User Guide

New Overtime

Administrative Setup

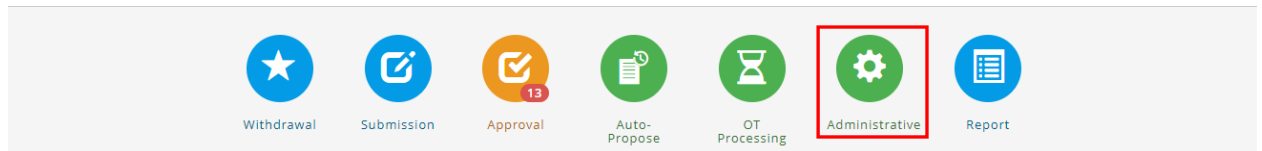# CONTENTS

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

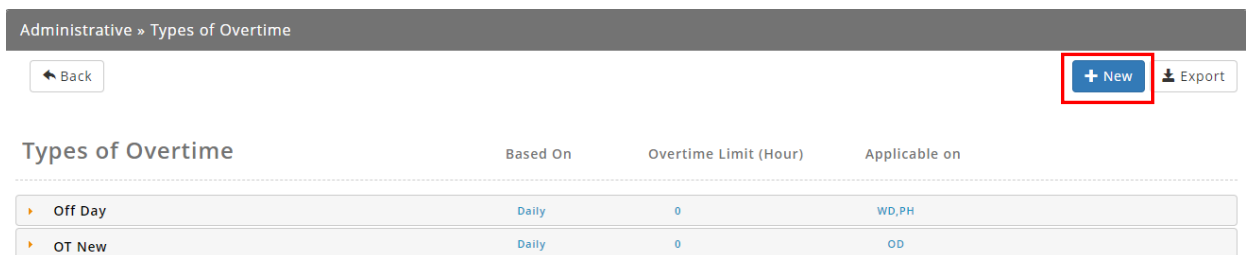Under this section, user can manage types of overtime by setting rules (e.g. minimum OT hours, rates etc.

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 ❷	:	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	Optional, can be set to Weekly. E.g. Weekly Maximum hours Cut off day: e.g. Sunday -> Monday to Sunday Based On : Weekly Cut Off Day : Sunday If weekly is set, Maximum Work Hour(s) is enabled and can be set to determine maximum OT hours worked in a week Maximum Work Hour(s) ❷ : 2640 Minute(s) (44.00 Hour(s))

Monthly	Optional, can be set to Monthly. E.g. Monthly Maximum hours
	Cut off day: e.g. 31 -> 1st of day to last month of day
	Based On : Monthly ▼ Cut Off Day : 31 ▼

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 ▼
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	Description
1. **Working Day**	a) User can choose to include shift hours or not. If user tick **∨** to **include Shift**, the system will auto calculate number of OT hours based on the limits set. b) The fields of **Applied to work day only** will be shown if working day is selected (refer to below explanation).

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 <u>after shift schedule</u> 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.

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.

Figure 2.3

Refer to Figure 2.3

(j) **Overtime Rates** – Calculate overtime pay for minutes 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?

Figure 2.4

Refer to Figure 2.4

i. Break Control
- **Exclude break time set in shift hour setup** – Exclude break time set in shift hour setup from overtime rate settings
- **Follow Rate Setup** – Exclude break time following the rates set in Exclude Break column

- **Customize Break Band** ^(New) – Exclude break time following the customized range set in the Exclude Break column in Break Band. *(based on which band the total OT hour falls on)*

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 minutes worked between sections

vi. **Pay (minutes)** – Actual number of overtime minutes allowed to be claimed.
- **Not Applicable** – Not able to claim compensation if overtime hours worked falls between this range.
- **Pay Exact Hour** –Actual hours worked by multiply the hourly rate of pay.
- **Other, (x) minute** – Used to determine total minutes worked falls on different pay rate.

vii. **Rates** – A rate of pay based on number of minutes 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. (If break control set as "Follow Rates Setup")

2.2.2 Auto Propose Settings

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

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:

Figure 2.6

Refer to Figure 2.6

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

a) **Callback Added to Overtime Limit** – Optional, to determine whether total callback hours be accumulated to Maximum Hour(s) control.

b) **Define Day Type** - Turn on the slider of desired day type to apply overtime rates to the policy.

c) **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).*

d) **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).*

e) **Range From / To –** Setting of overtime minutes worked between sections

f) **Pay (minute) –** Actual number of overtime hours allowed to be claimed.

   i. **Not Applicable –** Not able to claim compensation if overtime hours worked falls between this range

   ii. **Pay Exact Hour –**Actual minutes worked by multiply the hourly rate of pay.

   iii. **Other (x) minutes –** Used to determine total minutes worked falls on different pay rate.

g) **Rates –** A rate of pay based on number of minutes worked.
   (*if any special request different from the stated OT Rates below, please email support for further information*)

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

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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.

    a. **Minimum Hour(s)** – Minimum amount of bake in overtime worked to be eligible for compensation.

    b. **Baked-In added to Overtime Limit** – Optional, to determine whether total baked-in hours be accumulated to Maximum Hour(s) control.

    c. **Rounding Rules** – Practice of adjusting baked in worked, either up or down, to the nearest of hour/minute.

    d. **Approval Required** – Determine if submission for OT Baked In required approval.

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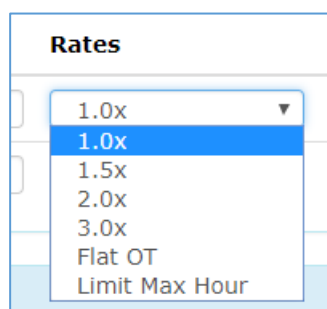
    f. **Late In Early Out Deduct OT Hour** – If turned on, late in/early out will be deducted from bake in overtime hours.

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**
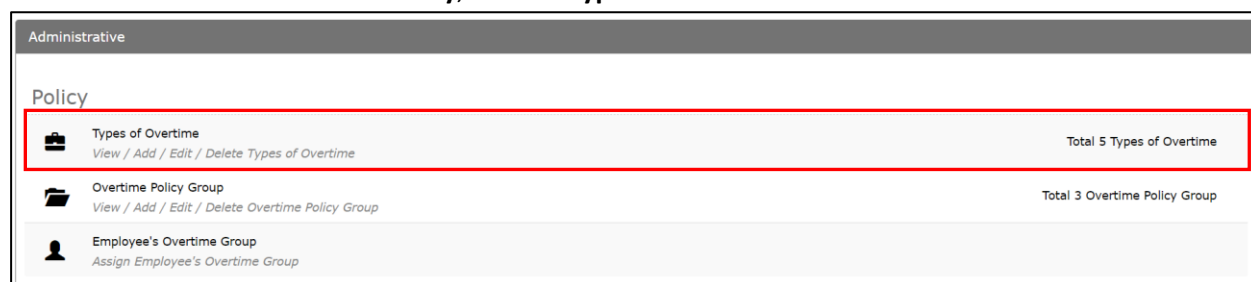
2. Select the type of overtime to be deleted.

Administrative » Types of Overtime				

⬅ Back				➕ New	⬇ Export

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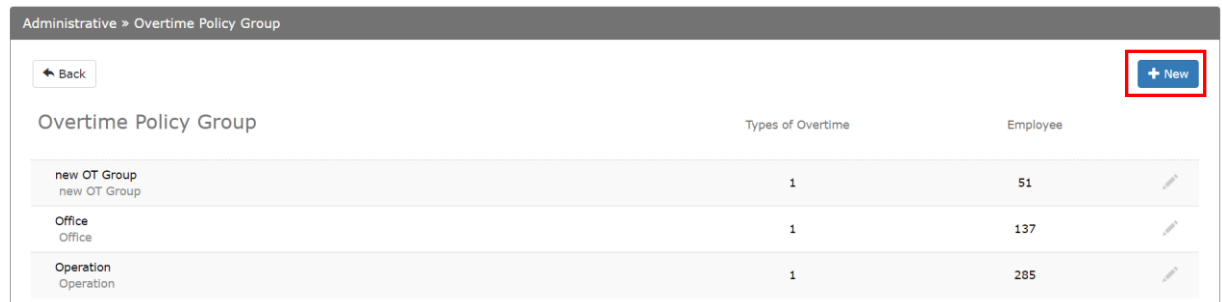
3. A new screen will appear as shown below, fill up the details on the 3 tabs. Click **Next** to continue.

1st tab: General

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

2nd tab: Overtime Policy

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

c) 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)

3rd Tab: Employee

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

3.2 Edit Overtime Policy Group

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

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

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

Figure 3.1

Refer to figure 4.1
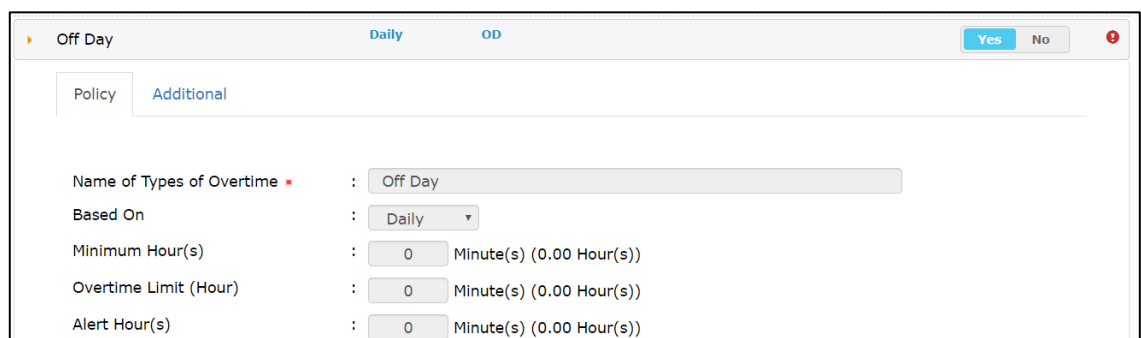
a) Under **OT Policy Group Info** user can edit group name, display name, description and optional setting for callback

b) Under **Current Effective Overtime Policy** user can edit currently active policy.

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.

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

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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.

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

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

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

3.3 Delete Overtime Policy Group

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

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

3. Click "Delete" button to proceed.

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

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

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

4.2 Add/Edit/Delete Employee Overtime Group

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

2. Click on [pencil icon] to edit employee's overtime group

Employement 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 ▼	-I ▼	-Filte ▼	-Filte ▼		
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 [+ Add] and select desired Overtime Group with effective date.

   b) **To remove** the grouping, click on [✖ Delete]

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.

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.

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.

a. **To add new overtime group**: Select and choose "Overtime Group" & effective date.

b. **To remove**: click on