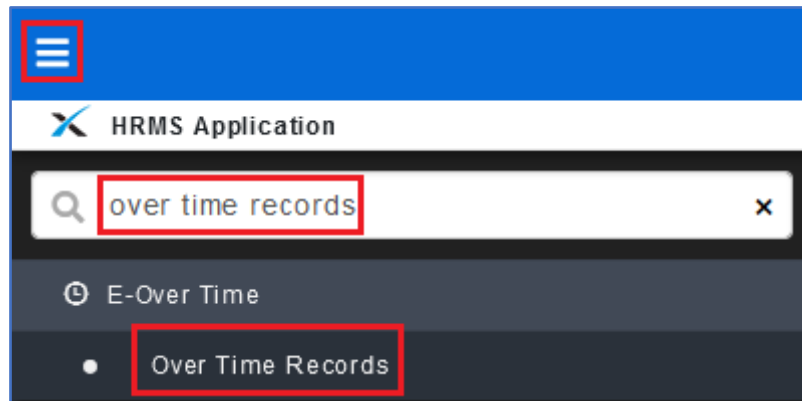# User Guide
Overtime Record (User)

OVERTIME RECORD (USER)

1. Go to E-Over Time -> **Over Time Records**.

2. Select the 1st tab (**A**) OT Claim
3. Click on (**B**) to choose the OT Start date.
4. Click on (**C**) to choose the OT End date.
5. Click on (**D**) will copy the date same as Start Date.
6. Click on (**E**) to choose Start Time.
7. Click on (**F**) to choose End Time.
8. Click on (**G**) to Auto-calculate the total hours between the Start time and End time.
9. Click on (**H**) to choose the OT rates then the (**I**) will show the hours (**hours** * **OT rates**).
10. The (**J**) is optional to be filled for the OT Remarks.
11. Once all details being filled, click on (**K**) **Add to list**.

12. Once click ![Add to list], the Overtime record will be shown at bottom.
13. Click (**A**)to edit the record.
14. Click (**B**) to delete the record.
15. Tick on (**C**) for the OT Record(s) that confirm to be submitted.
16. Click (**D**) to Submit the Overtime Record for approval.

17. Select the 2nd tab (**A**) **OT Detail** to view the OT history.
18. Select the Start date(**B**) and End Date(**C**) to check the period Overtime record.
19. Once select the date, click Retrieve(**D**).
20. The below (**E**) is displaying the OT Record Status. (Eg: "Submitted and waiting for approval"/ "Approved"/ "Cancelled"/ etc)