

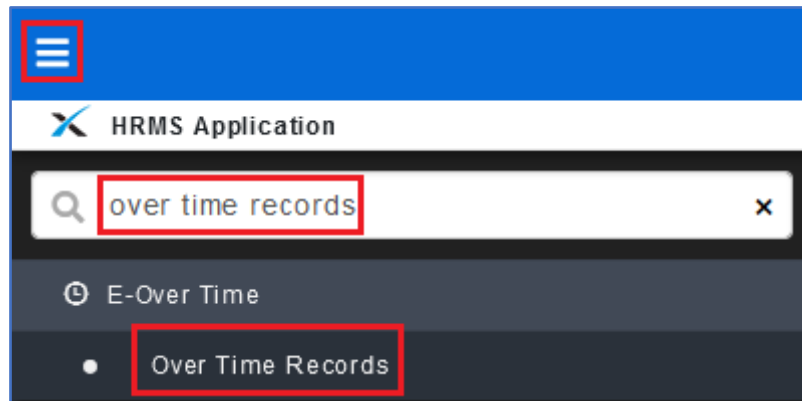
User Guide

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**.

HRMS Application / E-Over Time / Over Time Records

OT Claim OT Details

A

☐ Called back for OT
(* Denotes Required)

Start Date * : 2020-05-22 **B** End Date * : 2020-05-22 **C** **D** Copy Compensatory Method * : Cash Out

Start Time * : 18:00 **E** End Time * : 22:00 **F** Total Hours * : 4.00

OT Rates * : Flat Rate **H** Total OT hours worked x Rate : 4.00 **I** **G** ☒ Auto calculate total hours

Remarks : **J** Total Earned : Cash Out(100%): 4.00

K Add to list Reset

OT ID	Date In	Date Out	Start Time	End Time	Total Hours	OT Rates	Compensatory Method	Remarks	Called back for OT	Action
No Record.										

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.

HRMS Application / E-Over Time / Over Time Records

OT Claim OT Details

☐ Called back for OT
(* Denotes Required)

Start Date * : End Date * : [Copy](#) Compensatory Method * : Cash Out

Start Time * : End Time * : Total Hours * : ☒ Auto calculate total hours

OT Rates * : Flat Rate Total OT hours worked x Rate : Total Earned :

Remarks :

500 (chars)

D

OT ID	Date In	Date Out	Start Time	End Time	Total Hours	OT Rates	Compensatory Method	Remarks	Called back for OT	Action
<input checked="" type="checkbox"/> 47109	2020-05-22, Fri	2020-05-22, Fri	18:00	22:00	4.00	1x	Cash Out (100%)	-	No	A <input type="button" value="Edit"/> <input type="button" value="Delete"/> B

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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)

HRMS Application / E-Over Time / Over Time Records

OT Claim **OT Details** **A**

OT Type : All

OT Status: All

Start Date **B** End Date **C** [Clear](#)

D

Detailed OT Record

OT Type	OT ID	Date In	Date Out	Start Time	End Time	Total Hours	OT Rates	Compensatory Method	Remarks	Called Back	Status	Action
OTC	47109	2020-05-22, Fri	2020-05-22, Fri	18:00	22:00	4.00	1x	Cash Out (100%)	-	No	E Submitted (Waiting for Approve)	Cancel