

OVERTIME PREPLAN (ADMIN)

User Guide



JUNE 25, 2018 EMPLX

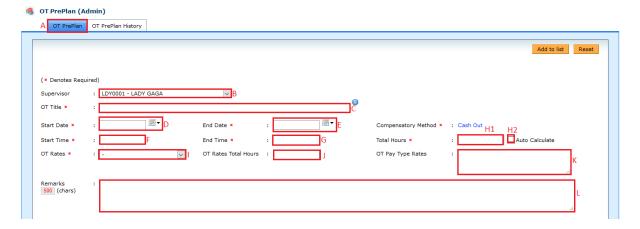
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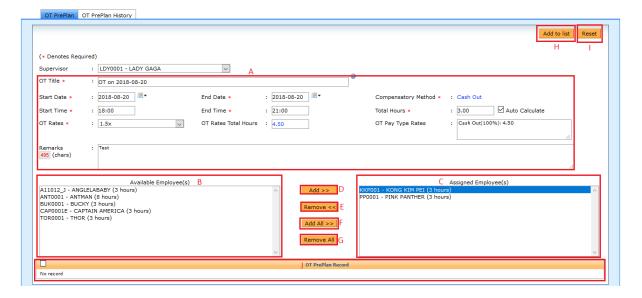
1. Go to E-Time Card -> E-Time Card Administration -> Over Time PrePlan (Admin).



- 2. Choose (A) 1st 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.



- 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.



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

