

# User Guide

## New Overtime

User Mode



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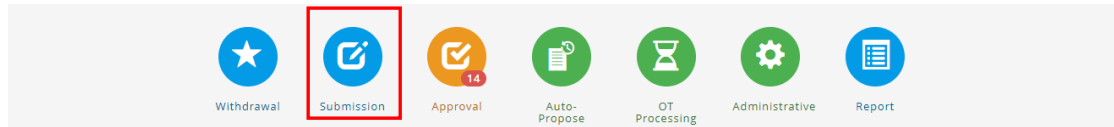
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## OVERTIME APPLICATION

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

### 1.1 Submit Overtime Request

Click the **Submission** icon highlighted below



### Submit Overtime

Employee

Supervisor

Admin

OTC Add to list

Overtime Type : ☒ OTC ☐ OTP

Employee :

Callback : ☒ No ☐ Yes

Compensatory Method :

Overtime Date :   1 day(s)

Time :   01:00 Hour(s)

Remarks :

Once the dialog box appears (as shown the above), under select **Employee** mode to apply for overtime request.

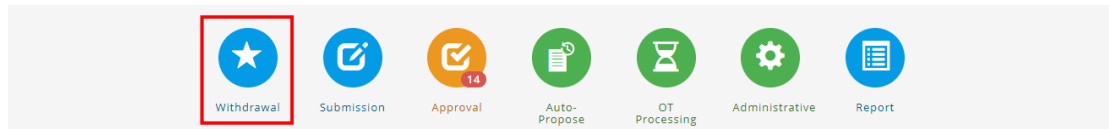
Follow the steps below to submit overtime request:

1. Select types of Overtime (if options are set for OTC (OT Claim) / OTP (OT Pre-Plan) / Callback
2. Insert date range
3. Insert time range
4. Fill in remarks if necessary
5. Select compensatory method (if required based on setting) from the list.
6. Click  to submit the OT request.

## 1.2 Withdraw OT Records


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

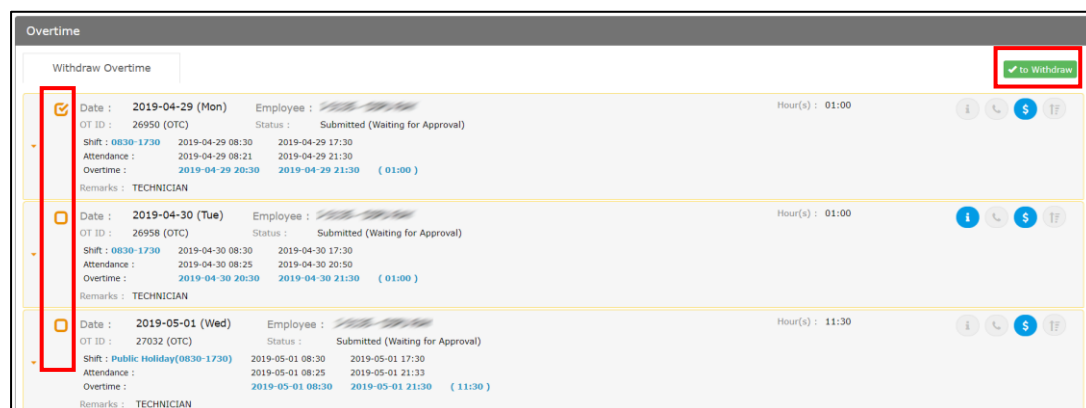
Click the **Withdraw** icon highlighted below.



Select **Employee** mode.



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.

### 1.3 Add Overtime request to list and save as draft

This function allows users 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

Employee

Supervisor

Admin

OTC Add to list

Overtime Type : 

OTC

OTP

Employee :

Callback : 

No

Yes

Compensatory Method : 

Leave

Overtime Date : 

2022-05-02

2022-05-02

1 day(s)

Time : 

04:00

05:00

01:00 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. Insert date range
3. Insert time range
4. Fill in remarks if necessary
5. Select compensatory method (if required based on setting) from the list.
6. 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

Overtime Type : **OTC** OTP

Employee :

Callback : **No** Yes

Compensatory Method : **Leave**

Overtime Date : 2022-05-02 2022-05-02 1 day(s)

Time : 04:00 05:00 01:00 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.
2. Click on **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

☒ Select All

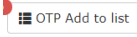
**Submit Selected Overtime**

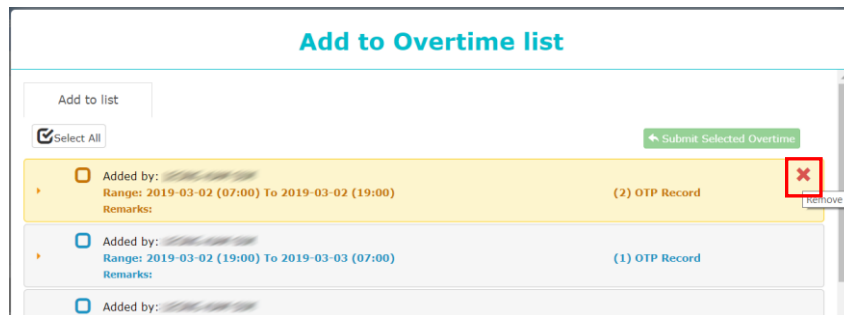
<input checked="" type="checkbox"/>	Added by: <input type="text"/> Range: 2019-03-02 (07:00) To 2019-03-02 (19:00) Remarks: (2) OTP Record
<input checked="" type="checkbox"/>	Added by: <input type="text"/> Range: 2019-03-02 (19:00) To 2019-03-03 (07:00) Remarks: (1) OTP Record
<input type="checkbox"/>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

**Back** **Close**


3. Tick the Overtime Record that you wish to submit.
4. Select **Submit Selected Overtime** to submit Overtime record.

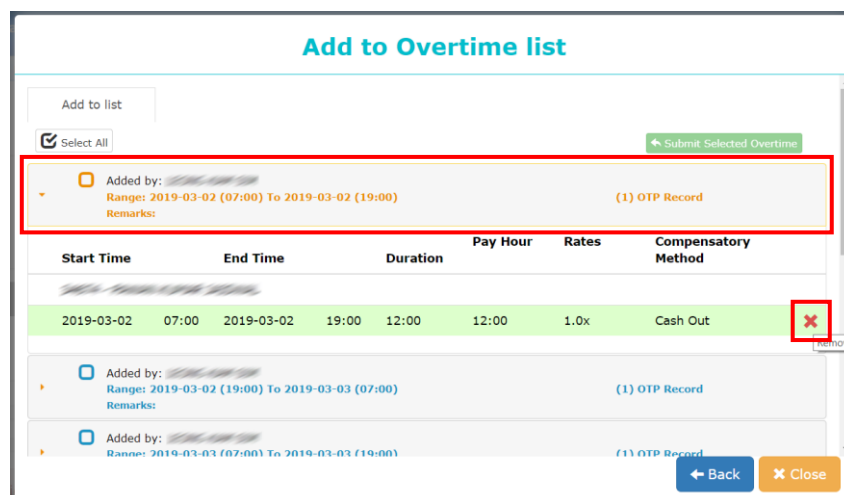
## 1.5 Remove item that have been added to list

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.

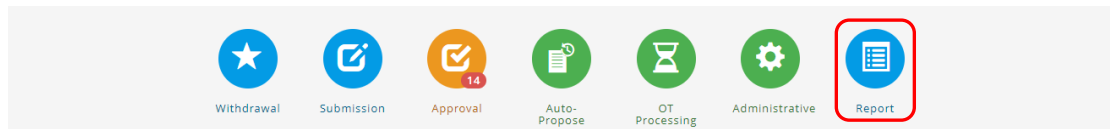


**Option 2:** To remove only certain item inside the header.

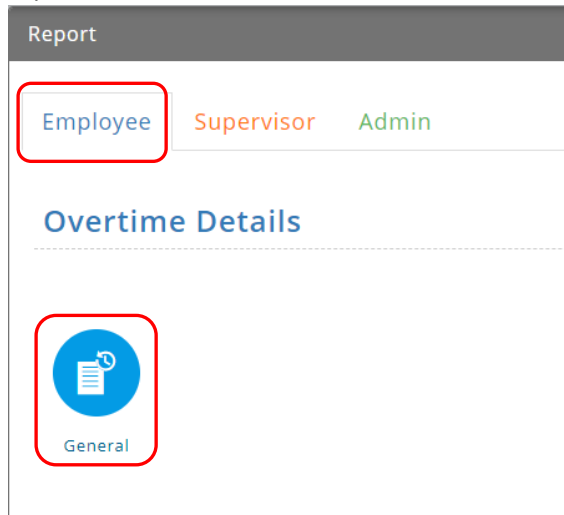
If user with to clear all record belonged to the main title, select **the header**, then mouse over to greyed-out  icon to delete **all records** inside the main header.

## OVERTIME REPORT

### 2.1 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)

The report shows previous, current and next month data as the default.

Filter														
Overtime Details - General (5)														
Overtime Date Range : 2019-01-01 - 2019-06-30														
<div>Customize Columns (1) Export (2) Refresh (3)</div>														
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
212486	31275		2019-03-01	2019-03-02	OTP	19:00	07:00	12.00	1.0x	Cash Out		-	OD	
212481	31275		2019-02-23	2019-02-23	OTP	07:00	19:00	12.00	1.0x	Cash Out		-	RD	06:42:36
208157	31275		2019-02-14	2019-02-15	OTC	19:00	07:00	12.00	1.0x	Cash Out		-	OD	18:29:24
206762	31275		2019-02-09	2019-02-09	OTC	07:00	19:00	12.00	1.0x	Cash Out		-	OD	06:36:53
205669	31275		2019-02-05	2019-02-06	OTC	19:00	07:00	12.00	1.0x	Cash Out		-	PH	18:38:46
205314	31275		2019-01-31	2019-02-01	OTC	19:00	07:00	12.00	1.0x	Cash Out		-	RD	18:38:46
201591	31275		2019-01-21	2019-01-22	OTC	19:00	07:00	12.00	1.0x	Cash Out		-	PH	18:41:57
200890	31275		2019-01-15	2019-01-16	OTC	19:00	07:00	12.00	1.0x	Cash Out		-	OD	18:38:16

1. Click on **Customize Columns** to show more columns.
2. Click on **Export** to export report to excel format.
3. Click on **Refresh** to retrieve latest data.
4. Apply Filter to sort the preferable fields.

Filter														
Apply Filter														
<div>Retrieve (6) Clear Filter</div>														
Overtime Date	2019-02-01				To	2019-04-30								
Approval Date					To									
Approval Time					To									
Status	Select options				Overtime Type	Select options								

5. Click **Retrieve** to view.