User Guide
New Overtime
Supervisor Mode

CONTENTS

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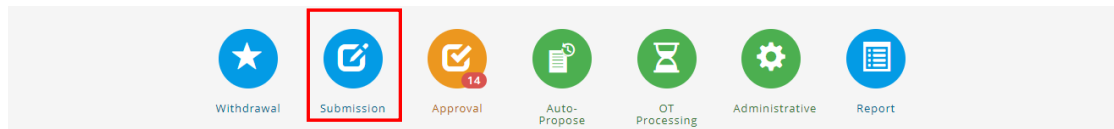
Once the dialog box appears (as shown the above), under select **Supervisor** mode to apply for overtime request.
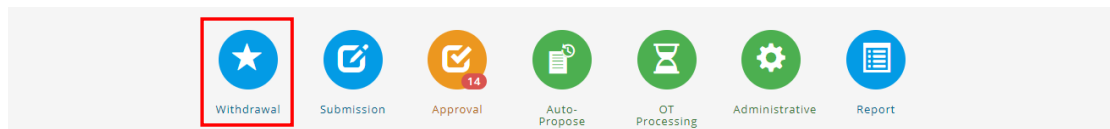
Follow the steps below to submit overtime request:

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.
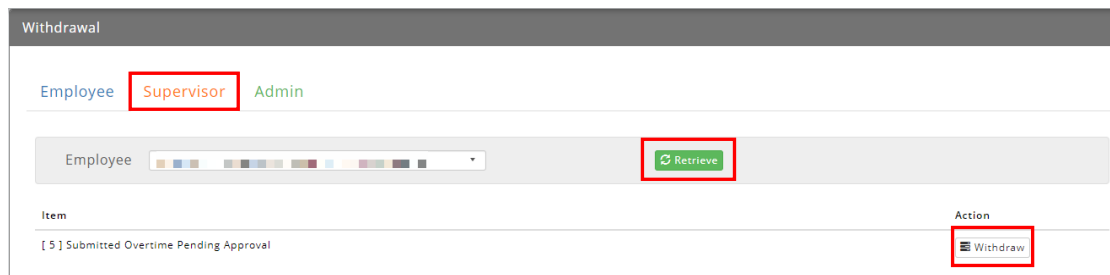
7. Click ✔Submit to submit the OT request.

1.2 Withdraw OT Records

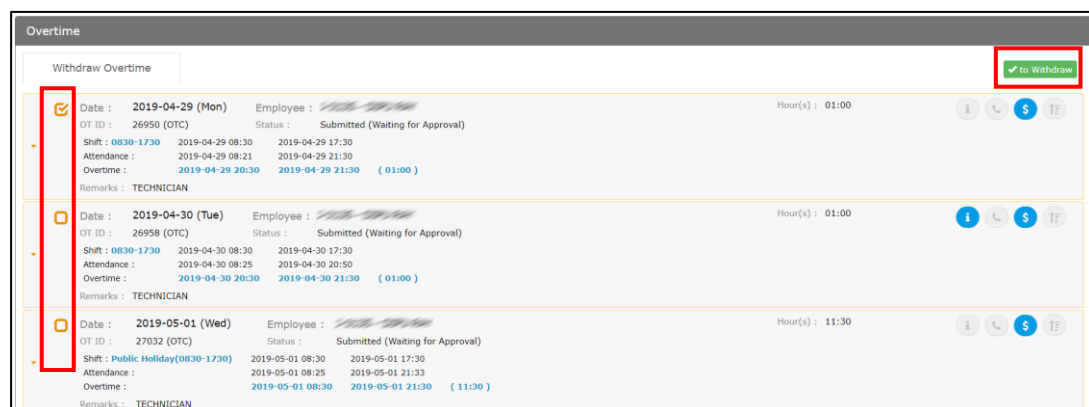Only allows to withdraw OT Records which at status of pending approval.

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.

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

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 ![OTP Add to list] at the top-right corner and a list of overtime record will be shown.

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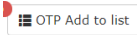
4. Select ![Submit Selected Overtime] to submit Overtime record.

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.
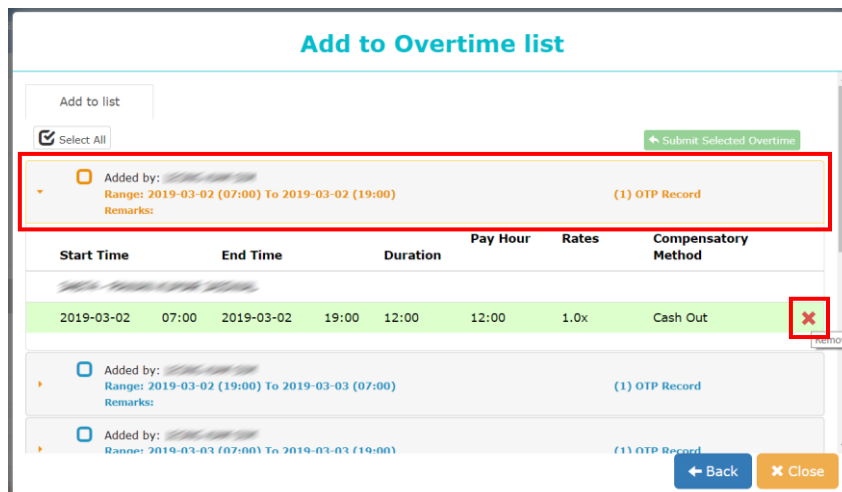
Option 1: To remove all items include the main header.

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 x 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 x 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

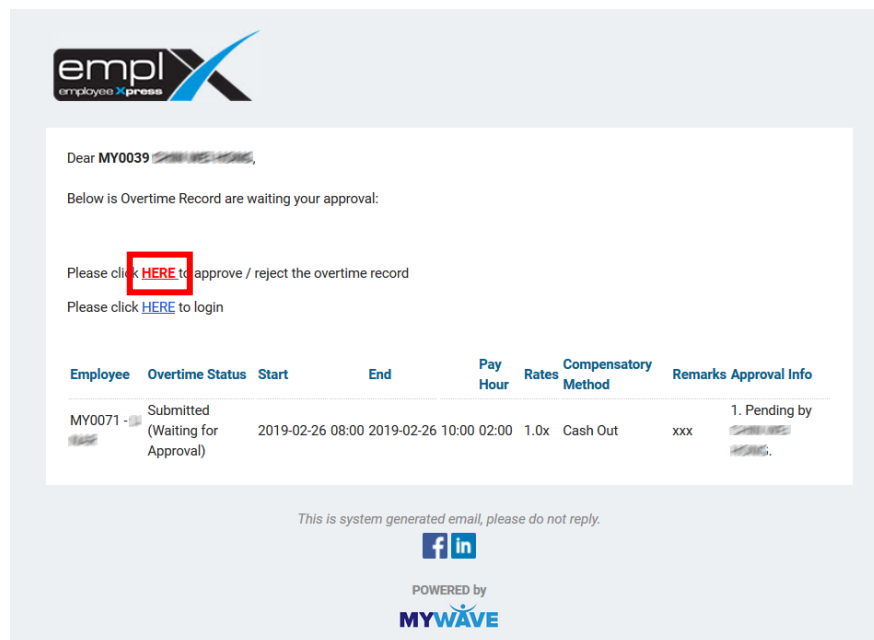Click the **Approval** icon highlighted below.

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.


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
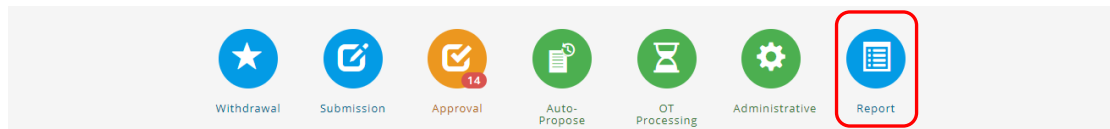
1. To view more details about Employee Overtime, click on the **Report** icon.
2. Select **Supervisor** Tab, and it will display all reports which available. Click on the **General** report to view.
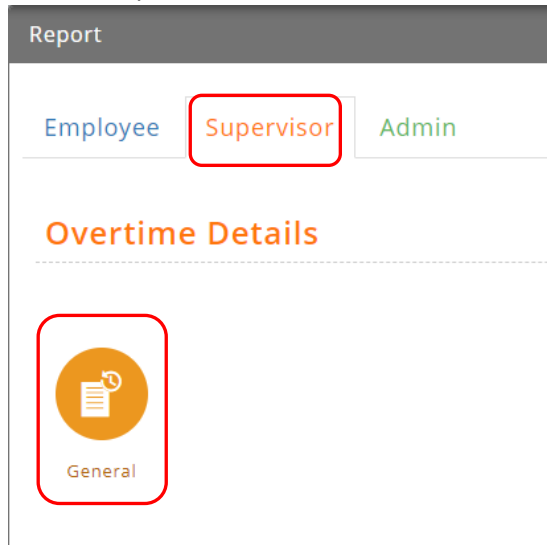
List of reports:

a. Overtime Detail
   - General

Overtime Details (General)

By default, the report displays the overtime data submitted & approved.

The overtime breakdown shows:

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

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.