<a href="#">Replace</a> <a href="#">Delete</a>
2	2106	ANT0001 - ANTMAN	2018-08-20, Mon	2018-08-20, Mon	18:00	21:00	3.00	1.5x	Cash Out (100%)	-	<a href="#">Replace</a> <a href="#">Delete</a>
3	2107	A11012_J - ANGLELABABY	2018-08-20, Mon	2018-08-20, Mon	18:00	21:00	3.00	1.5x	Cash Out (100%)	-	<a href="#">Replace</a> <a href="#">Delete</a>

25. Click on **Submit** (A) to submit the OT PrePlan.