

# User Guide

## New Overtime

Admin Mode



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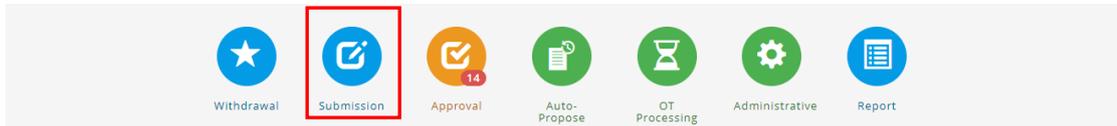
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## OVERTIME APPLICATION

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



### Submit Overtime

Employee Supervisor **Admin** OTC Add to list

Overtime Type : **OTC** OTP

On Behalf Of : **Employee** Supervisor

Employee \* :

Callback : **No** Yes

Compensatory Method : Leave

Overtime Date \* : 2022-04-04 2022-04-04 1 day(s)

Time : 00:00 05:00 05:00 Hour(s)

Remarks :

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

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

- Select compensatory method (if required based on setting) from the list.

Compensatory method for application on behalf of supervisor will be shown as below

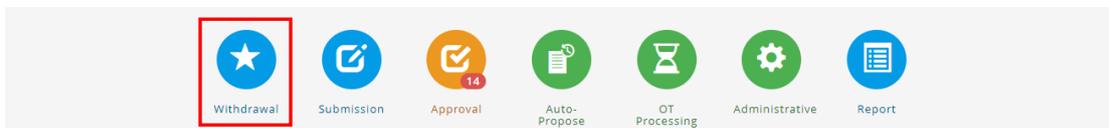
Employee No.	Employee Name	Compensatory Method
[Employee Icon]	[Employee Name]	Cash Out
[Employee Icon]	[Employee Name]	Leave

- Click  to submit the OT request.

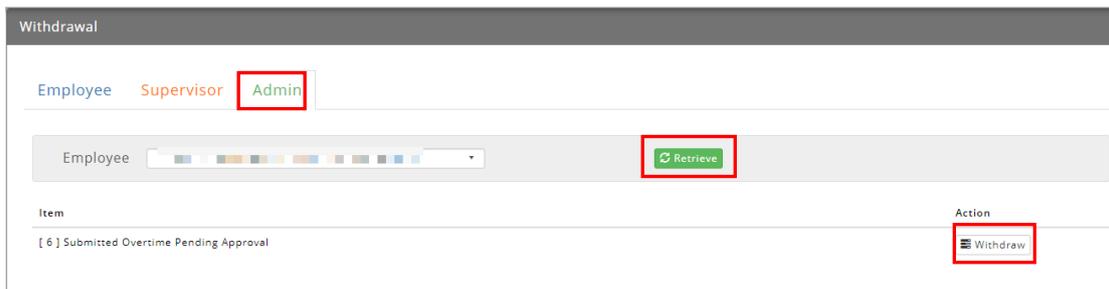
## 1.2 Withdraw OT Records

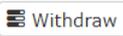
Only allows to withdraw OT Records which at status of pending approval.

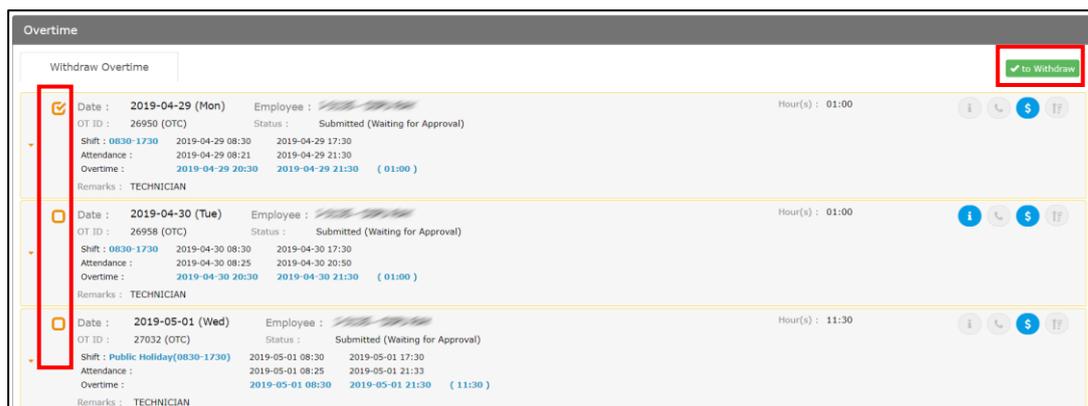
Click the **Withdraw** icon highlighted below.



Select **Admin** mode.



Select an employee from the list and click . Then click  to withdraw OT Records.



Follow the steps below to withdraw an overtime record:

- Tick the option for withdrawal.
- Click  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.

### Submit Overtime

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Employee   Supervisor   **Admin**0 OTC Add to list

Overtime Type : OTC OTP

On Behalf Of : Employee Supervisor

Employee \* :  ▼

Callback : No Yes

Compensatory Method :  ▼

Overtime Date \* : 2022-04-04 2022-04-04 1 day(s)

Time : 00:00 05:00 05:00 Hour(s)

Remarks :  500

+ Add to list ✓ Submit ✕ Close

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

Employee No.	Employee Name	Compensatory Method
		<span style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block; width: 80px; height: 15px; background-color: #f0f0f0;"></span> ▼ Cash Out
		<span style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block; width: 80px; height: 15px; background-color: #f0f0f0;"></span> ▼ Leave

9. Click + Add to list to add item to list and save as draft.

## 1.4 Submit Overtime Items added to list

### Submit Overtime

Employee Supervisor **Admin** 0 OTC Add to list

Overtime Type : **OTC** OTP

On Behalf Of : **Employee** Supervisor

Employee x:

Callback : **No** Yes

Compensatory Method : Leave

Overtime Date x: 2022-04-04 2022-04-04 1 day(s)

Time : 00:00 05:00 05:00 Hour(s)

Remarks :

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

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 0 OTC Add to list at the top-right corner and a list of overtime record will be shown.

### Add to Overtime list

Add to list Submit Selected Overtime

Select All

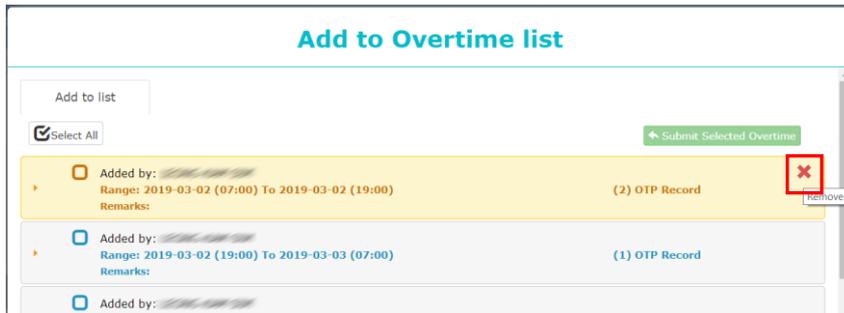
<input checked="" type="checkbox"/>	Added by: ██████████ Range: 2019-03-02 (07:00) To 2019-03-02 (19:00) Remarks: (2) OTP Record
<input checked="" type="checkbox"/>	Added by: ██████████ Range: 2019-03-02 (19:00) To 2019-03-03 (07:00) Remarks: (1) OTP Record
<input type="checkbox"/>	Added by: ██████████ Range: 2019-03-03 (07:00) To 2019-03-03 (19:00) Remarks: (1) OTP Record
<input type="checkbox"/>	Added by: ██████████ Range: 2019-03-04 (07:00) To 2019-03-04 (19:00) Remarks: (1) OTP Record
<input type="checkbox"/>	Added by: ██████████ Range: 2019-03-04 (19:00) To 2019-03-05 (07:00) Remarks: (1) OTP Record

**← Back** **✕ Close**

6. Tick the Overtime Record that you wish to submit.
7. Select  to submit Overtime record.

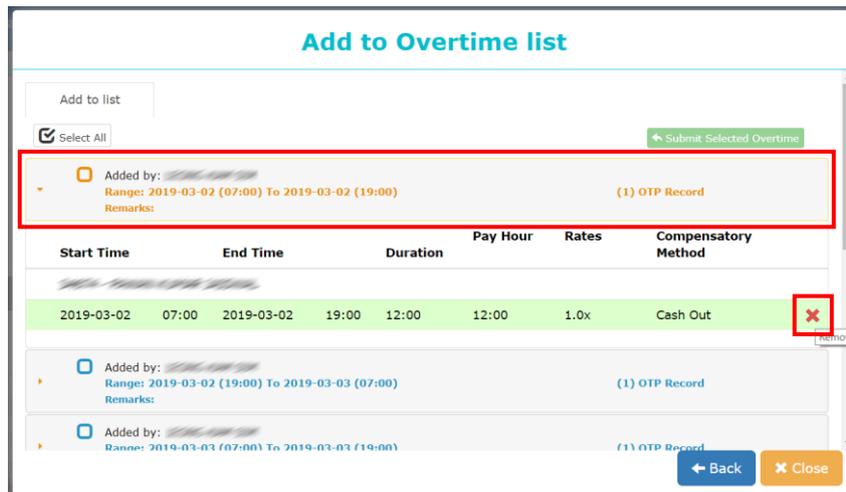
### 1.5 Remove item that have been added to list

Click on  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  icon to select only certain record to delete.



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

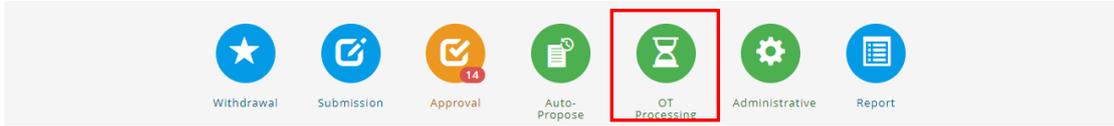
If user wish to clear all record belonged to the main title, select **the header**, then mouse over to greyed-out  icon to delete **all records** inside the main header.

# OVERTIME 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**

**OT Processing**

Employee :

Overtime Date\* :  To

Approval Date :  To

**Please fill up the fields required to retrieve info.**

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  to confirm changes to overtime records.

**OT Processing**

Employee :

Overtime Date\* :  To

Approval Date :  To

	Date	Start Date	End Date	Start Time	End Time	OT Hours	Approve Hour(s)	Pay Hour [x] Rates (Compensatory Method)	Remarks	Shift	Clock In	Clock Out	Actual Worked Hours	Cancel Overtime	Changes
	-Filter-														-F
	2019-01-09	2019-01-09	2019-01-09	18:00	20:30	02:30	04:00	4.00 [x] WD 1.5x (Cash Out)	System ...	0830-1730	08:23	20:32	12:09	<input type="checkbox"/>	<input type="button" value="F"/>
	2019-01-01	2019-01-01	2019-01-01	08:30	17:30	08:00	08:00	8.00 [x] PH 2.0x (Cash Out)	ASSY CA..	PH	08:05	20:31	12:26	<input type="checkbox"/>	
	2019-01-01	2019-01-01	2019-01-01	18:00	20:30	02:30	02:30	2.50 [x] PH 3.0x (Cash Out)	ASSY CA..	PH	08:05	20:31	12:26	<input type="checkbox"/>	
	2019-01-02	2019-01-02	2019-01-02	18:00	20:30	02:30	02:30	2.50 [x] OD 1.5x (Cash Out)	Baked I...	0830-1730	08:22	20:32	12:10	<input type="checkbox"/>	
	2019-01-03	2019-01-03	2019-01-03	18:00	20:30	02:30	02:30	2.50 [x] OD 1.5x (Cash Out)	Baked I...	0830-1730	08:16	20:33	12:17	<input type="checkbox"/>	
	2019-01-04	2019-01-04	2019-01-04	18:00	20:30	02:30	02:30	2.50 [x] OD 1.5x (Cash Out)	Baked I...	0830-1730	08:22	20:32	12:10	<input type="checkbox"/>	
	2019-01-05	2019-01-05	2019-01-05	13:30	20:30	07:00	07:00	7.00 [x] OD 1.5x (Cash Out)	Baked I...	0830-1300	08:20	20:30	12:10	<input type="checkbox"/>	

## 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

**Auto-Propose**

Date : 2020-01-15 To 2020-01-15 **Step 1**

Department :

Job Level :

Job Class :

Supervisor :

---

Employee :

Auto-Propose Baked-In (OTB) :   **Step 2**

Auto-Suggest Overtime (OTS) :   **Step 3**

Processing OT Retrieval :   **Step 4**

Export Retrieved OT :   **Step 5**

Please fill up the fields required to retrieve info.

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  to retrieve record.

### Definition:

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

Step 7



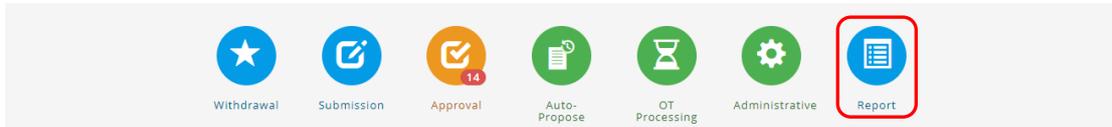
Day Type	Shift	Shift Start	Shift End	Clock In (Date)	Clock Out (Date)	Clock In (Time)	Clock Out (Time)	Overtime Type	Start Date	End Date	Start Time	End Time	Duration	Pay	Error	Valid Overtime Record	Status	Select All
Public Holiday	Public Holiday			2019-01-01	2019-01-01	07:04	22:11	OT5	2019-01-01	2019-01-01	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 Proposa	<input checked="" type="checkbox"/>
Working 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)	<input type="checkbox"/>
Working 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)	<input type="checkbox"/>
Off Day	Off Day			2019-01-06	2019-01-06	08:00	18:00	OT5	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)	<input type="checkbox"/>
Working 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)	<input type="checkbox"/>
Working 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)	<input type="checkbox"/>
Working 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)	<input type="checkbox"/>
Working 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)	<input type="checkbox"/>
Working 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)	<input type="checkbox"/>
Working Day	J_m	08:30	17:30	2019-01-16	2019-01-16	18:00	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)	<input type="checkbox"/>

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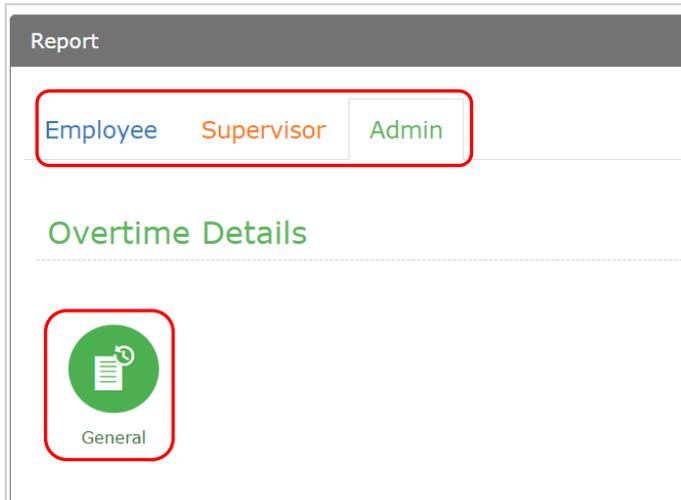
Step 6

## 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 1<sup>st</sup> – end of previous month, current month, and next month.

**Overtime Details - General (Admin)**  
Overtime Date Range : 2019-04-01 - 2019-06-30

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

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.

**Apply Filter (5)**

Overtime Date: 2019-02-01 To: 2019-04-30

Approval Date: [ ] To: [ ]

Approval Time: [ ]

Status: [Select options](#)

Overtime Type: [Select options](#)

**(6) Retrieve** [Clear Filter](#)