User Guide
New Overtime
Admin Mode

CONTENTS

OVERTIME APPLICATION

To perform Overtime submission, please ensure that employee is being assigned to OT Policy Group with given effective date.

1.1 Submit Overtime Request on Behalf Of

Click the **Submission** icon highlighted below
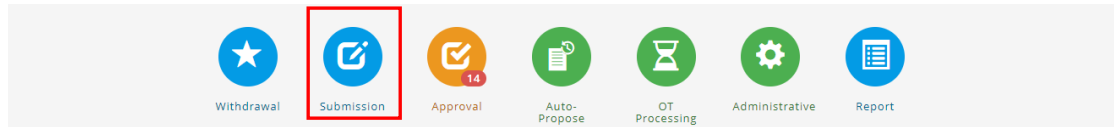
Once the dialog box appears (as shown the above), under select **Admin** mode to apply for overtime request.

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. Select whether you are applying on behalf of **Employee** or **Supervisor**

3. If applying on behalf of **employee** select the desired employee from the list

4. If applying on behalf of **supervisor** select the desired supervisor from the list then select the employee(s) to apply overtime request for.

5. Insert date range

6. Insert time range

7. Fill in remarks if necessary

8. Select compensatory method (if required based on setting) from the list. Compensatory method for application on behalf of supervisor will be shown as below
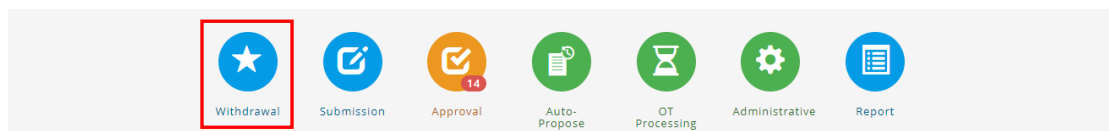
Employee No.	⇕	Employee Name	⇕	Compensatory Method	⇕
▮▮▮		▮▮▮ ▮▮ ▮▮▮▮		Cash Out ⌄	
▮ ▮▮		▮▮▮ ▮▮▮ ▮▮▮▮		Leave ⌄	

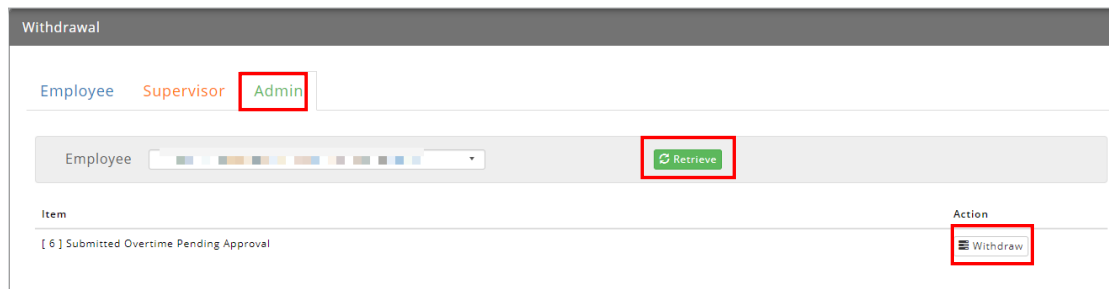9. Click ✔Submit to submit the OT request.

1.2 Withdraw OT Records

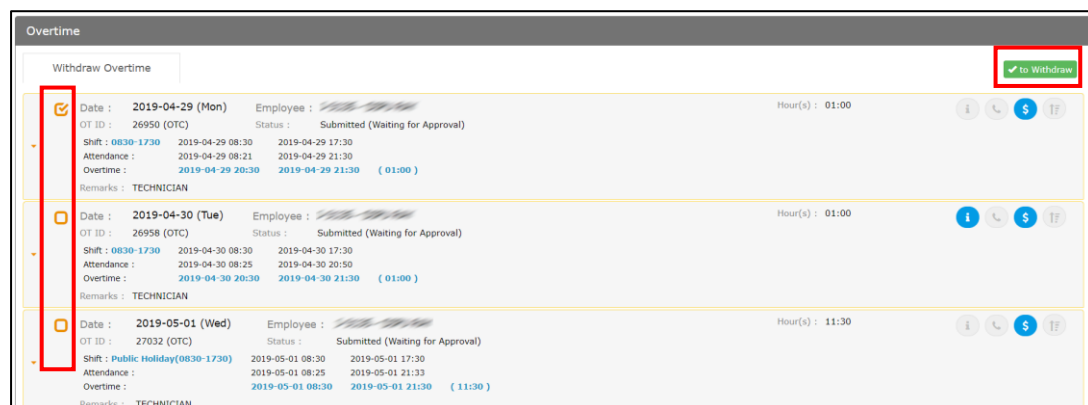Only allows to withdraw OT Records which at status of pending approval.

Click the **Withdraw** icon highlighted below.

Select **Admin** mode**.**

Select an employee from the list and click ⟳ Retrieve. 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 Withdraw to proceed.

1.3 Add Overtime request to list and save as draft

This function allows admins to create an Overtime request 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.

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** or **Supervisor**.

3. If applying on behalf of **employee** select the desired employee from the list

4. If applying on behalf of **supervisor** select the desired supervisor from the list then select the employee(s) to apply overtime request for.

5. Insert date range

6. Insert time range

7. Fill in remarks if necessary

8. Select compensatory method (if required based on setting) from the list. Compensatory method for application on behalf of supervisor will be shown as below

9. Click ![Add to list] to add item to list and save as draft.

1.4 Submit Overtime Items added to list

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

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

2. Select whether is submit on behalf of **Employee** or **Supervisor**

3. If applying on behalf of **employee** select the desired employee from the list

4. If applying on behalf of **supervisor** select the desired supervisor from the list

5. Click on ☰ OTP Add to list at the top-right corner and a list of overtime record will be shown.

6. Tick the Overtime Record that you wish to submit.

7. Select **Submit Selected Overtime** to submit Overtime record.

1.5 Remove item that have been added to list

Click on **OTP Add to list** at the top-right corner and a list of overtime record will be shown.
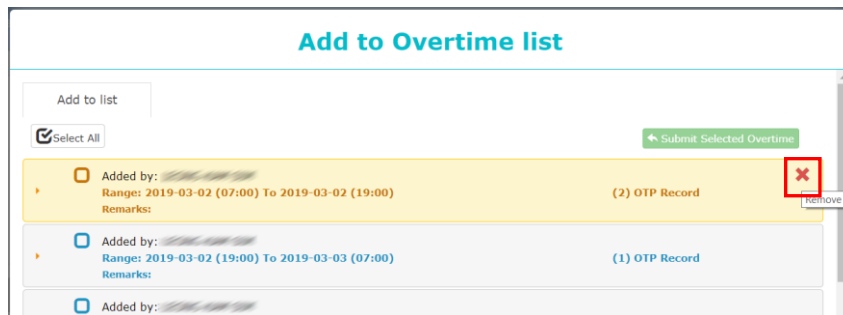
Option 1: To remove all items include the main header.

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 x icon to select only certain record to delete.
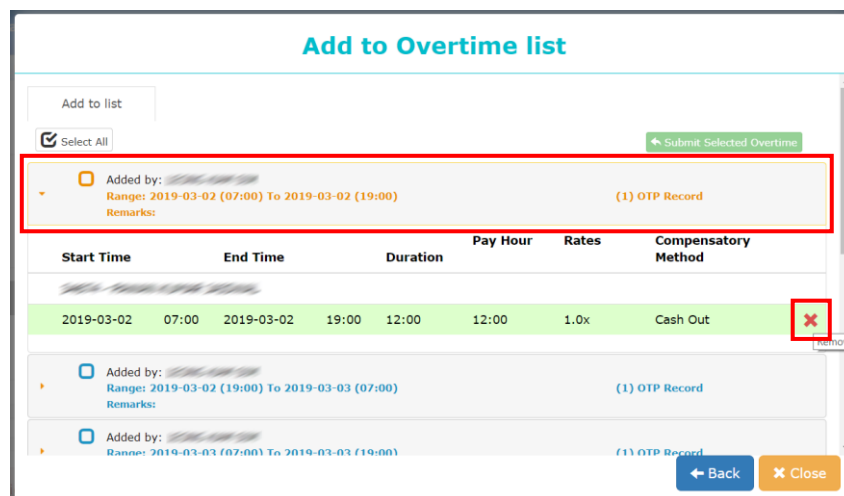
**Option 2**: To remove only certain item inside the header.

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

OVERTIME PROCESSING

2.1 Amend/Cancel Overtime Record

Overtime Processing function allows HR Admin to make amendments on the approved overtime records, for example overtime rates

1. Click the **OT Processing** icon highlighted below.
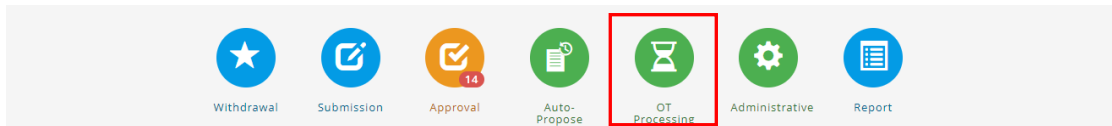
2. Apply the desired filters and click **Retrieve**

3. Admin can amend **Approve Hour(s)**, then the Pay Hour will be recalculated based on the overtime rate settings.
4. Admin can also cancel overtime by ticking the checkbox under **Cancel Overtime** column
5. Click **Save** to confirm changes to overtime records.

2.2 Process OT Auto Propose

OT Auto Propose function allows HR Admin to automate the calculation of overtime based on definable day type (pay rate), shift work and total worked hours.

Click the **Auto Propose** icon highlighted below.
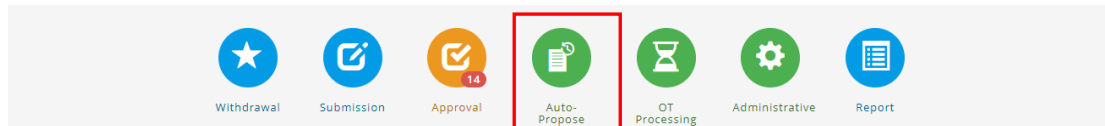
Step 1: Select the desired filters based on preference

Step 2**:** Select whether you want to process **Auto Propose Baked-In (OTB)** or **Auto Suggest Overtime (OTS)**

Step 3: Select whether you want to **Process on retrieve**

Step 4: Select whether you want to **Export on retrieve**

Step 5: Click [Retrieve] to retrieve record.
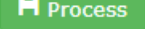
Definition:

Option	Description
Auto-Propose Baked-in (OTB)	Baked-In means adjustment total work hours (Based on shift hours setup & attendance). Additional work hours have been baked in daily work hours.
Auto-Suggest Overtime (OTS)	Control to automate calculation of overtime based on the pre-set policy and attendance record.
Processing OT Retrieve	To process Auto-Propose OT Record after click [Retrieve]
Export Retrieved OT	To export OT Record after click [Retrieve].

Step 7**:** After overtime record list is retrieved, tick the desired record under **Select All** column

Note:

1) Invalid records/Records with errors will be blocked from processing.
2) Overlapping records can be processed but the current existing record will be deleted.

Step 8**:** Click [⊞ Process] to proceed.

| Day Type	Shift	Shift Start	Shift End	Clock In (Date)	Clock Out (Date)	Clock In (Time)	Clock Out (Time)	Overtime Type	Start Date	End Date	Start Time	End Time	Duration	Pay	Error	Valid Overtime Record	Status	Select All
-Filter- ▼								- ▼								- ▼	Va ▼	-	▼
ublic oliday	Public Holiday			2019-01-01	2019-01-01	07:04	22:11	OTS	2019-01-01	2019-01-01	07:04	19:04	12.00	4.00 [x] 1.5x (Cash Out) 4.00 [x] 2.0x (Cash Out) 4.00 [x] 3.0x (Cash Out)		Valid	Pending Propose	☑
Vorking Day	J_m	08:30	17:30	2019-01-02	2019-01-02	08:00	21:00	OTB	2019-01-02	2019-01-02	18:00	20:30	2.50	2.50 [x] 1.5x (Cash)	Record Overlap Issue	Valid	Pending Propose (overwrite)	☐
Vorking Day	J_m	08:30	17:30	2019-01-04	2019-01-04	08:00	21:00	OTB	2019-01-04	2019-01-04	18:00	20:30	2.50	2.50 [x] 1.5x (Cash)	Record Overlap Issue	Valid	Pending Propose (overwrite)	☐
ff Day	Off Day			2019-01-06	2019-01-06	08:00	18:00	OTS	2019-01-06	2019-01-06	08:00	18:00	10.00	10.00 [x] 1.5x (Cash Out)	Record Overlap Issue	Valid	Pending Propose (overwrite)	☐
Vorking Day	J_N	20:30	04:30	2019-01-07	2019-01-08	20:00	06:30	OTB	2019-01-08	2019-01-08	05:00	06:30	1.50	1.50 [x] 1.5x (Cash)	Record Overlap Issue	Valid	Pending Propose (overwrite)	☐
Vorking Day	J_N	20:30	04:30	2019-01-08	2019-01-09	20:00	09:00	OTB	2019-01-09	2019-01-09	05:00	08:30	3.50	3.50 [x] 1.5x (Cash)	Record Overlap Issue	Valid	Pending Propose (overwrite)	☐
Vorking Day	J_N	20:30	04:30	2019-01-09	2019-01-10	21:00	09:00	OTB	2019-01-10	2019-01-10	05:00	08:30	3.50	3.50 [x] 1.5x (Cash)	Record Overlap Issue	Valid	Pending Propose (overwrite)	☐
Vorking Day	J_m	08:30	17:30	2019-01-14	2019-01-14	08:00	19:15	OTB	2019-01-14	2019-01-14	18:00	19:15	1.25	1.25 [x] 1.5x (Cash)	Record Overlap Issue	Valid	Pending Propose (overwrite)	☐
Vorking Day	J_m	08:30	17:30	2019-01-15	2019-01-16	20:00	08:00	OTB	2019-01-15	2019-01-15	18:00	20:30	2.50	2.50 [x] 1.5x (Cash)	Record Overlap Issue	Valid	Pending Propose (overwrite)	☐
Vorking Day	J_m	08:30	17:30	2019-01-16	2019-01-16	16:00	19:00	OTB	2019-01-16	2019-01-16	18:00	19:00	1.00	1.00 [x] 1.5x (Cash)	Record Overlap Issue	Valid	Pending Propose (overwrite)	☐

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OVERTIME REPORT

3.1 Retrieve and view employee overtime records
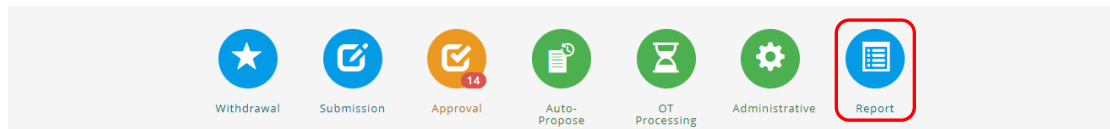
1. To view more details about Employee Overtime, click on the **Report** icon.
2. Select **Admin** Tab, and it will display all reports which available. Click on the **General** report to view.
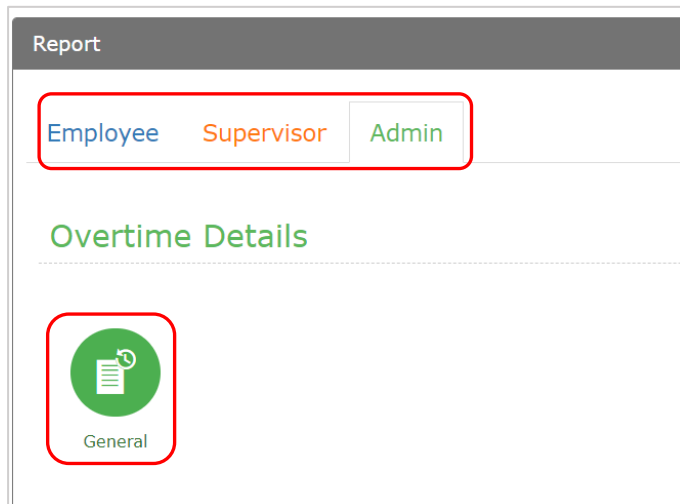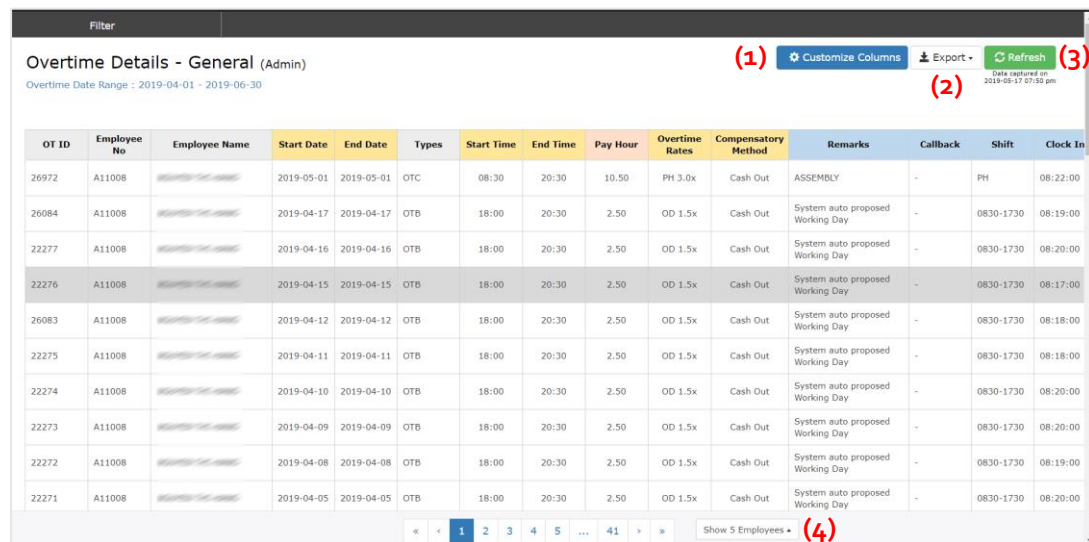

List of reports:

a. Overtime Detail
   - General

Overtime Details (General)

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

The overtime breakdown shows:

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

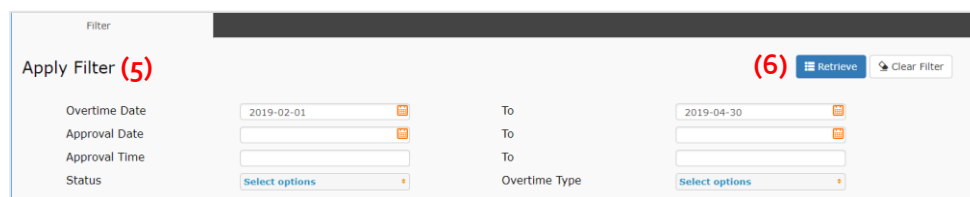Step 1: Click on **Customize Columns** to show more columns

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.