User Guide

New Overtime

Overtime Reminder Setup

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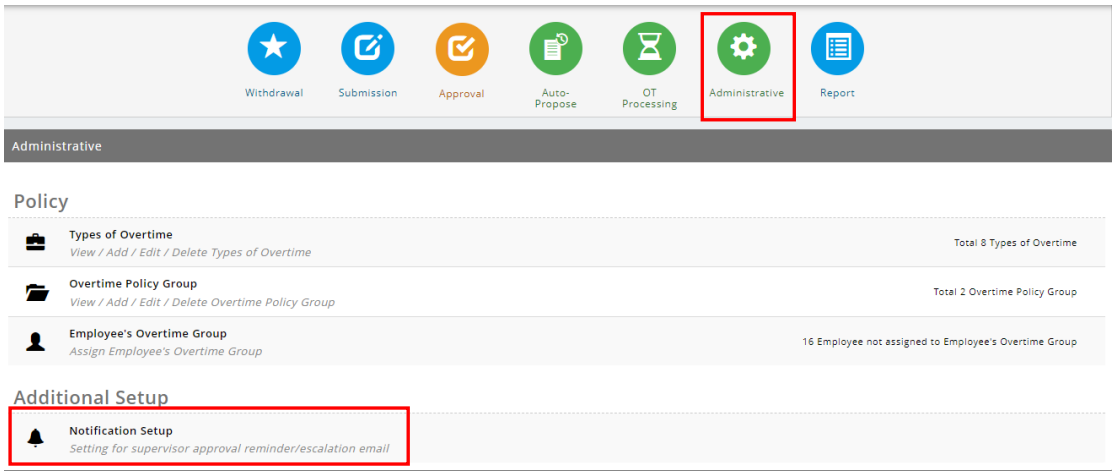
OVERTIME REMINDER SETUP

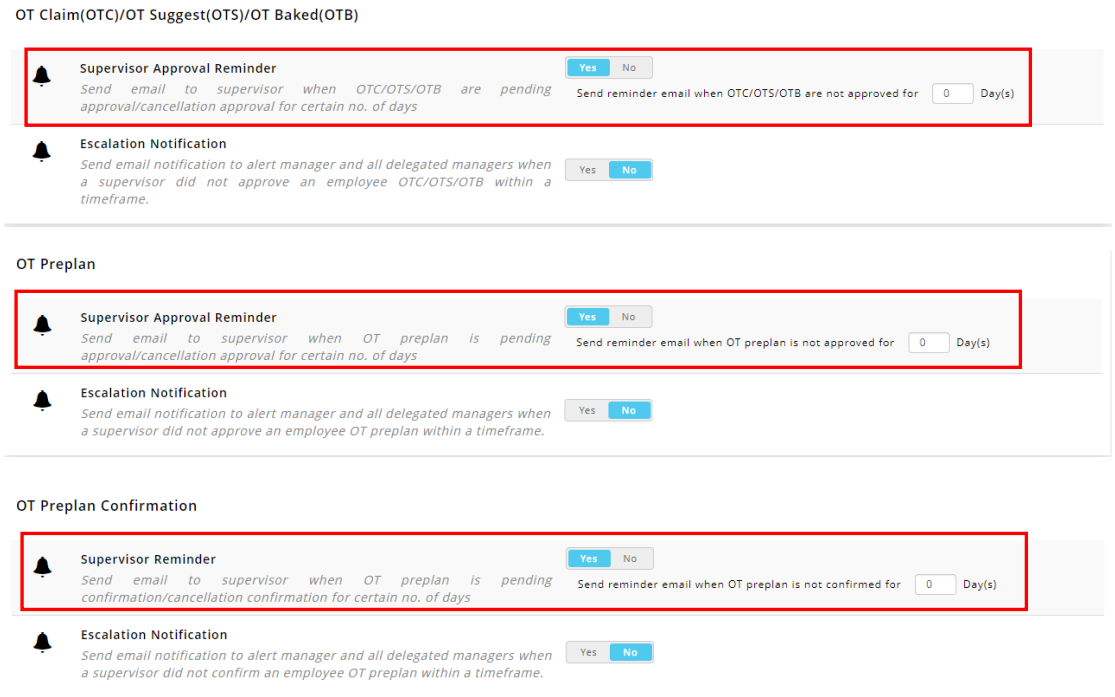
Overtime reminder feature allows Admin to turn on email reminders for supervisor overtime records which are pending approval/confirmation. Admin is allowed to set desired number of days before email is sent to supervisor to remind them to approve/confirm pending overtime records.

1.1 Enable Supervisor Approval Reminder

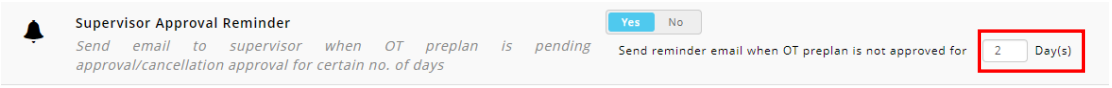
1. Under the toolbar Menu, look for **Administrative** tab, then select **Notification Setup** under Additional Setup.



2. Scroll to the desired OT type that the user wish to enable for. The available OT types are **OT Claim (OTC)/OT Suggest (OTS)/OT Baked (OTB)**, **OT Preplan** and **OT Preplan Confirmation**. Under **Supervisor Approval Reminder**, click Yes to turn on the feature.



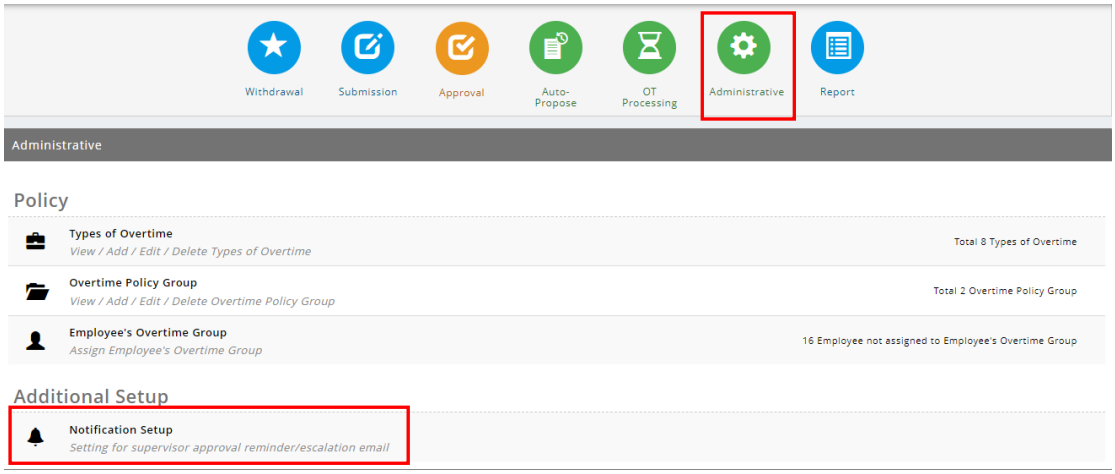
3. Enter number of days before email is to be sent in the text box.



4. Click on ✔ Save button to save the changes or ✖ Cancel to cancel changes made

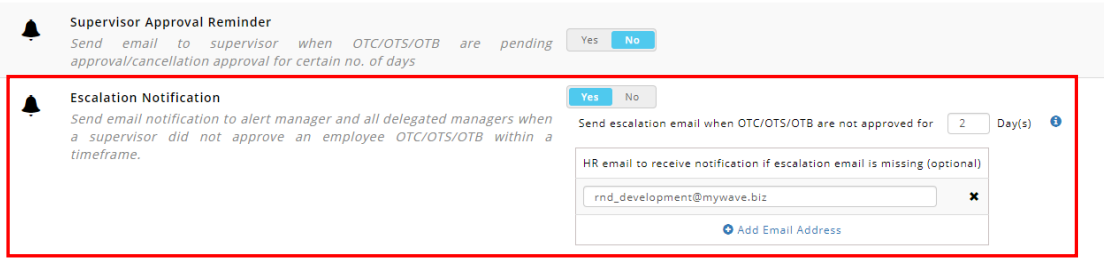
1.2 Enable Escalation Notification

1. Under the toolbar Menu, look for **Administrative** tab, then select **Notification Setup** under Additional Setup.

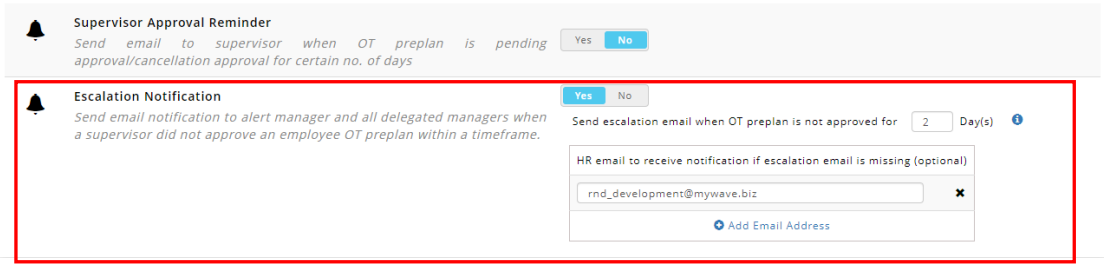


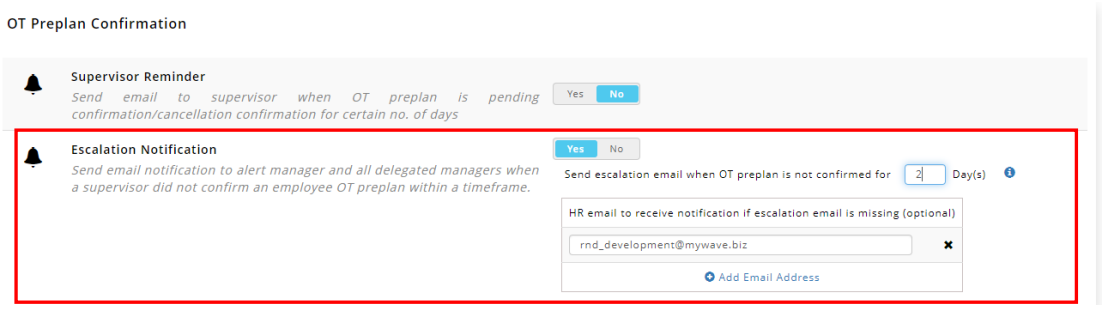
2. Scroll to the desired OT type that the user wish to enable for. The available OT types are **OT Claim (OTC)/OT Suggest (OTS)/OT Baked (OTB)**, **OT Preplan** and **OT Preplan Confirmation**. Under **Escalation Notification**, click Yes to turn on the feature.

OT Claim(OTC)/OT Suggest(OTS)/OT Baked(OTB)

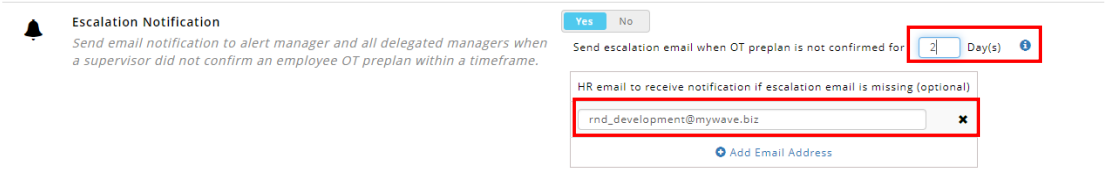


OT Preplan





3. Enter number of days before email is to be sent and email address in the respective fields.



4. Click on Add Email Address to add another email address or click on ✖ to remove an email address.
5. Click on ✔ Save button to save the changes or ✖ Cancel to cancel changes made