

# User Guide

## New Overtime

### Administrative Setup



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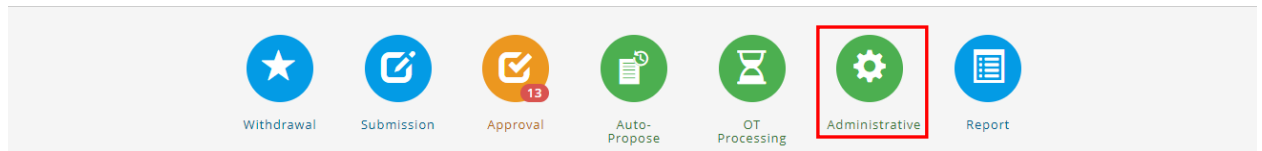
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## SUMMARY

User is able to perform following updates at administrative tab:

1. Manage Types of Overtime
2. Manage OT Policy Group
3. Manage Employee's Overtime Group

Under the toolbar Menu, look for **Administrative** Tab



## TYPES OF OVERTIME

Under this section, user can manage types of overtime by setting rules (e.g. minimum OT hours, rates etc).

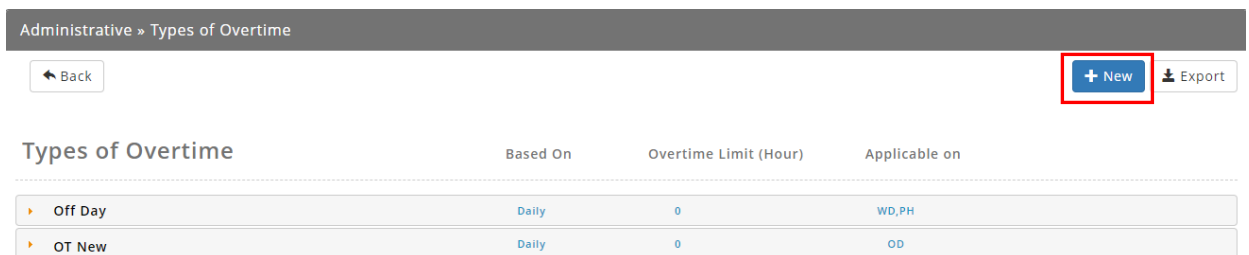
### 2.1 Add New Type of Overtime

Follow the steps below to add new Type of Overtime:

1. Go to **Administrative > Policy**, select **Types of Overtime**



2. Click **New** to add new types of overtime.



3. Click **Save** once complete.

[Note: refer to [overtime policy control](#) for more explanation]



## 2.2 Edit Type of Overtime

There are 3 sections under Type of Overtime:

1. Policy Settings
2. Auto-Propose Settings
3. Additional Settings

### 2.2.1 Policy Settings

Refer to the section below for more information on policy settings:

Policy   Auto-Propose   Additional

Name of Types of Overtime \* : Test Policy

Based On : Daily

Minimum Hour(s) : 0 Minute(s) (0.00 Hour(s))

Overtime Limit (Hour) : 0 Minute(s) (0.00 Hour(s))

Alert Hour(s) : 0 Minute(s) (0.00 Hour(s))

Exception Request ? : Not Applicable

Rounding Rules : Exact Time / No Rounding

Approval Required : Yes

Require Signature Upon Approval : Require Signature Every Time

Require Signature Upon Submission : No

Cross-Check Attendance : Not Required

Figure 2.1

Refer to Figure 2.1

- a) **Policy Name** – Naming of the type of the overtime. Maximum of 50 characters, must be a unique name. E.g. Overtime OFF DAY.
- b) **Based On** – Type of control/rules for the type of Overtime set.

Based On Option	Description
Daily	Main control of the daily rules of overtime. Compulsory field.
Weekly	<p>Optional, can be set to Weekly. E.g. Weekly Maximum hours</p> <p>Cut off day: e.g. Sunday -&gt; Monday to Sunday</p> <div><p>Based On : Weekly</p><p>Cut Off Day : Sunday</p></div> <p>If weekly is set, Maximum Work Hour(s) is enabled and can be set to determine maximum OT hours worked in a week</p> <div><p>Maximum Work Hour(s) ? : 2640 Minute(s) (44.00 Hour(s))</p></div>

<b>Monthly</b>	Optional, can be set to Monthly. E.g. Monthly Maximum hours Cut off day: e.g. 31 -> 1 <sup>st</sup> of day to last month of day <div>           Based On : Monthly ▾            Cut Off Day : 31 ▾         </div>
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*\*When apply Weekly or Monthly base, must group with daily base for the setup*

- (a) **Minimum Hour(s)** – Minimum number of overtime hours worked that must be met for compensation.
- (b) **Overtime Limit Hour(s)** – Maximum number of OT hours allows that can be claimed.
- (c) **Alert Hour(s)** – An alert message for admin when about to reach overtime limit.
- (d) **Exception Request**– To allow exceptions for User Role to override the original settings of Maximum Hour

Exception Mode	:	Not Applicable ▾
	:	Not Applicable
	:	Admin
	:	Supervisor
	:	Admin & Supervisor

- (e) **Rounding Rules** – Practice of adjusting overtime hours worked, either round up or down, to the nearest amount.

Rounding Rules	:	Exact Time / No Rounding ▾
	:	Exact Time / No Rounding
	:	Round time to nearest hour
	:	Round time to nearest 30 minutes
	:	Round time to nearest 15 minutes

- i. **Rounding Minutes** – Grace period for rounding up/down of overtime hours, only applicable if Rounding Method is applied.

Rounding Rules	:	Round time to nearest hour ▾
Rounding Minutes	:	1 Minute(s) ▾
	:	1 Minute(s)
	:	2 Minute(s)
	:	3 Minute(s)
	:	4 Minute(s)
	:	5 Minute(s)

- (f) **Approval Required** – The process for overtime approval
  - i. **Require Signature Upon Approval** – Turn on E-signature feature for approval. Refer to E-Signature user guide for further explanation

Require Signature Upon Approval	:	No ▾
Require Signature Upon Submission	:	No
	:	Allow Use of Previous Signature
	:	Require Signature Every Time

- (g) **Cross-Check Attendance** – Optional, determine whether cross check with valid attendance record (check in, check out) is required.
- (h) **Applicable on which day?** – Optional, the overtime rules set is applicable to which day type, whether is Working Day, Off Day, Public Holiday or Rest Day. *(Only shown as below if based on weekly/monthly control)*

### Example:

Applicable on	:	<input checked="" type="checkbox"/> Working Day <input type="checkbox"/> ( Include Shift) <input type="checkbox"/> Off Day <input type="checkbox"/> Public Holiday <input type="checkbox"/> Rest Day
---------------	---	---

Applicable On	Description
1. <b>Working Day</b>	<p>a) User can choose to include shift hours or not. If user tick <b>✓</b> to <b>include Shift</b>, the system will auto calculate number of OT hours based on the limits set.</p> <p>b) The fields of <b>Applied to work day only</b> will be shown if working day is selected (refer to below explanation).</p> <div> <div>Overtime Apply On</div> <div>:</div> <div>           Not Applicable  <b>Not Applicable</b>            Based on Shift Work (Before/ After shift hour/ Both)            Calculate after Shift Hour Ended and follow total hour worked            Calculate total Worked Hours minus Work Shift         </div> </div>

Applied to Work day only

Overtime Apply On	:	Based on Shift Work (Before/ After shift hour/ Both) ▼
Method	:	Before & After Shift hours ▼
Pre/Post OT Break (Minutes)	:	0 Minute(s) (0.00 Hour(s))

Figure 2.2

Refer to Figure 2.2

#### (i) **Applied to work day Only**

How to control overtime hours on Working Day option?

- i. **Overtime Apply On** – Specify the start time to be counted as overtime.
  - **Not Applicable** – Do not have any restrictions.
  - **Based on shift work (Before/After shift hour/Both)** – Restrictions of claiming OT hours within work hours/shift work schedules.
  - **Calculate after Shift Hour Ended and follow total hours worked** – *(Applied to OT Auto Suggest method & Attendance Cross Check must be applied)*, any time worked after shift schedule is counted as overtime. Lateness will affect the overtime calculation based on the setting.
  - **Calculate total Worked hours minus Work Shift** – *(Applied to OT Auto Suggest method & Attendance Cross Check must be applied)*, number of overtime worked must excess of the work hours based on shift schedule.
- ii. **Method** – Setting to determine OT hours calculation before/after shift schedule or both.

Overtime Apply On	:	Based on Shift Work (Before/ After shift hour/ Both) ▼
Method	:	Before & After Shift hours ▼
	:	Before & After Shift hours Before Shift Hour After Shift Hour

- iii. **Pre/Post OT Break (Minutes)** – Enforce break period to overtime, is either prior to their beginning of their shift or at the end of their shift.

Overtime Rates

Day Type	Icon 1	Icon 2	Icon 3	Yes	No
Working Day				Yes	No
Off Day				Yes	No
Public Holiday				Yes	No
Rest Day				Yes	No

Figure 2.3

Refer to Figure 2.3

- (j) **Overtime Rates** – Calculate overtime pay for hours worked for each day type. Turn on the slider of desired day type to apply overtime rates to the policy. *(Only available if policy is based on daily control)*

How to set Overtime Rates for day type?

Working Day

Yes No

☐ Exclude break time set in shift hour setup
 

Go to Shift Hours Setup

☐ (Include Shift)
 

☒ Cash Out
 ☒ Accumulative

Range From (Hour(s))	Range To (Hour(s))	Pay (Hour(s))	Rates	Exclude Break
0	1.00	Not Applicable	1.0x	0 Minute(s)
1	4.00	Pay Exact Hour	1.5x Working Day	0 Minute(s)
4.00	Onward	4 Hour(s)	1.5x Working Day	0 Minute(s)

☐ Leave
 ☐ Accumulative

Range From (Hour(s))	Range To (Hour(s))	Pay (Hour(s))	Rates	Exclude Break
0	Onward	Pay Exact Hour	1.0x	0 Minute(s)

Figure 2.4

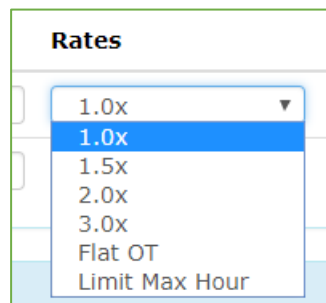
Refer to Figure 2.4

- i. **Exclude break time set in shift hour setup** – Exclude break time set in shift hour setup from overtime rate settings
- ii. **Include Shift** – Include shift into overtime limit set as per item (d)
- iii. **Compensatory Method** – Tick the checkbox to select desired compensatory method(s) to be used. Drag the selected compensatory method header to determine the order. First compensatory method based on order will be used for Over Time Suggest (OTS)  
*(Note: if there are any additional methods of compensation adopted other than the options exist in system, kindly send email to Mywave Support team for further information).*
- iv. **Accumulative** – Determine whether overtime compensation be should calculated accumulatively. *(Eg. If checked, total hours worked daily will be*



*accumulated before calculation, any future submission for same day will be added and recalculated. If not checked, submitted hours will be calculated based on set range).*

- v. **Range From / To** – Setting of overtime hours worked between sections
- vi. **Pay (hours)** – Actual number of overtime hours allowed to be claimed.
  - **Pay Exact Hour** –Actual hours worked by multiply the hourly rate of pay.
  - **(x) hours** – Used to determine total hours worked falls on different pay rate.
  - **Not Applicable** – Not able to claim compensation if overtime hours worked falls between this range.
- vii. **Rates** – A rate of pay based on number of hours worked.  
*(if any special request different from the stated OT Rates below, please email support for further information)*



**Exclude Break** – Time excluded from overtime range for break.

### 2.2.2 Auto Propose Settings

Refer to the section below for more information on auto-propose settings:

Off Day	Daily	0	WD
<div> <a href="#">Policy</a> <a href="#">Auto-Propose</a> <a href="#">Additional</a> </div>			
<div> <div>Follow Submission Policy</div> <div>:</div> <div>No</div> </div>			
<div> <div>Approval Required</div> <div>:</div> <div>Yes</div> </div>			
<div> <div>Applied to Work day only</div> <div></div> </div>			
<div> <div>Overtime Apply On</div> <div>:</div> <div>Not Applicable</div> </div>			

Figure 2.5

Refer to Figure 2.5

- (a) **Follow Submission Policy** – Determine whether auto propose function should be following policy set in previous section. *(If no, continue below)*
- (b) **Approval Required** – The process for auto propose approval
- (c) **Overtime Apply On** - Specify the start time to be counted as auto propose. *(Refer to previous section item(j) for more information).*

### 2.2.3 Additional Settings

Refer to the section below for more information on additional settings:

Policy Auto-Propose Additional History Save

Overtime Callback

Callback added to Overtime Limit : Yes No

Working Day

☒ Leave  
☐ Accumulative

Range From (Hour(s)) Range To (Hour(s)) Pay (Hour(s)) Rates Exclude Break

0 Onward Pay Exact Hour 2.0x Rest Day 0 Minute(s)

☐ Cash Out  
☐ Accumulative

Figure 2.6

Refer to Figure 2.6

**Overtime Callback** is used when employee is requested to return to work beyond regularly scheduled hours.

- Callback Added to Overtime Limit** – Optional, to determine whether total callback hours be accumulated to Maximum Hour(s) control.
- Define Day Type** - Turn on the slider of desired day type to apply overtime rates to the policy.
- Compensatory Method** – Tick the checkbox to select desired compensatory method(s) to be used. Drag the selected compensatory method header to determine the order. First compensatory method based on order will be used for Over Time Suggest (OTS)(*Note: if there are any additional methods of compensation adopted other than the options exist in system, kindly send email to Mywave Support team for further information*).
- Accumulative** – Determine whether overtime compensation be should calculated accumulatively. (*Eg. If checked, total hours worked daily will be accumulated before calculation, any future submission for same day will be added and recalculated. If not checked, submitted hours will be calculated based on set range*).
- Range From / To** – Setting of overtime hours worked between sections
- Pay (hours)** – Actual number of overtime hours allowed to be claimed.
  - Pay Exact Hour** –Actual hours worked by multiply the hourly rate of pay.
  - (x) hours** – Used to determine total hours worked falls on different pay rate.
  - Not Applicable** – Not able to claim compensation if overtime hours worked falls between this range
- Rates** – A rate of pay based on number of hours worked.  
(*if any special request different from the stated OT Rates below, please email support for further information*)

**Rates**

- 1.0x
- 1.0x
- 1.5x
- 2.0x
- 3.0x
- Flat OT
- Limit Max Hour

h) **Exclude Break** – Time excluded from overtime range for break.

#### Overtime Baked In

Minimum Hour(s)	:	<input type="text" value="0"/>	Minute(s) (0.00 Hour(s))
Baked-In added to Overtime Limit	:	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>	
Rounding Rules	:	<input type="text" value="Exact Time / No Rounding"/>	▼
Compensatory Method	:	<input type="text" value="Cash Out"/>	▼
Approval Required	:	<input type="text" value="Yes"/>	▼
Rates	:	<input type="text" value="1.0x"/>	▼
Late In Early Out Deduct OT Hour	:	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>	

Figure 2.7

Refer to Figure 2.7

**Overtime Bake In** - Adjustment to extend the work hours (mandatory setting in **Shift Hours Setup**, turn **ON** Shift Compulsory OT, select the baked-in hours is before/after shift). Admin may also consider of turning **ON** “Auto-Propose Baked-In” setting or manually tracking via cross-check attendance records.

- Minimum Hour(s)** – Minimum amount of bake in overtime worked to be eligible for compensation.
- Baked-In added to Overtime Limit** – Optional, to determine whether total baked-in hours be accumulated to Maximum Hour(s) control.
- Rounding Rules** – Practice of adjusting baked in worked, either up or down, to the nearest of hour/minute.
- Approval Required** – Determine if submission for OT Baked In required approval.
- Rates** – A rate of pay based on number of hours worked.  
(if any special request different from the stated OT Rates below, please email support for further information)

- f. **Late In Early Out Deduct OT Hour** – If turned on, late in/early out will be deducted from bake in overtime hours.

## 2.3 Delete Type of Overtime

Follow the steps below to delete types of overtime:

*[Note: Overtime cycle unable to be changed / deleted if there are active records using current overtime rules]*

1. Go to **Administrative > Policy**, click on **Types of Overtime**

2. Select the type of overtime to be deleted.

Types of Overtime	Based On	Overtime Limit (Hour)	Applicable on
Off Day	Daily	0	WD,PH
OT New	Daily	0	OD

3. Click on the Delete button to delete

Off Day Daily 0 WD

Policy Auto-Propose Additional Save Delete

Name of Types of Overtime \* : test again

Based On : Daily

Minimum Hour(s) : 0 Minute(s) (0 00 Hour(s))

## OVERTIME POLICY GROUP

Under this section, user can manage overtime policy group

### 3.1 Add New Overtime Policy Group

Follow the steps below to add new overtime policy group:

1. Go to **Administrative > Policy**, click on **Overtime Policy Group**



2. Click **New** to add new OT Policy Group.



3. A new screen will appear as shown below, fill up the details on the 3 tabs. Click **Next** to continue.

The screenshot shows the 'Administrative > Overtime Policy Group' page with the '1. General' tab selected. The form contains the following fields:

- Group Name:
- Display Name:
- Description:
- Overtime Callback: ☐ ☒

At the bottom right, there are 'Previous' and 'Next' buttons.

## 1<sup>st</sup> tab: General

Group Name *	:	<input type="text" value="Eg. Executive / Non-Executive/ Direct Labour/ Manager"/>
Display Name *	:	<input type="text" value="Eg. Executive / Non-Executive/ Direct Labour/ Manager"/>
Description	:	<input type="text"/>
Overtime Callback	:	<input type="button" value="Yes"/> <input type="button" value="No"/>

- Group Name** – Name of OT Policy Group, must be unique
- Display Name** – Name of Overtime Group displayed on screen.
- Description** – Description/explanation of the overtime group
- Overtime Callback** – to determine whether this overtime policy is eligible for callback (set pay rate in callback settings).

## 2<sup>nd</sup> tab: Overtime Policy

1. General	2. Types of Overtime	3. Overtime Policy Group
Effective From : <input type="text" value="2019-05-01"/>		
Types of Overtime	Based On	Applicable on
Off Day	Daily	OD
OT NEW	Daily	WD (Include Shift)OD PH RD
Public Holidays	Daily	PH

- Enter Effective Start Date to activate this policy.
- Select the policy to view more details. Once you click on the item in list view, a breakdown will show more details.

Off Day	Daily	OD
The policy is activated, not allow to make changes		
Policy	Additional	
Name of Types of Overtime *	Off Day	
Based On	Daily	
Minimum Hour(s)	0 Minute(s) (0.00 Hour(s))	
Overtime Limit (Hour)	0 Minute(s) (0.00 Hour(s))	
Alert Hour(s)	0 Minute(s) (0.00 Hour(s))	
Rounding Rules	Exact Time / No Rounding	
Approval Required	Yes	
Compensatory Method	Compensatory	

- Choose **Yes** or **No** to tie different types of OT into a group (policy group).

(Note: User can only make changes if the type of overtime is not activated yet)

## 3<sup>rd</sup> Tab: Employee

1. General

2. Types of Overtime

3. Overtime Policy Group

Hire Date, OR

Effective From

Employment Status	Employee No	Employee	Hire Date	Job Title	Department	Job Class	Job Level	Worker Type	Overtime Policy Group	Overtime Effective Date	Select All
Active	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Fi	-I	-Filter-	-Filter-		
Active	A11002	PROCESS ENGINEER	2018-05-30	PROCESS ENGINEER	PR-2ND-PT1	Indirect		Permanent	new OT Group	2019-02-01	
Active	A11005	POINTER CLERK	2018-06-05	POINTER CLERK	PR-2ND-PT	Direct		Permanent	Office	2018-06-05	
Active	A11008	OPERATOR	2018-06-07	OPERATOR	PR-2ND-PT	Direct	E6	Permanent	Operation	2018-01-01	
Active	A11019	OPERATOR	2018-07-02	OPERATOR	PR-2ND-SP	Direct		Permanent	Office	2018-07-02	
Active	A11024	OPERATOR	2018-07-02	OPERATOR	PR-QA/QC	Direct		Permanent	Office	2018-07-02	

(step 2)


- Select date to assign employee: based on Hire date or insert effective date.
- Assign employee to Overtime Group
- Click **Save** upon completion.

A screenshot of a form interface. At the bottom right, there are two buttons: a light blue button with a left-pointing arrow and the text « Previous, and a green button with a white floppy disk icon and the text Save.

### 3.2 Edit Overtime Policy Group

- Go to **Administrative > Policy**, click on **OT Policy Group**

A screenshot of the 'Administrative > Policy' page. The 'Overtime Policy Group' section is highlighted with a red box. It shows 'Total 3 Overtime Policy Group' and includes links for 'View / Add / Edit / Delete Overtime Policy Group'. Other sections include 'Types of Overtime' (Total 5) and 'Employee's Overtime Group' (Assign Employee's Overtime Group).

- Select the **OT Policy Group**, click  to amend the details.

A screenshot of the 'Administrative > Overtime Policy Group' page. It shows a table with columns: Overtime Policy Group, Types of Overtime, Employee, and an edit icon (pencil). The 'Office' row is highlighted in green and its edit icon is also highlighted with a red box.

Overtime Policy Group	Types of Overtime	Employee	
new OT Group new OT Group	1	51	
Office Office	1	137	
Operation Operation	1	285	

- Click **Save** once changes has been made or click **Cancel** button to discard changes.

A screenshot of the 'Administrative > Overtime Policy Group' page showing the 'new OT Group' form. The form includes fields for 'Overtime Type', 'Display Name', 'Description', and 'Overtime Callback'. There are also sections for 'Current Effective Types of Overtime' and 'New Effective Types of Overtime'. Annotations include: 'Indicate changes not saved' pointing to a red dot, and 'Mouse over the icon to view original setting before change' pointing to a blue icon.

Annotations:

- Indicate changes not saved
- Mouse over the icon to view original setting before change

Figure 3.1

Refer to figure 4.1

- Under **OT Policy Group Info** user can edit group name, display name, description and optional setting for callback
- Under **Current Effective Overtime Policy** user can edit currently active policy.

Types of Overtime	Based On	Applicable on	Yes	No
Off Day	Daily	OD	Yes	No
OT NEW	Daily	WD (Include Shift) OD PH RD	Yes	No
Public Holidays	Daily	PH	Yes	No

Step 1: Enter Effective date to activate the grouping.

Step 2: Select **Yes/No** to add/exclude the type of policy to the OT Policy Group

Step 3: Click to Expand the policy and view the policy details.

- Under **New Effective Overtime Policy** user can edit upcoming new policy that will be practiced in given date.



▼ New Effective Types of Overtime (New) 0 selected

Effective From :

Types of Overtime Based On Applicable on 1 selected

Types of Overtime	Based On	Applicable on	Yes	No
Off Day	Daily	OD	<input type="button" value="Yes"/>	<input type="button" value="No"/>
OT NEW	Daily	WD (Include Shift) OD PH RD	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Public Holidays	Daily	PH	<input type="button" value="Yes"/>	<input type="button" value="No"/>

Step 1: Enter Effective date to activate the grouping.

Step 2: Select **Yes/No** to add/exclude the type of policy to the OT Policy Group

Step 3: Click to Expand the policy and view the policy details.

- d) Under **Employee** admin can assign the pre-set Policy group to certain employees only .

Step 1: A screen will display the list of employees that have been assigned to the **Employee's Overtime Group** by default.


▼ Employee 51 selected

☐ Hire Date, OR  
☐ Effective From 2019-05-17

Employment Status	Employee No	Employee	Hire Date	Job Title	Department	Job Class	Job Level	Worker Type	Overtime Policy Group	Overtime Effective Date	Select All	Changes
Active	A11002		2018-05-30	PROCESS ENGINEER	PR-2ND-PTI	Indirect		Permanent	new OT Group	2019-02-01	<input checked="" type="checkbox"/>	
Active	A11038		2018-07-16	SENIOR PRODUCTION PLANNER	PR-M2	Direct		Permanent	new OT Group	2019-02-01	<input checked="" type="checkbox"/>	
Active	A11043		2018-07-19	PLANNING MANAGER	PR-M2-I	Indirect		Permanent	new OT Group	2019-02-01	<input checked="" type="checkbox"/>	

Step 2: Filter the employee list by selecting **Not assigned** under **Select All** column

Employment Status	Employee No	Employee	Hire Date	Job Title	Department	Job Class	Job Level	Worker Type	Overtime Policy Group	Overtime Effective Date	Select All	Changes
Active	A11002		2018-05-30	PROCESS ENGINEER	PR-2ND-PTI	Indirect		Permanent	new OT Group	2019-02-01	<input type="checkbox"/>	
Active	A11038		2018-	SENIOR	PR-M2	Direct		Permanent	new OT	2019-02-	<input checked="" type="checkbox"/>	

Step 3: Tick the checkbox to assign employee to the overtime group.  Indicates employee is selected to be added to certain overtime group.

Employment Status	Employee No	Employee	Hire Date	Job Title	Department	Job Class	Job Level	Worker Type	Overtime Policy Group	Overtime Effective Date	Select All	Changes
Active	A11005		2018-06-05	POINTER CLERK	PR-2ND-PT	Direct		Permanent	Office	2018-06-05	<input type="checkbox"/>	
Active	A11008		2018-06-07	OPERATOR	PR-2ND-PT	Direct	E6	Permanent	Operation	2018-01-01	<input type="checkbox"/>	

Step 4: Click **Save** to confirm changes made.

Save Cancel

**Overtime Policy Group Info**

Overtime Type :

Display Name :

Description :

### 3.3 Delete Overtime Policy Group

1. Go to Administrative > Policy, click on “OT Policy Group”

**Administrative**

**Policy**

**Types of Overtime**  
View / Add / Edit / Delete Types of Overtime

**Overtime Policy Group**  
View / Add / Edit / Delete Overtime Policy Group

**Employee's Overtime Group**  
Assign Employee's Overtime Group

Total 5 Types of Overtime

Total 3 Overtime Policy Group

2. Select the **OT Policy Group** that you wish to delete.

Administrative » Overtime Policy Group			
<a href="#">Back</a>			<a href="#">+ New</a>
Overtime Policy Group	Types of Overtime	Employee	
new OT Group new OT Group	1	51	<a href="#">Edit</a>
Office Office	1	137	<a href="#">Edit</a>
Operation Operation	1	285	<a href="#">Edit</a>

3. Click “Delete” button to proceed.

**Overtime Policy Group » new OT Group**

**new OT Group**  
new OT Group

**Office**  
Office

**Operation**  
Operation

Delete Close

**Overtime Policy Group Info**

Group Name :

Display Name :

Description :

Overtime Callback : Yes No

> Current Effective Types of Overtime Effective From 2019-02-01
 1 selected

**Note:** Activated **OT Policy Group** cannot be removed as the group is still active and there are employees assigned under this group.

## EMPLOYEE'S OVERTIME GROUP

Under this section, admin can employee overtime information or assign employee to Overtime Policy Group

### 4.1 View Employee Overtime Group

1. Go to **Administrative > Policy**, select **Employee's Overtime Group**.



2. A list of employees is shown.

Administrative > Employee's Overtime Group

Back

Employee's Overtime Group

Show : ☒ Current ☐ All

Employment Status	Employee No	Employee	Hire Date	[C] Contract End Date (R) Resign Date	Job Title	Department	Job Class	Job Level	Worker Type	Overtime Policy Group	Overtime Effective Date	Action
Active	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Fi	-	-Filter-	-Filter-		
Active	A11002		2018-05-30	-	PROCESS ENGINEER	PR-2ND-PTI	Indirect		Permanent	new OT Group	2019-02-01	
Active	A11005		2018-06-05	-	POINTER CLERK	PR-2ND-PT	Direct		Permanent	Office	2018-06-05	
Active	A11008		2018-06-07	-	OPERATOR	PR-2ND-PT	Direct	E6	Permanent	Operation	2018-01-01	
Active	A11019		2018-07-02	-	OPERATOR	PR-2ND-SP	Direct		Permanent	Office	2018-07-02	
Active	A11024		2018-07-02	-	OPERATOR	PR-QA/QC	Direct		Permanent	Office	2018-07-02	
Active	A11025		2018-07-04	-	OPERATOR	PR-2ND-ME	Direct		Permanent	Office	2018-07-	

- i. The summary shows the most current activated Employee's Overtime Group by default. To view historical records (past and future assignment), click show **All**.

Show : ☒ Current ☐ All

Job Title	Department	Job Class	Job Level	Worker Type	Overtime Policy Group	Overtime Effective Date	Action
-Filter-	-Filter-	-Fi	-	-Filter-	-Filter-		
PROCESS ENGINEER	PR-2ND-PTI	Indirect		Permanent	new OT Group	2019-02-01	
POINTER CLERK	PR-2ND-PT	Direct		Permanent	Office	2018-06-05	

- ii. All active employees will be shown by default.  
User may filter the employee list by selecting/entering keyword.

Employment Status	Employee No	Employee	Hire Date
Active	-Filter-	-Filter-	-Filter-
Active	A11002		2018-05-30
Resigned			

## 4.2 Add/Edit/Delete Employee Overtime Group

1. Go to **Administrative > Policy**, click on **Employee's Overtime Group**.


Administrative

Policy

Types of Overtime  
View / Add / Edit / Delete Types of Overtime  
Total 5 Types of Overtime


**Overtime Policy Group**  
View / Add / Edit / Delete Overtime Policy Group  
Total 3 Overtime Policy Group


Employee's Overtime Group  
Assign Employee's Overtime Group

2. Click on  to edit employee's overtime group

Employment Status	Employee No	Employee	Hire Date	[C] Contract End Date [R] Resign Date	Job Title	Department	Job Class	Job Level	Worker Type	Overtime Policy Group	Overtime Effective Date	Action
Active	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Fi	-	-Filter-	-Filter-		
Active	A11002		2018-05-30	-	PROCESS ENGINEER	PR-2ND-PTI	Indirect		Permanent	new OT Group	2019-02-01	
Active	A11005		2018-06-05	-	POINTER CLERK	PR-2ND-PT	Direct		Permanent	Office	2018-06-05	

3. A pop up model box will appear.

a) To add/update new overtime group: click  and select desired Overtime Group with effective date.

b) To remove the grouping, click on 

Employee's Overtime

Employee : 00002E -

Hire Date : 2017-04-05 (2013-01-25)  
(Adjusted Hire Date)

Overtime Group Effective Date	Overtime Group	Action
2018-09-01	test_ot_group_1	
2018-09-02	TCS OT GROUP	
	-	

## EMPLOYEE PROFILE

### 5.1 Assign OT Policy Group for New Hire

In the Payment Info tab of Employee Profile, a field called **OT Type** is added for admin to assign overtime policy for their employees. Select the OT Type and click **Save** to activate the overtime assignment.

The screenshot shows the 'Payment Info' tab of the Employee Profile form. The 'OT Type' dropdown menu is open, showing three options: 'new OT Group', 'Office', and 'Operation'. The 'new OT Group' option is highlighted. Other fields in the form include Currency (Malaysian Ringgit (MYR)), New Basic Salary, New Salary Effective Date, Number of Working Days per Month, Average Work Days per Month, Average Working Hours, Average Work Days per Week, Payment Frequency, Salary Calculation Method, Pay Group, Payee Bank, Payment Method, Salary On-Hold, Pay Policy ID, Bank Account, Leave Group, and Asset Group.


### 5.2 View/Update Employee Overtime Group

In the Payment Info tab of Employee Profile, under **OT Type** field, the current activated OT Policy that employee is entitled to will be displayed.


The screenshot shows the 'Payment Info' tab of the Employee Profile form. The 'OT Group' field is highlighted with a red box, showing a dropdown menu with a blue bar. The 'View More' link is also highlighted. Other fields in the form include Currency (Malaysian Ringgit (MYR)), Basic Salary, New Basic Salary, New Salary Effective Date, Number of Working Days per Month, Average Work Days per Month, Average Working Hours, Average Work Days per Week, Payment Frequency (Monthly), Salary Calculation Method (Monthly), Pay Group, Payee Bank, Payment Method (Bank), Salary On-Hold Date of Issue, Pay Policy ID, Bank Account, Leave Group, Asset Group, and Claim Group. There are also links for 'View Salary History', 'View More', and 'View More'.

Click [View More](#) to show all historical details OT group assignment.

User may update employee's overtime group by inserting the new group with effective date.

Employee : MY1012 - 


Assign New OT Group

OT Group Name	Effective Date	Action
<div>- ▾</div>	<div></div>	<div>+ Add</div>

Assigned List

OT Group Name	Effective Date	Action
test_ot_group_1	2018-01-01	<div>✕ Delete</div>

⌵ Close

- To add new overtime group:** Select  and choose “Overtime Group” & effective date.
- To remove:** click on 