

User Guide

New Overtime

E-Signature



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E-SIGNATURE SETUP

To enable e-signature feature, e-signature policy must be turned on in Overtime Setup

1.1. Enable E-Signature for Overtime Policy Group

1. Under the toolbar Menu, look for **Administrative** Tab, then select “**types of overtime**”.

The screenshot shows the Overtime Setup interface. At the top, there is a toolbar with icons for Withdrawal, Submission, Approval, Auto-Propose, OT Processing, Administrative, and Report. The 'Administrative' icon, which is a green gear, is highlighted with a red rectangular box. Below the toolbar, there is a 'Policy' section with three options: 'Types of Overtime' (highlighted with a red box), 'Overtime Policy Group', and 'Employee's Overtime Group'. The 'Types of Overtime' option has a sub-link 'View / Add / Edit / Delete Types of Overtime'.

2. Click on type of overtime to edit/delete

The screenshot shows the 'Administrative > Types of Overtime' page. At the top, there is a 'Back' button and '+ New' and 'Export' buttons. Below is a table with the following columns: 'Types of Overtime', 'Based On', 'Compensatory Method', 'Overtime Limit (Hour)', and 'Applicable on'. The first row, 'Flat Rate RM 12.50', is highlighted with a red box. The table contains the following data:

Types of Overtime	Based On	Compensatory Method	Overtime Limit (Hour)	Applicable on
Flat Rate RM 12.50	Daily	Cash Out	12	WD (Include Shift), OD, PH, RD
OT 1.0	Daily	Cash Out	0	WD
OT 2.0	Daily	Cash Out	0	OD
OT 3.0	Daily	Cash Out	0	PH

3. Under policy tab, there are 2 types of control for e-signature feature.

The screenshot shows the 'Policy' tab in the Overtime Setup interface. It has three sub-tabs: 'Policy', 'Auto-Propose', and 'Additional'. The 'Policy' sub-tab is active. At the top right, there are 'History' and 'Save' buttons. Below is a form with the following fields:

- Name of Types of Overtime: Flat Rate RM 12.50
- Based On: Daily
- Minimum Hour(s): 60 Minute(s) (1.00 Hour(s))
- Overtime Limit (Hour): 720 Minute(s) (12.00 Hour(s))
- Alert Hour(s): 0 Minute(s) (0.00 Hour(s))
- Exception Request: Not Applicable
- Rounding Rules: Exact Time / No Rounding
- Approval Required: Yes
- Require Signature Upon Approval: No (a)
- Require Signature Upon Submission: No (b)
- Compensatory Method: Cash Out
- Cross-Check Attendance: Not Required

Figure 1.1

Refer to Figure 1.1

- (a) **Require Signature Upon Approval** – enable e-signature feature for overtime approval, only if approval is required

Require Signature Upon Approval : No

No

Allow Use of Previous Signature

Require Signature Every Time

Cash Out

- (b) **Require Signature Upon Submission** – enable e-signature feature for overtime submission

Require Signature Upon Submission : No

No

Allow Use of Previous Signature

Require Signature Every Time

Not Required

- **No** – No Signature is required on overtime submission/approval
- **Allow Use of Previous Signature** – Signature is needed on first overtime submission/approval. Previous signature used in submission/approval can be applied to subsequent overtime submission/approval.
- **Require Signature Every Time** – Signature is required on every overtime submission/approval

4. Click on save button to save changes.

History Save

OVERTIME APPLICATION

To request for Overtime, employee must be assigned to **Employee Overtime Group** with given an effective date and e-signature policy turned on.

2.1 Submit Overtime Request

- i. Click from the icon highlighted below

Overtime

Withdrawal Submission Approval Auto-Propose OT Processing Administrative Report

Submit Overtime

Employee Supervisor Admin

OTC Added List 2

Overtime Type : ☒ OTC ☐ OTP

Employee : MY1012 - [Signature]

Callback : ☒ No ☐ Yes

Overtime Date : [Calendar Icon] [Calendar Icon]

Time : 00:00 00:00

Remarks : [Text Area]

+ Add to list ✓ Submit ✗ Close




Once the dialog box appears (as shown the above), under select the desired tab, either **“Employee”**, **“Supervisor”**, or **“Admin”**. User may start to apply overtime claim.

Follow the steps below to submit overtime request:

1. Select types of Overtime (if options are set for OTC (OT Claim) / OTP (OT Pre-Plan) / Callback
2. Insert date range
3. Insert time range
4. Fill in remarks if necessary
5. Click ☒ Submit to submit the OT request.
6. System will prompt for signature in a dialog box (as shown below), user may click on to erase signature or to cancel (if reuse previous signature is allowed).



A dialog box titled "Signature" with a light blue header. Below the header is a large, empty rectangular canvas for signing. To the right of the canvas are two small square buttons: the top one has a blue upward-pointing arrow, and the bottom one has a red 'X'. Below the canvas are two blue buttons labeled "Confirm" and "Cancel".

7. Sign then click  to confirm
8. System will prompt previous signature in dialog box (as shown below), if previous signature exists (and policy is turned on). User may click on  to sign again or click  to confirm.

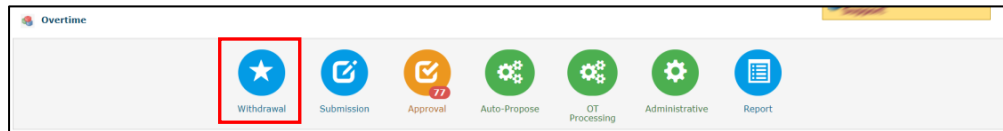


A dialog box titled "Signature" with a light blue header. Below the header is a large rectangular canvas containing a black handwritten signature. To the right of the canvas is a small square button with a green checkmark. Below the canvas are two blue buttons labeled "Confirm" and "Cancel".

2.2 Withdraw OT Records


Only allows to withdraw OT Records which at status of pending approval.

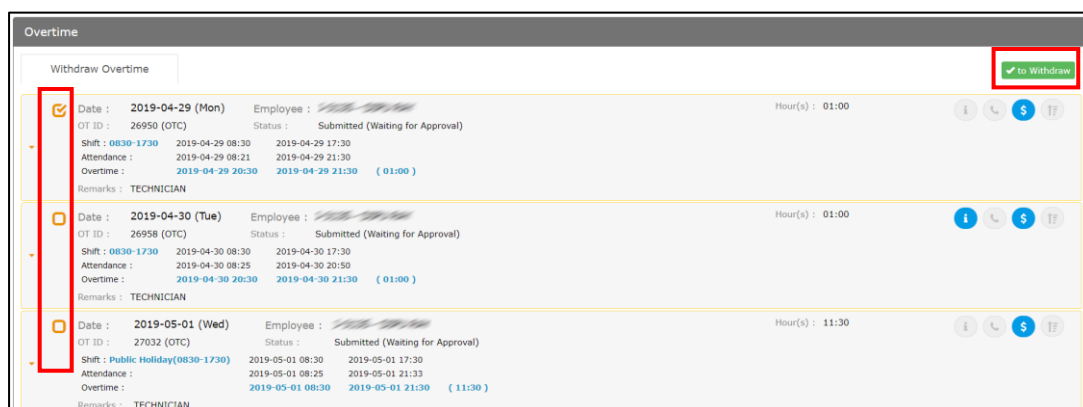
Click the “Summary/Withdraw” icon highlighted below.



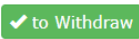


Select either “Employee”, “Supervisor” or “Admin”.



Then click  Withdraw to withdraw OT Records.



Follow the steps below to withdraw an overtime record:

1. Tick the option for withdrawal.
2. Click  to proceed.
3. System will prompt for signature in a dialog box (as shown below), user may click on  to erase signature or  to cancel (if reuse previous signature is allowed).

Optionally, user may insert comment after signing

Confirmation

Signature:

Comment:

Key in Comment

500

Confirm

Cancel

4. Sign then click

Confirm

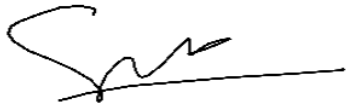
 to confirm
5. System will prompt previous signature in dialog box (as shown below), if previous signature exists (and policy is turned on). User may click on to sign again or click

Confirm

 to confirm. Optionally, user may insert comment after signing

Confirmation

Signature:



Comment:

Key in Comment

500

Confirm

Cancel

6

2.3 Add Overtime request to list and save as draft

This function is to allow user (can be employee/supervisor) to create the Overtime request to list to be saved as draft. The listed items can be submitted later. Items saved as drafts can be viewed by individual employee/direct supervisor and authorized admin.

Submit Overtime

Employee **Supervisor** Admin

Overtime Type : **OTC** OTP

Employee * : -

Callback : **No** Yes

Overtime Date * :

Time : 00:00 00:00

Remarks * :

+ Add to list **✓ Submit** **✕ Close**

2 OTC Added List

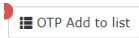
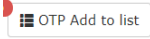
Follow the steps below to add item to list and save as draft:

1. Select an Overtime Type (if the selected employee is entitled for OTC (OT Claim) & OTP (OT Pre-Plan) / Callback.
2. Select if you are applying on behalf of **Employee, Supervisor** or **Admin**.
3. Choose subordinates from the list (*can select more than one employee if submission on-behalf*)
4. Insert the date range
5. Insert time range
6. Fill in remarks (if it's a mandatory setting)
7. Click **+ Add to list** to add item to list and save as draft.

2.4 Submit Overtime Items added to list


Follow the steps below to submit overtime request which added to list:



Step 1: Select an Overtime Type (either **OTC/OTP/Callback**) that you wish to submit on behalf.

Step 2: If the selection of **OTC** application, user can see  at the top-right corner, click  and a list of overtime record will be shown.

6

Step 3: Mark **✓** to the Overtime Record that you wish to submit



Step 4: Select  to submit Overtime record.

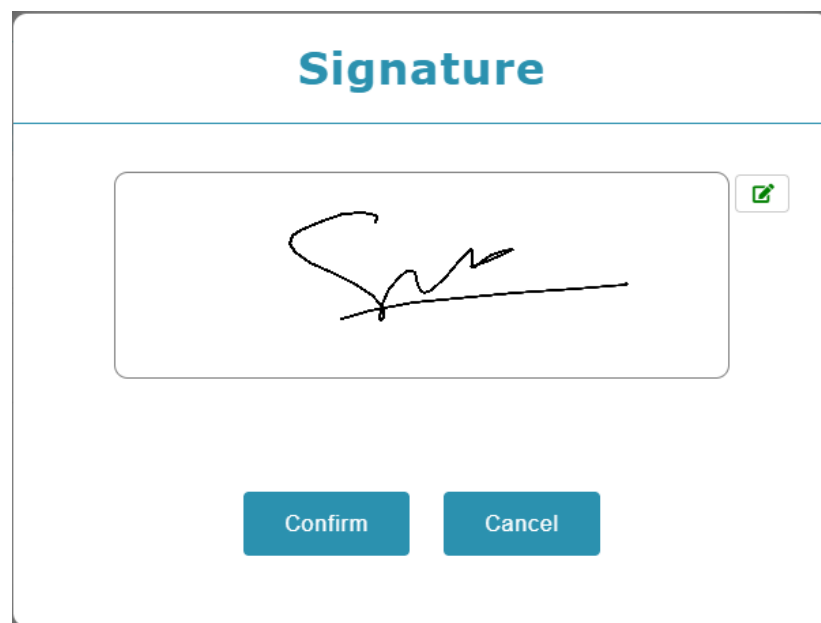
Step 5: System will prompt for signature in a dialog box (as shown below), user may click on  to erase signature or  to cancel (if reuse previous signature is allowed).



A dialog box titled "Signature" with a large empty rectangular area for signing. To the right of this area are two small buttons: one with a blue eraser icon and one with a red 'X' icon. At the bottom of the dialog are two blue buttons labeled "Confirm" and "Cancel".

Step 6: Sign then click  to confirm

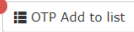
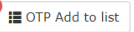
Step 7: System will prompt previous signature in dialog box (as shown below), if previous signature exists (and policy is turned on). User may click on  to sign again or click  to confirm. Optionally, user may insert comment after signing.

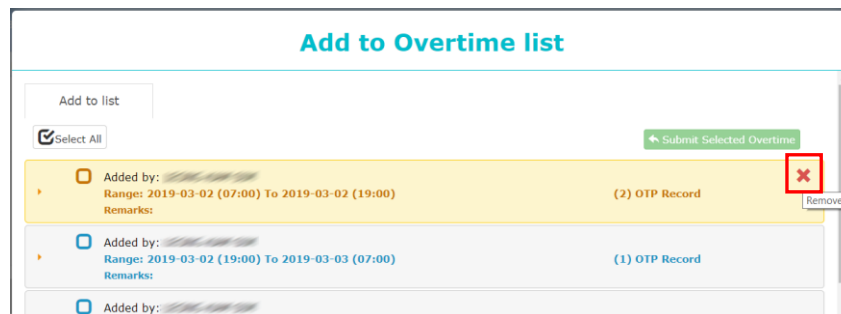


A dialog box titled "Signature" showing a previous signature in the large rectangular area. To the right of the signature is a small button with a green checkmark icon. At the bottom are two blue buttons labeled "Confirm" and "Cancel".


2.5 Remove item that have been added to list

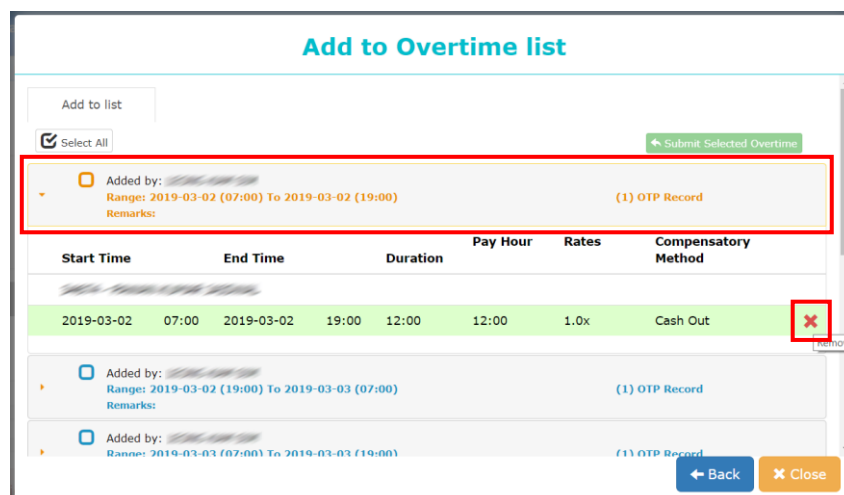
Step 1: To retrieve Overtime record, go to **Added to Overtime List**,

Step 2: User can see  at the top-right corner, click  and a list of overtime record will be shown.




Option 1: To remove all items include the main header.

Click on the main header to retrieve all details, identify the record that you wish to remove from list, simply mouse over the greyed-out  icon to select only certain record to delete.



Option 2: To remove only certain item inside the header.

If user with to clear all record belonged to the main title, select **the header**, then mouse over to greyed-out  icon to delete **all records** inside the main header.

OVERTIME APPROVAL

3.1 Approve/ reject overtime request via system

The screenshot displays the 'Overtime' management interface. The top navigation bar contains icons for Withdrawal, Submission, Approval (highlighted with a red box), Auto-Propose, OT Processing, Administrative, and Report. Below this, the 'Approval' section is active, showing a list of overtime claims. Each claim entry includes details like Date, OT ID, Employee, Status, and Overtime hours. Action buttons like 'Approve All' and 'Reject Selected' are visible.



Approver can choose to apply filter to select employee before making approval/reject Overtime request.

Follow the steps below to approve/reject leave:


Step 1: Click the icon of **“Approval”** as highlighted above



Step 2: Mark **✓** on checkbox for action.

Step 3: To approve, click **✓ Approve Selected** , to reject, click **✗ Reject Selected**

Step 4: System will prompt for signature in a dialog box (as shown below), user may click on  to erase signature or  to cancel (if reuse previous signature is allowed). Optionally, user may insert comment after signing

The screenshot shows the 'Confirmation' dialog box. It has a 'Signature' field with a blue eraser icon and a red 'X' icon. Below it is a 'Comment' field with a placeholder 'Key in Comment' and a character count of 500. At the bottom are 'Confirm' and 'Cancel' buttons.

Step 5: Sign then click  to confirm

Step 6: System will prompt previous signature in dialog box (as shown below), if previous signature exists (and policy is turned on). User may click on  to sign again or click  to confirm. Optionally, user may insert comment after signing

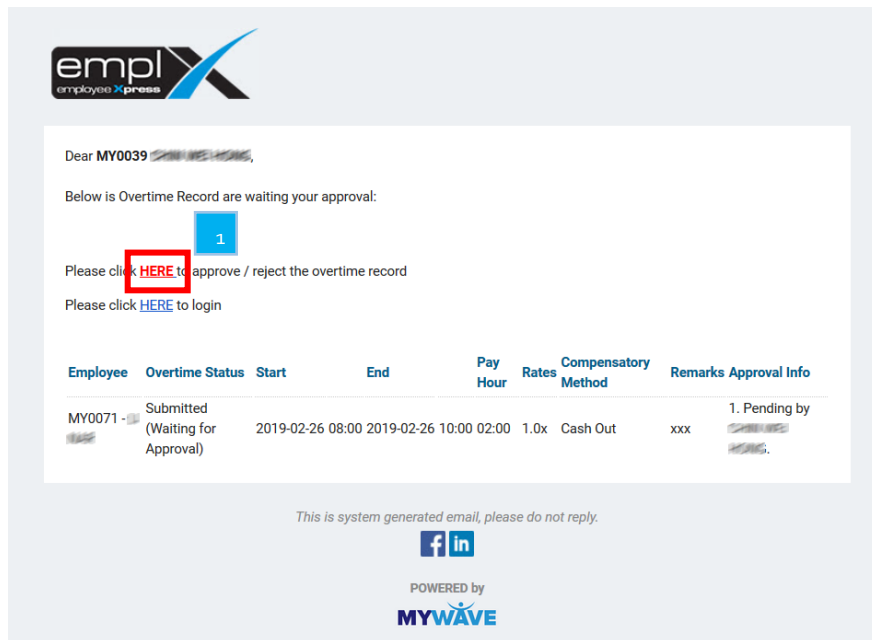


The image shows a 'Confirmation' dialog box. At the top, the word 'Confirmation' is displayed in a large, bold, blue font. Below this, there is a 'Signature:' label followed by a rectangular box containing a handwritten signature. To the right of this box is a small green icon with a white checkmark and a signature pen. Below the signature box is a 'Comment:' label followed by a text input field. The text 'Key in Comment' is visible inside the field, and a '500' character count is shown on the right side of the field. At the bottom of the dialog box, there are two blue buttons: 'Confirm' and 'Cancel'.

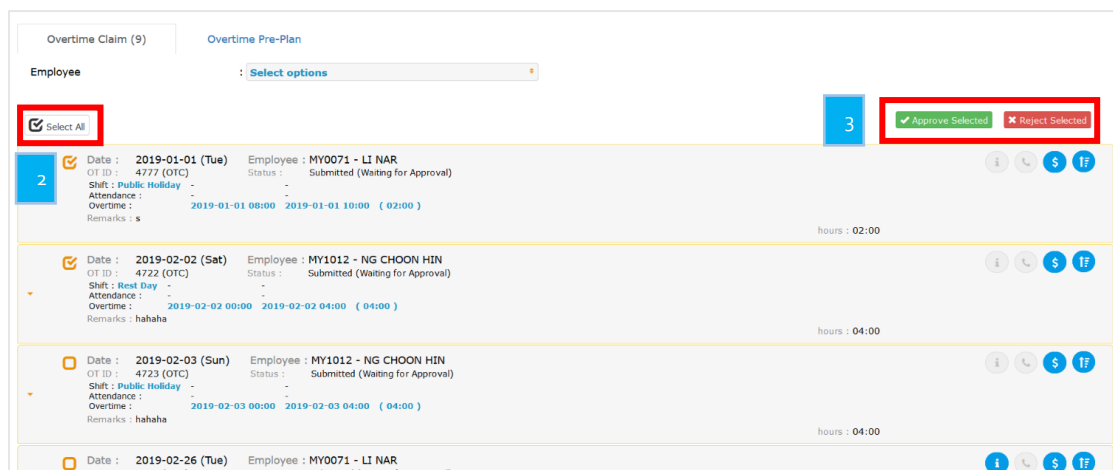
Note: Approval can be made via system / email / mobile apps.

3.2 Approve/reject overtime request via email

Once email of approver is set in system, employee overtime request will be sent to department supervisor/manager via email notification. In the email, click the highlighted **HERE** to redirect to the approval page.



Approval/rejection can be made once user is being redirected to the approval page.



Approver can choose to filter the employees before approve/reject the OT Record

Follow the steps below to approve/reject OT:

1. Tick at the checkboxes
2. To approve click , to reject click
3. System will prompt for signature in a dialog box (as shown below), user may click on to erase signature or to cancel (if reuse previous signature is allowed).

Optionally, user may insert comment after signing

Confirmation

Signature:

Comment:

Key in Comment

500

Confirm

Cancel

4. Sign then click

Confirm

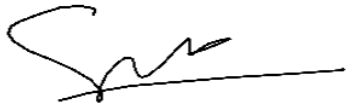
 to confirm
5. System will prompt previous signature in dialog box (as shown below), if previous signature exists (and policy is turned on). User may click on to sign again or click

Confirm

 to confirm. Optionally, user may insert comment after signing

Confirmation

Signature:



Comment:

Key in Comment

500

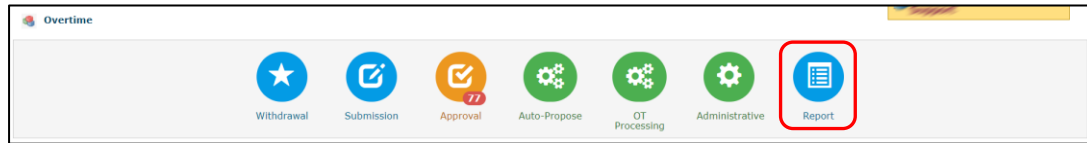
Confirm

Cancel

14

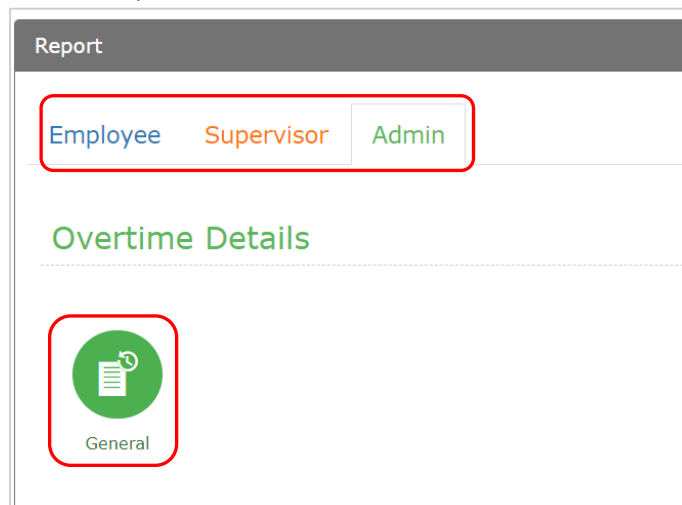
OVERTIME REPORT

4.1 Retrieve and view employee overtime records



Step 1: To view more details about Employee Overtime, click on the **Report** icon.

Step 2: Select desired Tab, and it will display all reports which available. Click on the **General** report to view.



List of reports:

- a. Overtime Detail
 - General

1. Overtime Details

By default, the report displays the overtime data submitted & approved.

The overtime breakdown shows:

- Overtime payrate
- Total overtime hours
- Total overtime wages of each employee shifts.
- Date range starting from the 1st – end of previous month, current month, and next month.

Filter

Overtime Details - General (Admin)

Overtime Date Range : 2019-04-01 - 2019-06-30

(1)

Customize Columns

Export

Refresh

(3)

(2)

Data captured on 2019-05-17 07:50 pm

OT ID	Employee No	Employee Name	Start Date	End Date	Types	Start Time	End Time	Pay Hour	Overtime Rates	Compensatory Method	Remarks	Callback	Shift	Clock In
26972	A11008		2019-05-01	2019-05-01	OTC	08:30	20:30	10.50	PH 3.0x	Cash Out	ASSEMBLY	-	PH	08:22:00
26084	A11008		2019-04-17	2019-04-17	OTB	18:00	20:30	2.50	OD 1.5x	Cash Out	System auto proposed Working Day	-	0830-1730	08:19:00
22277	A11008		2019-04-16	2019-04-16	OTB	18:00	20:30	2.50	OD 1.5x	Cash Out	System auto proposed Working Day	-	0830-1730	08:20:00
22276	A11008		2019-04-15	2019-04-15	OTB	18:00	20:30	2.50	OD 1.5x	Cash Out	System auto proposed Working Day	-	0830-1730	08:17:00
26083	A11008		2019-04-12	2019-04-12	OTB	18:00	20:30	2.50	OD 1.5x	Cash Out	System auto proposed Working Day	-	0830-1730	08:18:00
22275	A11008		2019-04-11	2019-04-11	OTB	18:00	20:30	2.50	OD 1.5x	Cash Out	System auto proposed Working Day	-	0830-1730	08:18:00
22274	A11008		2019-04-10	2019-04-10	OTB	18:00	20:30	2.50	OD 1.5x	Cash Out	System auto proposed Working Day	-	0830-1730	08:20:00
22273	A11008		2019-04-09	2019-04-09	OTB	18:00	20:30	2.50	OD 1.5x	Cash Out	System auto proposed Working Day	-	0830-1730	08:20:00
22272	A11008		2019-04-08	2019-04-08	OTB	18:00	20:30	2.50	OD 1.5x	Cash Out	System auto proposed Working Day	-	0830-1730	08:19:00
22271	A11008		2019-04-05	2019-04-05	OTB	18:00	20:30	2.50	OD 1.5x	Cash Out	System auto proposed Working Day	-	0830-1730	08:20:00

<

<

1

2

3

4

5

...

41

>

>

Show 5 Employees

(4)

Step 1: Click on Customize Columns to show more columns

Step 2: Click on Export to download report to excel, or generate print report.

Step 3: Click on Refresh to retrieve latest data.

Step 4: Paging and no. of employee per page

Step 5: Apply Filter to for user preference report format.

Step 6: Click Retrieve to filter the data.

Filter

Apply Filter (5)

Overtime Date

2019-02-01

To

2019-04-30

Approval Date

To

Approval Time

To

Status

Select options

Overtime Type

Select options

(6)

Retrieve

Clear Filter