

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.

The screenshot shows the 'Administrative' tab selected in the top toolbar. Below the toolbar, the 'Administrative' section is active. Under the 'Additional Setup' heading, the 'Notification Setup' option is highlighted with a red box. The 'Notification Setup' option is described as 'Setting for supervisor approval reminder/escalation email'.

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.

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

The screenshot shows the 'Supervisor Approval Reminder' settings for OT Claim(OTC)/OT Suggest(OTS)/OT Baked(OTB). The 'Supervisor Approval Reminder' section is highlighted with a red box. It shows a 'Yes' button selected and a 'No' button. Below it, there is a description: 'Send email to supervisor when OTC/OTS/OTB are pending approval/cancellation approval for certain no. of days'. To the right, there is a field for 'Send reminder email when OTC/OTS/OTB are not approved for' with a value of '0' and a unit of 'Day(s)'. Below this, there is an 'Escalation Notification' section with a 'Yes' button selected and a 'No' button.

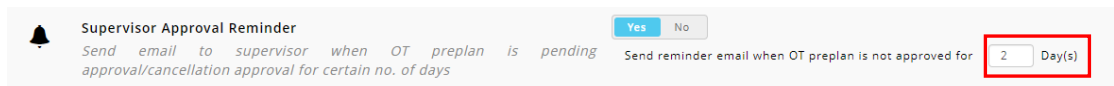
OT Preplan

The screenshot shows the 'Supervisor Approval Reminder' settings for OT Preplan. The 'Supervisor Approval Reminder' section is highlighted with a red box. It shows a 'Yes' button selected and a 'No' button. Below it, there is a description: 'Send email to supervisor when OT preplan is pending approval/cancellation approval for certain no. of days'. To the right, there is a field for 'Send reminder email when OT preplan is not approved for' with a value of '0' and a unit of 'Day(s)'. Below this, there is an 'Escalation Notification' section with a 'Yes' button selected and a 'No' button.

OT Preplan Confirmation

The screenshot shows the 'Supervisor Reminder' settings for OT Preplan Confirmation. The 'Supervisor Reminder' section is highlighted with a red box. It shows a 'Yes' button selected and a 'No' button. Below it, there is a description: 'Send email to supervisor when OT preplan is pending confirmation/cancellation confirmation for certain no. of days'. To the right, there is a field for 'Send reminder email when OT preplan is not confirmed for' with a value of '0' and a unit of 'Day(s)'. Below this, there is an 'Escalation Notification' section with a 'Yes' button selected and a 'No' button.

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



Supervisor Approval Reminder
 Send email to supervisor when OT preplan is pending approval/cancellation approval for certain no. of days

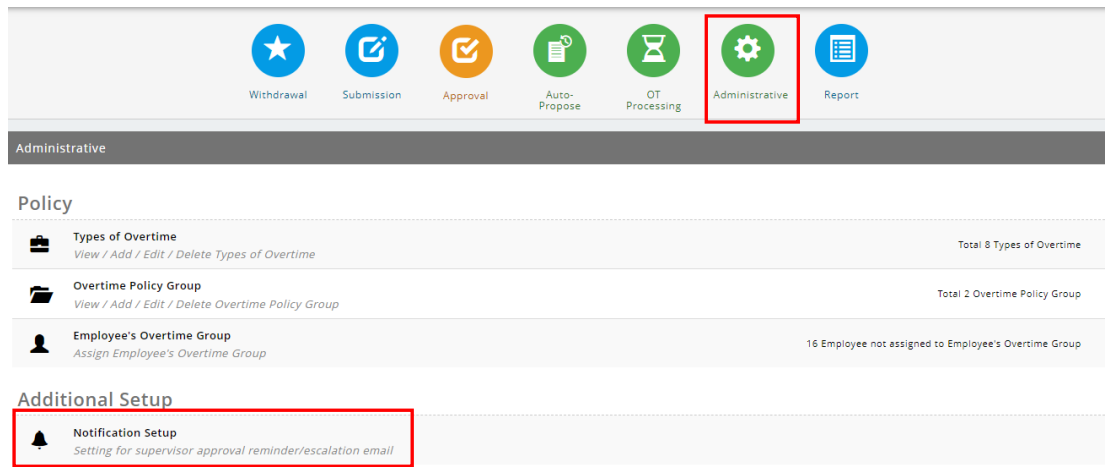
Yes No

Send reminder email when OT preplan is not approved for Day(s)

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.



Administrative

Policy

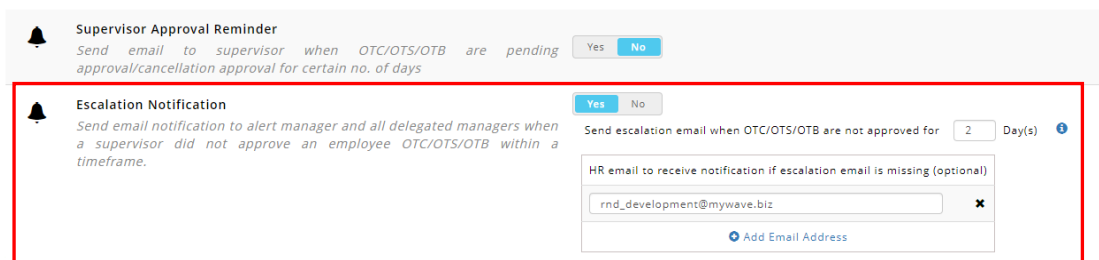
- Types of Overtime**
View / Add / Edit / Delete Types of Overtime Total 8 Types of Overtime
- Overtime Policy Group**
View / Add / Edit / Delete Overtime Policy Group Total 2 Overtime Policy Group
- Employee's Overtime Group**
Assign Employee's Overtime Group 16 Employee not assigned to Employee's Overtime Group

Additional Setup

- Notification Setup**
Setting for supervisor approval reminder/escalation email

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)



Supervisor Approval Reminder
 Send email to supervisor when OTC/OTS/OTB are pending approval/cancellation approval for certain no. of days

Yes No

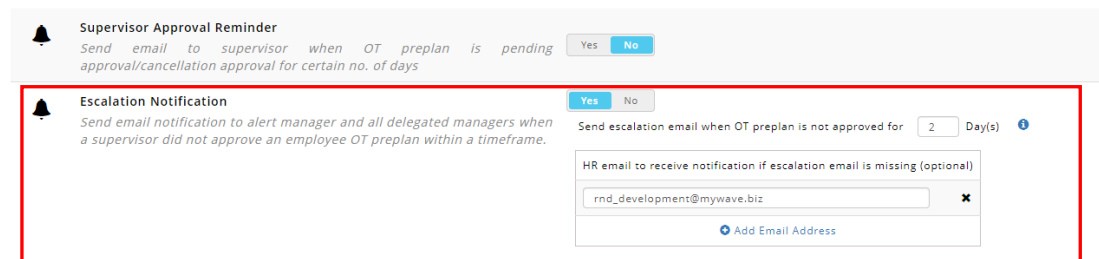
Escalation Notification
 Send email notification to alert manager and all delegated managers when a supervisor did not approve an employee OTC/OTS/OTB within a timeframe.

Send escalation email when OTC/OTS/OTB are not approved for Day(s)

HR email to receive notification if escalation email is missing (optional)

[Add Email Address](#)

OT Preplan



Supervisor Approval Reminder
 Send email to supervisor when OT preplan is pending approval/cancellation approval for certain no. of days

Yes No


Escalation Notification
 Send email notification to alert manager and all delegated managers when a supervisor did not approve an employee OT preplan within a timeframe.


Send escalation email when OT preplan is not approved for Day(s)


HR email to receive notification if escalation email is missing (optional)


[Add Email Address](#)

OT Preplan Confirmation

**Supervisor Reminder**
Send email to supervisor when OT preplan is pending confirmation/cancellation confirmation for certain no. of days


**Escalation Notification**
Send email notification to alert manager and all delegated managers when a supervisor did not confirm an employee OT preplan within a timeframe.


Send escalation email when OT preplan is not confirmed for Day(s) 


HR email to receive notification if escalation email is missing (optional)
 

[Add Email Address](#)


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

**Escalation Notification**
Send email notification to alert manager and all delegated managers when a supervisor did not confirm an employee OT preplan within a timeframe.

Send escalation email when OT preplan is not confirmed for Day(s) 

HR email to receive notification if escalation email is missing (optional)
 

[Add Email Address](#)

4. Click on [Add Email Address](#) to add another email address or click on  to remove an email address.
5. Click on button to save the changes or to cancel changes made