

User Guide

New Overtime

Supervisor Mode



CONTENTS

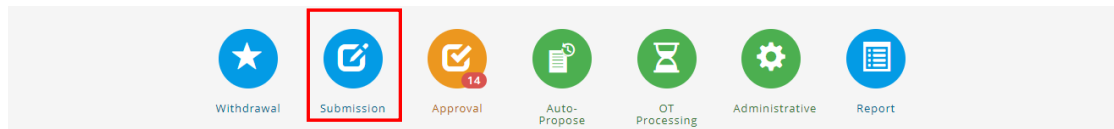
Contents	1
Overtime Application	1
1.1 Submit Overtime Request on Behalf Of.....	1
1.2 Withdraw OT Records.....	2
1.3 Add Overtime request to list and save as draft.....	3
1.4 Submit Overtime Items added to list.....	4
1.5 Remove item that have been added to list.....	5
Overtime Approval.....	6
2.1 Approve/ reject overtime request via system	6
2.2 Approve/ Reject overtime request via email	7
Overtime Report	8
3.1 Retrieve and view employee overtime records	8

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 0 OTC Add to list

Overtime Type : OTC OTP

Employee * : 2 Selected

Callback : No Yes

Overtime Date * : 2022-04-25 2022-04-25 1 day(s)

Time : 20:00 21:00 01:00 Hour(s)

Remarks :

500

Employee No.	Employee Name	Compensatory Method
		Leave
		Leave

+ Add to list ✓ Submit ✕ Close

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

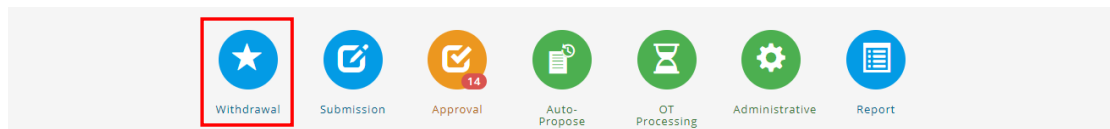
Follow the steps below to submit overtime request:

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

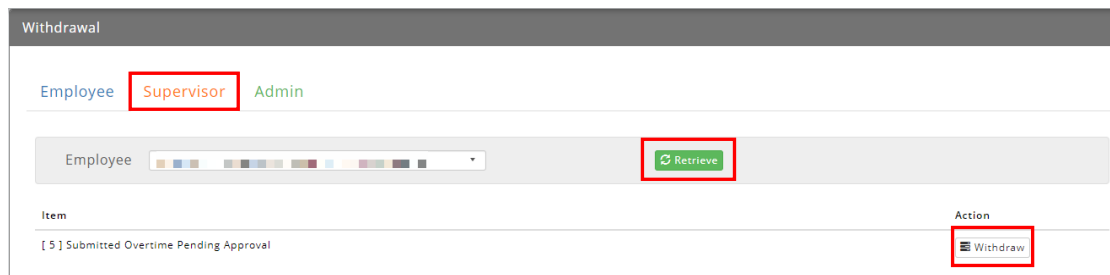
1.2 Withdraw OT Records

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

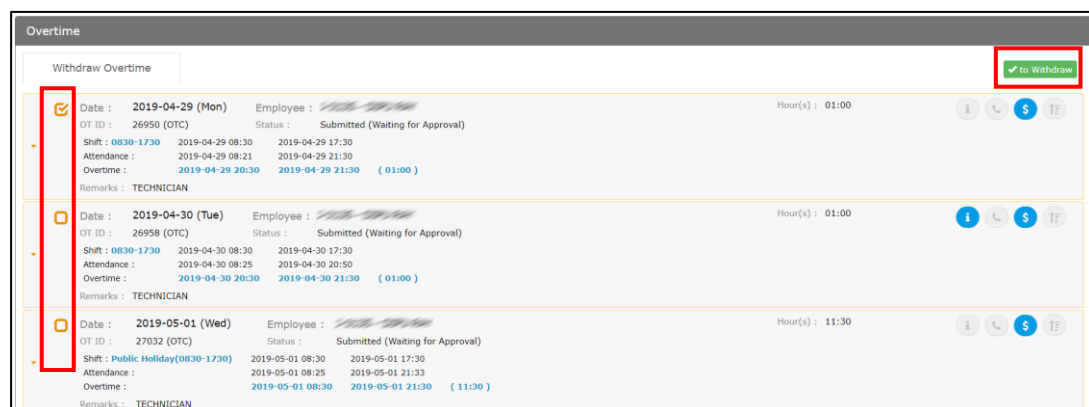
Click the **Withdraw** icon highlighted below.



Select **Supervisor** 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 supervisor 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

0

OTC Add to list

Overtime Type : OTC OTP

Employee * : 2 Selected

Callback : No Yes

Overtime Date * : 2022-04-25 2022-04-25 1 day(s)

Time : 20:00 21:00 01:00 Hour(s)

Remarks :

500

Employee No.	Employee Name	Compensatory Method
		Leave
		Leave

+ 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 the employee(s) you are applying on behalf of.
3. Insert date range
4. Insert time range
5. Fill in remarks if necessary
6. Select compensatory method (if required based on setting) from the list.
7. 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

Employee * : 2 Selected

Callback : No Yes

Overtime Date * : 2022-04-25 2022-04-25 1 day(s)

Time : 20:00 21:00 01:00 Hour(s)

Remarks :

500

Employee No.	Employee Name	Compensatory Method
		Leave
		Leave

+ 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. 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

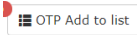
Submit Selected Overtime

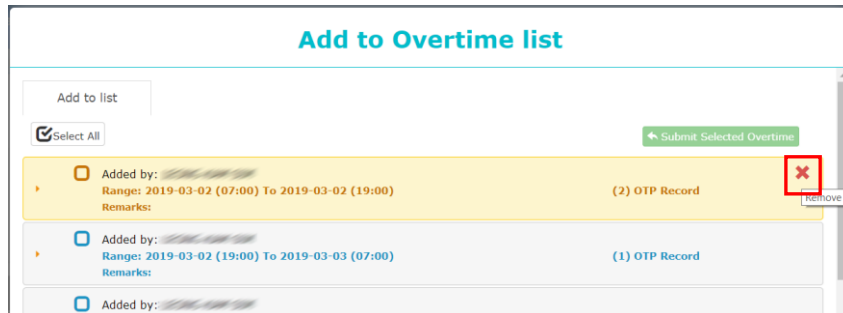
<input checked="" type="checkbox"/>	Added by: <div></div> Range: 2019-03-02 (07:00) To 2019-03-02 (19:00) Remarks: (2) OTP Record
<input checked="" type="checkbox"/>	Added by: <div></div> Range: 2019-03-02 (19:00) To 2019-03-03 (07:00) Remarks: (1) OTP Record
<input type="checkbox"/>	Added by: <div>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



Add to Overtime list

Add to list

☒ Select All Submit Selected Overtime

☒ Added by: [redacted] (2) OTP Record Remove

Range: 2019-03-02 (07:00) To 2019-03-02 (19:00)

Remarks:


☐ Added by: [redacted] (1) OTP Record

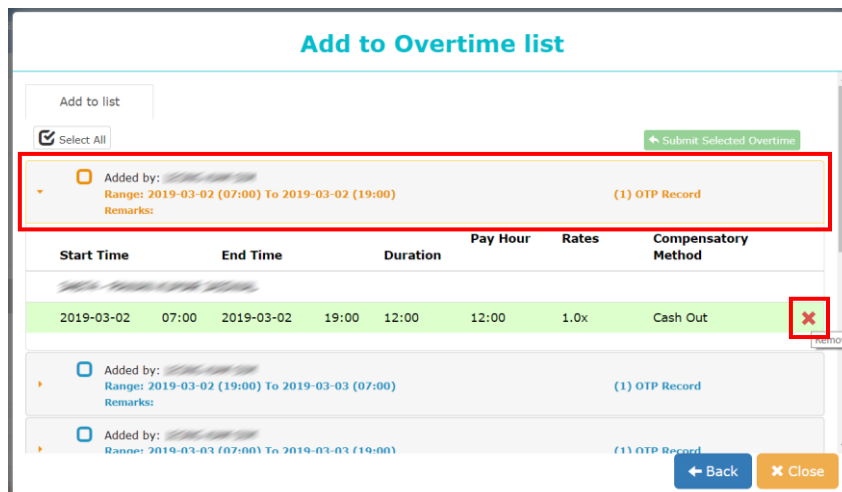
Range: 2019-03-02 (19:00) To 2019-03-03 (07:00)

Remarks:

☐ Added by: [redacted]

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.



Add to Overtime list

Add to list

☒ Select All Submit Selected Overtime

☒ Added by: [redacted] (1) OTP Record Remove

Range: 2019-03-02 (07:00) To 2019-03-02 (19:00)

Remarks:

Start Time	End Time	Duration	Pay Hour	Rates	Compensatory Method	
2019-03-02	07:00	2019-03-02 19:00	12:00	12:00	1.0x	Cash Out

☐ Added by: [redacted] (1) OTP Record

Range: 2019-03-02 (19:00) To 2019-03-03 (07:00)


Remarks:

☐ Added by: [redacted] (1) OTP Record

Range: 2019-03-03 (07:00) To 2019-03-03 (19:00)

Back Close

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 APPROVAL

Supervisors may approve/reject Overtime request records via system/email/mobile app.
(Refer to mobile app user guide for more details on overtime approval via mobile app)

2.1 Approve/ reject overtime request via system

Click the **Approval** icon highlighted below.

The screenshot displays the 'Approval' interface of the overtime management system. At the top, a navigation bar contains icons for various functions: Withdrawal, Submission, Approval (highlighted with a red box and a '14' badge), Auto-Propose, OT Processing, Administrative, and Report. Below the navigation bar, the 'Approval' section is active, showing a table of overtime claims. The table has columns for Employee No., Employee Name, Overtime Start From, Overtime End On, Submitted Hours, Performed Hour, Difference (Performed - Submitted), Approve Hour(s), Types of Overtime, Status, and Overtime Rates. A single record is visible with a status of 'Submitted (Waiting for Approval)'.

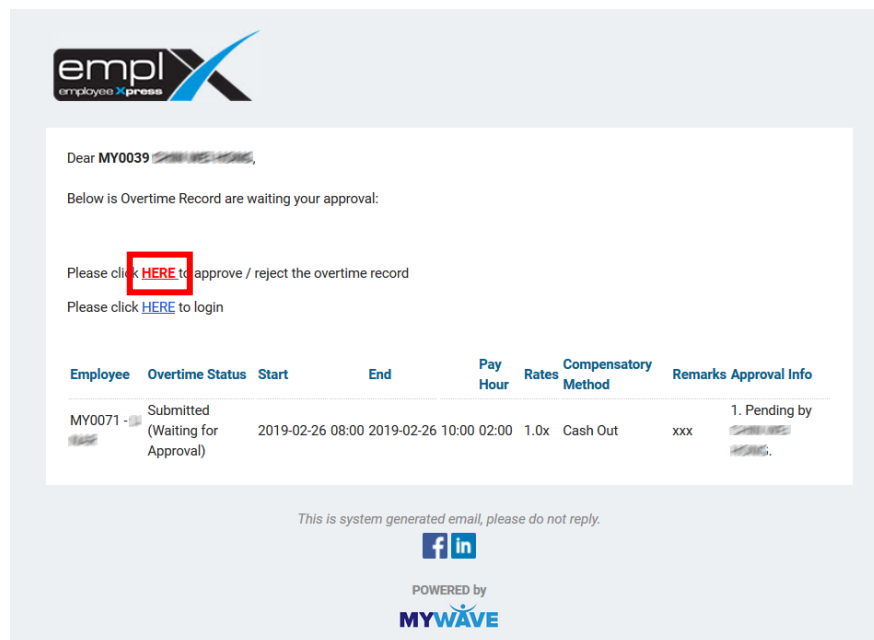
Approver can choose to apply filter to select employee before making approval/reject Overtime request.

Follow the steps below to approve/reject leave:

1. If required, amend the approved hours by clicking on the box under **Approved Hour(s)** column
2. Tick the checkbox of desired record.
3. To approve, click **✓ Approve Selected**, to reject, click **✗ Reject Selected**
4. Optional, approver may insert comment after action is made.

2.2 Approve/ Reject overtime request via email

Once email of approver is set in system, employee overtime request will be sent to department supervisor/manager via email notification. In the email, click the highlighted [HERE](#) link to redirect to the approval page.



Approval/rejection can be made once user is being redirected to the approval page.

Overtime Claim (16)

Pre-Plan Overtime

Employee :

Select options

Customize Columns

Select All

Approve All

Selected 0 Record

Show

10

entries

Employee No.	Employee Name	Overtime Start From	Overtime End On	Submitted Hours	Performed Hour	Difference (Performed - Submitted)	Approve Hour(s)	Types of Overtime	Status	Overtime Rates
<div>Search</div>	<div>Search</div>	<div>Search</div>	<div>Search</div>	<div>Search</div>	<div>Search</div>	<div>Search</div>	<div>Search</div>	<div>Search</div>	<div>Search</div>	<div>Search</div>
<div><div></div></div>	<div><div></div></div>	<div>2022-11-24 05:30</div>	<div>2022-11-24 08:30</div>	<div>03:00</div>	<div>03:00</div>	<div>00:00</div>	<div>03:00</div>	<div>OTS</div>	<div>Submitted (Waiting for Approval)</div>	<div>Pay Hour : 2.75 , Rates : 2.0</div>

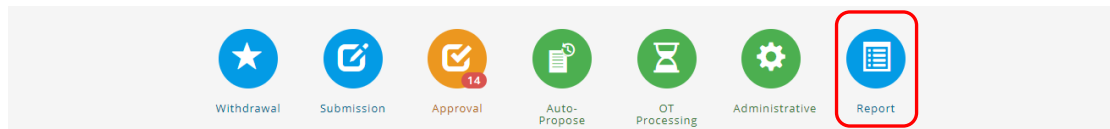
Approver can choose to filter the employees before approve/reject the OT Record

Follow the steps below to approve/reject OT:

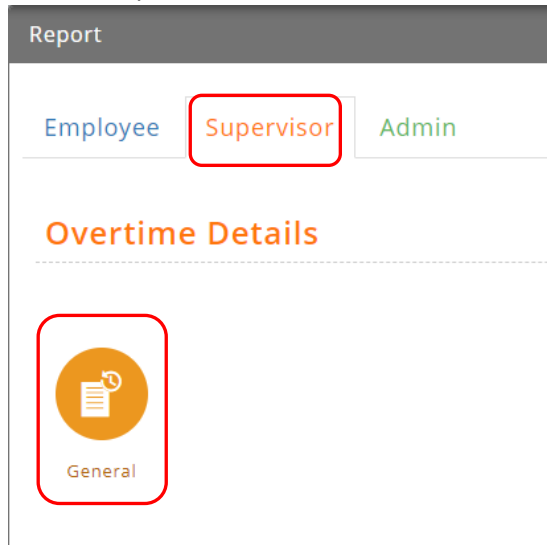
1. If required, amend the approved hours by clicking on the box under **Approved Hour(s)** column
2. Tick the checkbox of desired record.
3. To approve click [Approve Selected](#) , to reject click [Reject Selected](#)
4. Optional, approver may insert comment after action is made.

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 **Supervisor** 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:

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

Filter

Overtime Details - General (Admin)

Overtime Date Range : 2022-01-06 - 2022-02-28

(1)

Customize Columns

Export

Refresh

(2)

2022-01-30 09:43 pm

OT ID	Employee No.	Employee Name	Start Date	End Date	Types	Start Time	End Time	Pay Hour	Overtime Rates	Compensatory Method	Compensatory Method Selection	Remarks	Callback	Shift	Clock In
215205			2022-01-23	2022-01-23	OTC(P)	07:00	19:00	12.00	2.0x Rest Day	Cash Out	Follow Policy	Support production	-	RD	07:45
215545			2022-01-21	2022-01-21	OTB	16:00	19:00	3.00	1.5x Working Day	Cash Out	Follow Policy	Overtime Propose Baked In Record	-	0700-1900	06:40
215321			2022-01-20	2022-01-20	OTB	16:00	19:00	3.00	1.5x Working Day	Cash Out	Follow Policy	Overtime Propose Baked In Record	-	0700-1900	06:34
214841			2022-01-17	2022-01-17	OTB	16:00	19:00	3.00	1.5x Working Day	Cash Out	Follow Policy	Overtime Propose Baked In Record	-	0700-1900	06:42
213901			2022-01-16	2022-01-16	OTC(P)	07:00	18:00	11.00	2.0x Rest Day	Cash Out	Follow Policy	Support production	-	RD	07:31
213925			2022-01-15	2022-01-15	OTC(P)	07:00	19:00	12.00	1.5x Off Day	Cash Out	Follow Policy	Support shift personnel.	-	OD	07:12
214007			2022-01-14	2022-01-14	OTB	16:00	19:00	3.00	1.5x Working Day	Cash Out	Follow Policy	Overtime Propose Baked In Record	-	0700-1900	06:53
213457			2022-01-13	2022-01-13	OTB	16:00	19:00	3.00	1.5x Working Day	Cash Out	Follow Policy	Overtime Propose Baked In Record	-	0700-1900	06:50

«

1

2

3

4

5

...

98

»

Show 5 Employees

(4)

Step 1: Click on [Customize Columns](#) to show more columns

Step 2: Click on [Export](#) to download report to excel

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.

Filter

Apply Filter

Overtime Date

2019-02-01

To

2019-04-30

Approval Date

To

Approval Time

To

Status

Select options

Overtime Type

Select options

(5)

(6)

[Retrieve](#)

[Clear Filter](#)