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## Control Work Hours + OT Hours by Weekly

### 1. Setting in General Setup

**Prompt Warning Message**

Warning Approve Actual OT if Total Working Hours + OT Hours per Week >  . Week Start:

Remind Approvers if Total Working Hours + OT Hours per Week >  .

---

eOT Without Time Attendance (WTA)

Allow User Input OT Hours?

OT Increment:

---

eOTPlan

Initial Plan OT Hours, ONLY need 1st Level Approval approve Plan OT Hours (POT)

AOT < POT, Insert to OT Approval Form

AOT > POT, Insert to OT Approval Form

AOT Hours  POT Hours

Import Plan OT According to Location or OT Code

**Prompt Warning Message**

Warning Approve Plan OT if Total Working Hours + OT Hours per Week >  . Week Start:

Remind Approvers if Total Working Hours + OT Hours per Week >  .

- If  “Warning Approve Actual/ Plan OT if Total Working Hours + OT Hours per Week”, there is a **CHECKING** when **Approvers** approve the **Actual/ Plan OT Hours**. Checking condition as below:
  - Sum all Work Hours + OT Hours per week (7 Days)
  - Week start from which Day (Mon, Tue, Wed...etc?)
- Employees or Supervisor still can submit Plan OT Forms although the Work Hours + OT Hours per week is over 60 hours, just let approvers to decide which application he/she want to approve.
- System will **NOT DO BLOCKING** for approvers to approve the OT or Plan OT due to they may need to allow employee to work more than 60 hours if production have to rush urgent part specially during sales peak season. The system only will give **REMINDER** to approvers that employee’s current Work Hours + OT Hours already exceed “52.5” hours.

- Above setting, I put “40” hours for reminder. For your company, you can adjust this figure to “52.5” hours.

**Prompt Warning Message**

Warning Approve Plan OT if Total Working Hours + OT Hours per Week >  . Week Start:

Remind Approvers if Total Working Hours + OT Hours per Week >  .

Allow Import Approve Plan OT to OT Approval Form if Weekly Work Hours + OT Hours exceed maximum limit of Weekly Work Hours + OT Hours.

- If above  is  , meaning when employee’s current Weekly Work Hours + OT Hours > 60 hours, the system still will import Approve Plan OT to iFlexi HRMS system.

If HR want the system do blocking not allow approver approve those approve plan overtime or overtime record, HR need to  setting as below:

## OT

eOT

Without Time Attendance

OT Active Time (from):

Override Method:

Allow User Change Override Method?

Not Allow Employees/Supervisor Change Actual OT Hours

Not Allow Approver Change OT Hours GREATER THAN Actual OT Hours

Not Allow Supervisor Change OT Hours GREATER THAN Actual OT Hours

Not Allow Change Compulsory OT Hours

Auto tick OT Hours in OT Application Form

**Prompt Warning Message**

Warning Approve Actual OT if Total Working Hours + OT Hours per Week >  . Week Start:

Remind Approvers if Total Working Hours + OT Hours per Week >  .

Block Approve?

## Plan Overtime

eOTPlan

Initial Plan OT Hours, ONLY need 1st Level Approval approve Plan OT Hours (POT)

### Overtime

AOT < POT, Insert to OT Approval Form

AOT > POT, Insert to OT Approval Form

AOT Hours  POT Hours

### OT In Days

Actual OT In Days < Plan OT In Days, Insert to OT Approval Form

Actual OT In Days > Plan OT In Days, Insert to OT Approval Form

Import Plan OT According to Location or OT Code

### Prompt Warning Message

Warning Approve Plan OT if Total Working Hours + OT Hours per Week >  . Week Start:

Remind Approvers if Total Working Hours + OT Hours per Week >  .

Block Approve?

## 2. Where to show Total Work Hours + OT Hours per week?

### OT

- When attendance already generated, and employees/ supervisor go to apply “Actual OT Hour”, he/she is able to see “**Total Work Hours + OT Hours per week**”. Below is the screenshot to show you where is it:

OT Application On Behalf of Subordinate

Employee No:

From Date . 28-Feb-2017 To Date . 28-Feb-2017

Employee List

Options

Override Method. M; Minimum OT Hours

Reason.

Page 1 of 1 (1 items)

Drag a column header here to group by that column

Emp No.	Name	Date	Work + OT Hour	First Clock In	Last Clock Out	OTCode 1	Origin OT 1	OTCode 2	Origin OT 2
110115	CHIA LEE CHING	28-Feb-2017	47.5	0757	2130	WDKA	0100	WDK	0130

**Figure 1.1 Actual OT Application Form**

You can click on the figure and see the details.

- When approvers want to approve “Actual OT Hours”, the system will show him/her current “**Total Work Hours + OT Hours per week**”. So, approvers can decide want to approve or reject the OT Application.
- The **red font color** is a **reminder color** which remind you employee’s current total working hours + OT hours already exceed **52.5** hours. From above screen, I set reminder hours as “40”. You can adjust this figure is our “General Setting”.

localhost/eStaff/eOT/eOTApprove.aspx

Home | e-OT | e-Leave

OT Activity | Supervisor Menu | OT Reports | EOT Plan

Home > Default > OT Approve

OT Approval

Approval: 103084 Apply Before OT Apply After OT

OT Status: PENDING

From Date: To

Refresh

Select all on the page | Unselect all on the page

Page 1 of 1 (1 items)

Drag a column header here to group by that column

#	#	OT ID	EmpNo	Name	OT Date	IN	OUT	Total App OT Hr	Work + OT Hour	Plan OT Hours	Reason
Detail	<input type="checkbox"/>	OT-20/03/17-00	110115	CHIA LEE CHING	28-Feb-2017	0757	2130	0230	47.5	0000	testing

Figure 1.2 Approver's Approve Actual OT Page

localhost/eStaff/eOT/eOTApproveDetail.aspx

OT Record

OT Application Detail | OT Resubmit History

Created By: flexi

Approval: 103084

Emp No: 110115

Emp Name: CHIA LEE CHING

Override Method: M; Minimum OT Hours

Total Work Hours + OT Hours = 47.5

OT Code 1.	WDKA	OT Hour 1.	0100	OT Origin 1.	0100
OT Code 2.	WDK	OT Hour 2.	0130	OT Origin 2.	0130
OT Code 3.		OT Hour 3.	0000	OT Origin 3.	0000
OT Code 4.		OT Hour 4.	0000	OT Origin 4.	0000

OT Type: PENDING

Apply Date: 20-Mar-2017 17:18:53

Date: 28-Feb-2017

Reason: testing

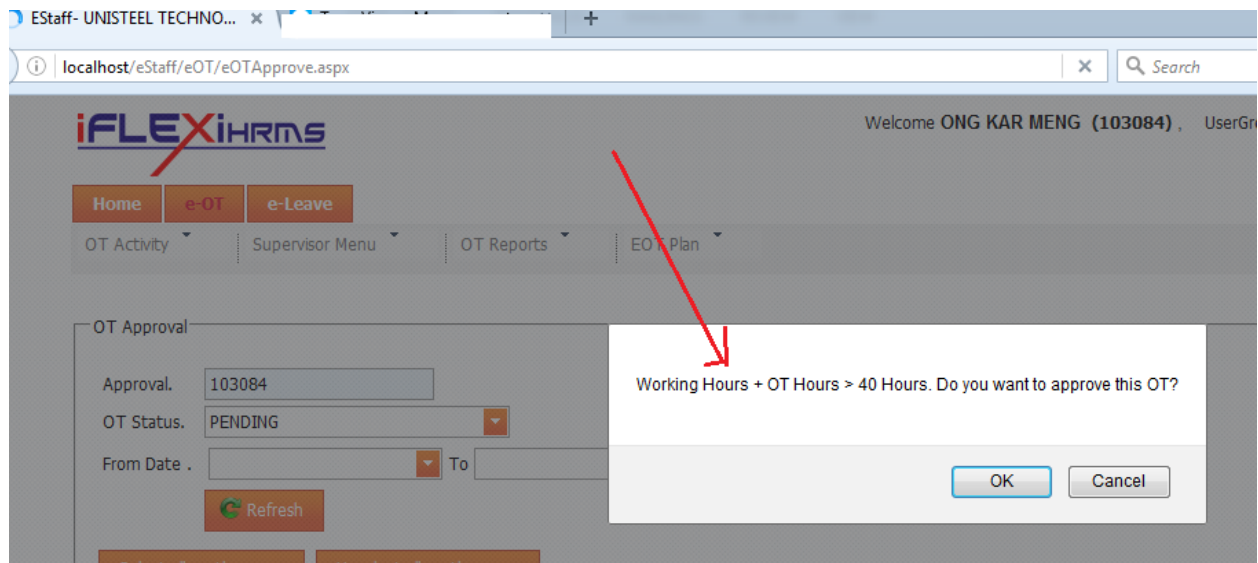
Action:  Approve  Reject  Re-Submit

Approve Reason

Submit | Close

Figure 1.3 Approver's Approve Actual OT Details Page

- The system will put the **red font color** for “Employee Name” and “Total Working Hours + OT Hours”, as a **reminder** for approvers that this employee’s current Work Hours + OT Hours already exceed “52.5” hours.
- Approvers will receive below **alert message** if he/she click on “Approve” button:



**Figure 1.4 Warning Message for Approvers**

- Above sample I set it “40” hours. You can adjust this to “60” hours in “General Setting”.
- If approver click on “OK” button, the system will **proceed** to approve this OT. While approver click on “Cancel” button, the system will **cancel** the approve action.

### **Plan OT**

- When approvers want to approve “Plan OT Hours”, the system will show him/her current “**Total Work Hours + OT Hours per week**”. So, approvers can decide want to approve or reject the Plan OT Application.
- The **red font color** is a **reminder color** which remind you employee’s current total working hours + OT hours already exceed 52.5 hours. From above screen, I set reminder hours as “40”. You can adjust this figure is our “General Setting”.

eOT Plan Approval

Approval:

eOT Plan Status:

From Date:  To

Page 1 of 1 (1 items)

Drag a column header here to group by that column

#	#	ID	EmpNo	Name	OT Date	IN	OUT	Total App OT Hr	Work + O Hour	OT Code1	OT Hou
<a href="#">Detail</a>	<input type="checkbox"/>	OTP-20/03/17-C	110115	CHIA LEE CHING	28-Feb-2017	0757	2130	0200	47.5	WDKA	0200

Page 1 of 1 (1 items)

Figure 1.3 Approver's Approve Plan OT Page

eOT Plan Record

Created By:

Approval:

Emp No.:

Emp Name: **CHIA LEE CHING** Working Hours + OT: 47.5

Override Method:

Status:

Created Date:

OT Date:

Plan OT

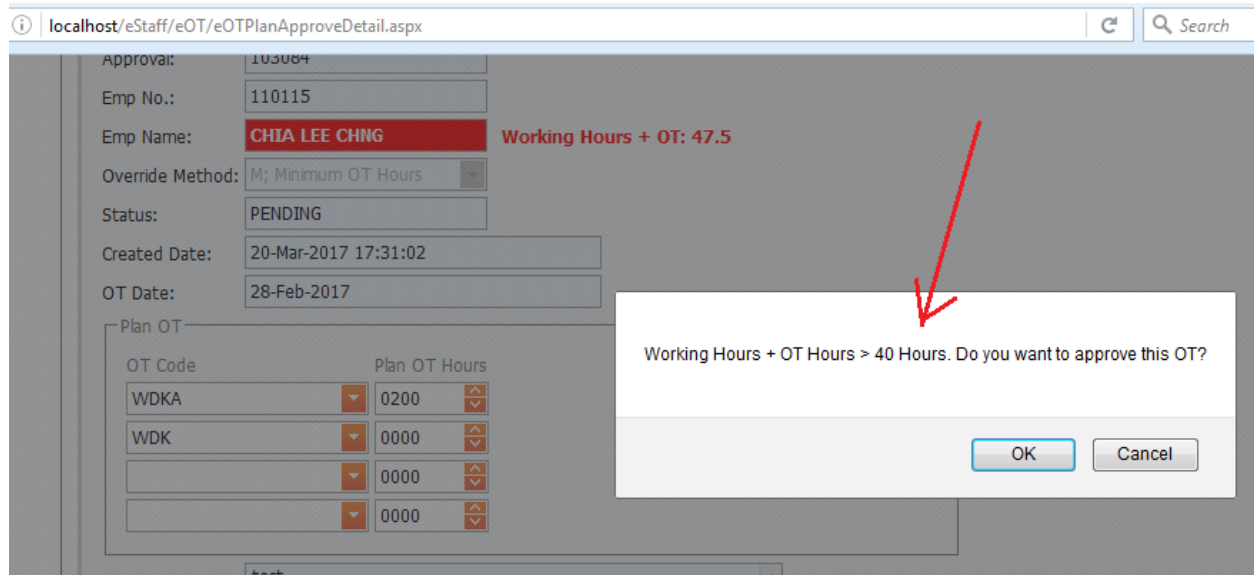
OT Code	Plan OT Hours
WDKA	0200
WDK	0000
	0000
	0000

Total Work Hours + OT Hours= 47.5

Reason:

Figure 1.4 Approver's Approve Plan OT Details Page

- The system will put the **red font color** for “Employee Name” and “Total Working Hours + OT Hours”, as a **reminder** for approvers that this employee’s current Work Hours + OT Hours already exceed “52.5” hours.
- Approvers will receive below **alert message** if he/she click on “Approve” button:



**Figure 1.5 Approve Plan OT Hours Failure Message**

- Above sample I set it “40” hours. You can adjust this to “60” hours in “General Setting”.
- If approver click on “OK” button, the system will **proceed** to approve this OT. While approver click on “Cancel” button, the system will **cancel** the approve action.

### 3. Batch Approve Sample – Plan Overtime

eOT Plan Approval

Approval: 5212  
 eOT Plan Status: PENDING  
 From Date: [ ] To [ ]  
 Refresh  
 Select all on the page Unselect all on the page

Page 1 of 1 (2 items)

Drag a column header here to group by that column

#	#	ID	EmpNo	Name	OT Date	IN	OUT	Total App OT Hr	Work + OT Hour	OT Code1	OT Hour
Detail	<input type="checkbox"/>	OTP-14/12/20-C	4995	AHMAD FAUZI BIN HAMZAH	08-Nov-2020			1030	79.150000000	SOT	1030
Detail	<input type="checkbox"/>	OTP-14/12/20-C	2499	ALFIAN BIN SHARIFF	08-Nov-2020			0200	40	SOT	0200

Page 1 of 1 (2 items)

Above 2 records, if 1 record Total Works + OT Hours already exceed max limit and another 1 record didn't exceed, so only 1 record which didn't exceed max limit hours will be approve by approver, refer to below screen shot:

• Emp No.: 4995, OT Date: 08/11/2020 - Approve Failed. Total Work+OT Hours exceed maximum Work+OT Hours set by HR.

Approval: 5212  
 eOT Plan Status: PENDING  
 From Date: [ ] To [ ]  
 Refresh  
 Select all on the page Unselect all on the page

Page 1 of 1 (1 items)

Drag a column header here to group by that column

#	#	ID	EmpNo	Name	OT Date	IN	OUT	Total App OT Hr	Work + OT Hours	OT Code1	OT Hour1
Detail	<input checked="" type="checkbox"/>	OTP-14/12/20-C	4995	AHMAD FAUZI BIN HAMZAH	08-Nov-2020			1030	79.150000000000003	SOT	1030

Page 1 of 1 (1 items)


Resubmit Approve Reject

Activate Windows  
Go to Settings to activate W

## 4. Approve Plan OT Unmatched After Run the Synchronization



- Supervisors also can see “Total Work Hours + OT Hours” in approve plan OT unmatched listing. Please refer to below screen shot:

EOTPlan Unmatched Result




Employee No:

From Date:  To Date:

Cancel Reason:



Employee List

Total No Attendance Records: 0

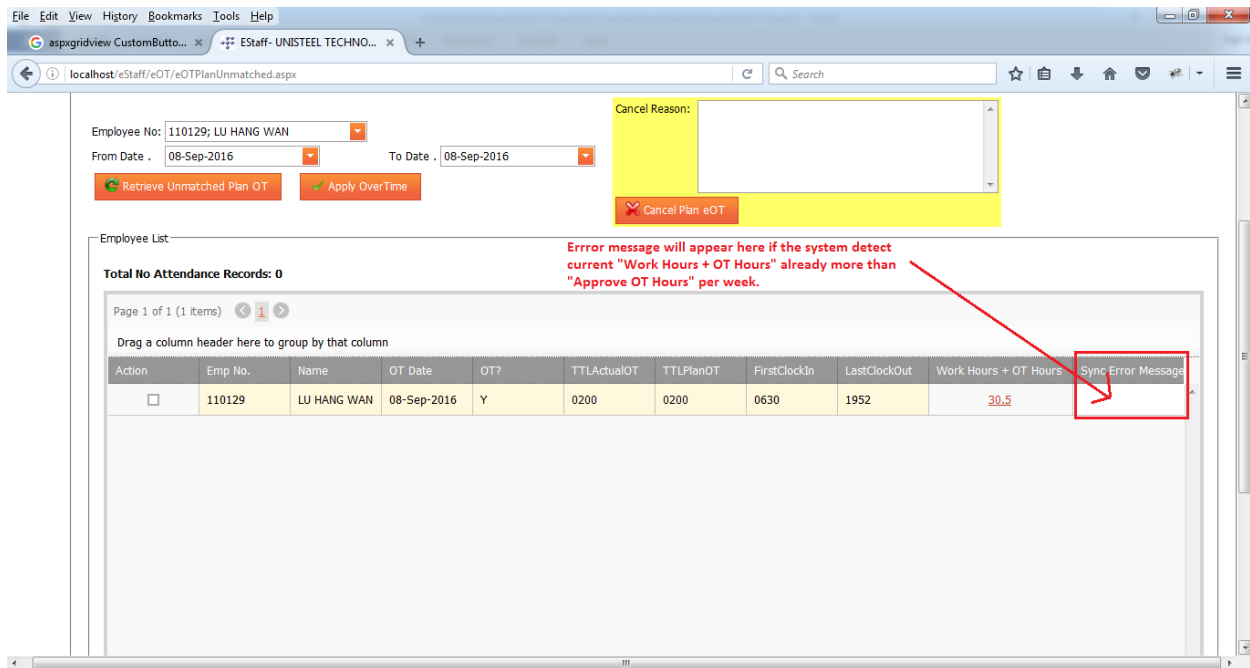
Page 1 of 1 (1 items)

Drag a column header here to group by that column

Action	Emp No.	Name	OT Date	OT?	TTLActualOT	TTLPlanOT	FirstClockIn	LastClockOut	Work + OT Hours	OTC1	OriOT1
<input type="checkbox"/>	110115	CHIA LEE CHNG	28-Feb-2017	Y	0230	0200	0757	2130	47.5	WDKA	0100

**Figure 1.5 Plan OT Unmatched Listing – Show Work Hours + OT Hours**

- If Work + OT Hours  $\geq$  40, the “Name” and “Work + OT Hours” will be highlighted in red font color as above.
- If “Total Actual OT” = “Total Plan OT”, but you still seeing the record pending in unmatched listing, meaning possibility this record “Work Hours + OT Hours” already exceed the Approve OT Hours, so the record will not posting to iFlexi HRMS System. You can see the reason column to tell you why this record is failed to synchronized iFlexi HRMS System, please see below screen shot:



**Figure 1.6 Plan OT Unmatched Listing – Show Posting Failed Message**

- Please submit above record, so that approvers can decide again whether still will approve or reject their OT.

❖ **Important Notes:**

- You must make sure the Shift Code for everyday is assigned correctly for each employees, otherwise the system will calculated wrongly for the value of “**Total Work Hours + OT Hours**”

**Tips: How to Calculate Work Hours?**

- Get the Shift Code from employee’s daily attendance. If HR haven’t process daily attendance, the Shift Code will capture from Shift Group.

## 5. Reset Plan Overtime Synchronization

If you untick setting as below:

### Import Approve Plan OT to OT Approval Form

Allow Import Approve Plan OT to OT Approval Form if Weekly Work Hours + OT Hours exceed maximum limit of Weekly Work Hours + OT Hours.

This mean CallService.exe will not insert approve plan overtime record if system detect actual work hours + OT hours already exceed maximum limit set by HR. Those failure record which didn't import to OT Approval Form, will appear at below pages:

The screenshot shows a web application interface with a navigation menu at the top. The menu items are: Home, e-Employee, e-Attendance, e-OT, e-Leave, and Admin. Below the menu, there are several dropdown menus: OT Activity, Supervisor Menu, OT General Setting, OT Reports, EOT Plan, and OT Administration. The OT Administration dropdown menu is open, showing options: OT Approve - Cancel, Plan OT Approve - Cancel, Checklist - Pending OT, Checklist - Pending Plan OT, and Plan OT Synchronization. A red arrow points from the 'Plan OT Synchronization' option to a message box below. The message box contains the text: 'Synchronization Failed for Plan Overtime Hour Exceed Weekly Limit'. Below this message, there are two date dropdown menus: 'From Date' set to '1/1/2020' and 'To' set to '31/12/2020'. Below the date dropdowns, there is a red message: 'Reset eOTPlan Synchronization success! ID:OTP 04/03/20 000005, EmpNo:6406, OT Date:03/03/2020 by User:flavi'.

Synchronization Failed for Plan Overtime Hour Exceed Weekly Limit

From Date: 1/1/2020 To: 31/12/2020

Refresh Reset Synchronization Export To Excel

Page 1 of 1 (2 items)

#	ID	Emp No.	Name	OT Date	Status	Total Work+OT	Already Sync?	Update to HRMS	Sync Date	Sync Error Mes
<input type="checkbox"/>	OTP-17/03/20-0	6917	DILLI BAHADUR OLI	17-Mar-2020	APPROVE	27.9666666666666	Y	N	27-Mar-2020 13:43:26	Update Failed. Total Work Hours + OT Hours > 0
<input type="checkbox"/>	OTP-17/03/20-0	6910	MOHAMAD RIDAWAN JOLAHA	17-Mar-2020	APPROVE	27.9666666666666	Y	N	27-Mar-2020 13:38:25	Update Failed. Total Work Hours + OT Hours > 0

Page 1 of 1 (2 items)

HR can reset those record if he/she want CallService.exe to run again those record if he/she change the setting to "Allow Import Approve Plan OT to OT Approval Form if Weekly Work Hours + OT Hours exceed maximum limit of Weekly Work Hours + OT Hours."

You will see below message if you reset the record successfully:

Synchronization Failed for Plan Overtime Hour Exceed Weekly Limit

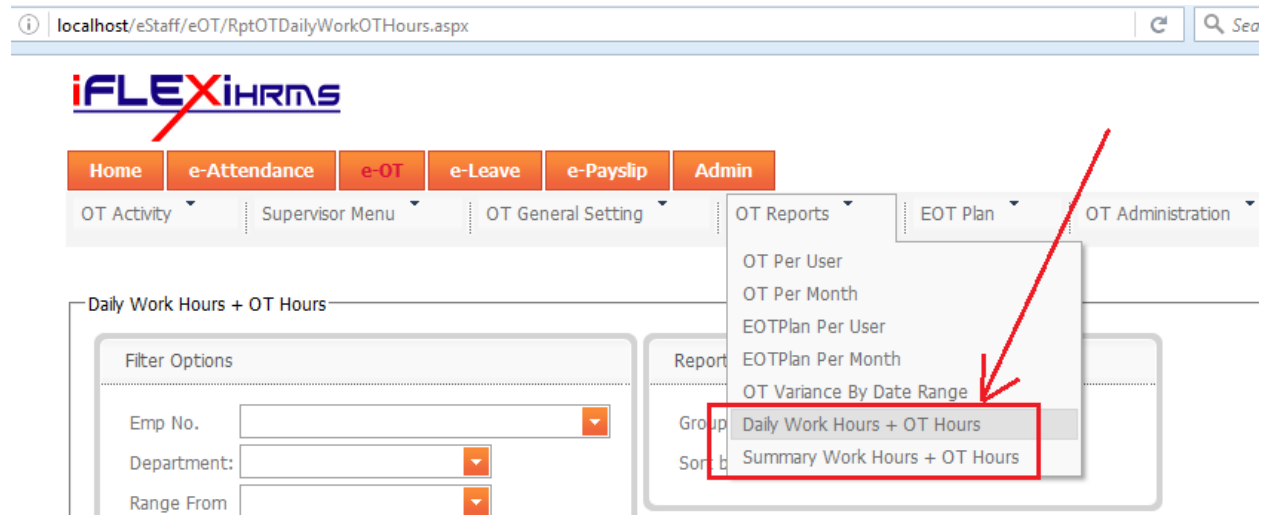
From Date: 1/1/2020 To: 31/12/2020

- Reset eOTPlan Synchronization success! ID:OTP-04/03/20-000005, EmpNo:6406, OT Date:03-03-2020 by User:flexi.

Refresh Reset Synchronization Export To Excel

## 6. Reporting

- There are **TWO** new reports:
  - A. Daily Work Hours + OT Hours
  - B. Summary Work Hours + OT Hours



**Figure 1.7 New Reports in Top Menu of the System**

### Daily Work Hours + OT Hours

- This report will show every day Work Hours + OT Hours for each employee. The sample of report as below:

UNISTEEL TECHNOLOGY (M) SDN. BHD. Print On: 21/Mar/2017 12:23:07  
**Daily Work Hours + OT Hours Report** Page 1/1  
 Date Range From: 05-Sep-2016 To 11-Sep-2016 User : flexi

Base	Division	Department	Emp No.	Name	Position	Nationality	Day	Attendance Date	Time In	Time Out	Total Normal Working Hrs	Total OT Hrs	Total Working Hrs (Norm + OT)
<b>WONG SHU YI</b>													
HQ_H	0000	HR0	110268	WONG SHU YI	HR & ADMIN EXECUTIVE	MAL	Mon	05/09/2016	0731	1944	8.50	2.00	10.50
HQ_H	0000	HR0	110268	WONG SHU YI	HR & ADMIN EXECUTIVE	MAL	Tue	06/09/2016	0740	2014	8.50	2.00	10.50
HQ_H	0000	HR0	110268	WONG SHU YI	HR & ADMIN EXECUTIVE	MAL	Wed	07/09/2016	0741	2025	8.50	2.00	10.50
HQ_H	0000	HR0	110268	WONG SHU YI	HR & ADMIN EXECUTIVE	MAL	Thu	08/09/2016	0734	2008	8.50	2.00	10.50
HQ_H	0000	HR0	110268	WONG SHU YI	HR & ADMIN EXECUTIVE	MAL	Fri	09/09/2016	0733	1733	8.50	.00	8.50
HQ_H	0000	HR0	110268	WONG SHU YI	HR & ADMIN EXECUTIVE	MAL	Sat	10/09/2016			.00	.00	.00
HQ_H	0000	HR0	110268	WONG SHU YI	HR & ADMIN EXECUTIVE	MAL	Sun	11/09/2016			.00	.00	.00
<b>Total Working + OT Hours:</b>											<b>42.50</b>	<b>8.00</b>	<b>50.50</b>

**Figure 1.8 Daily Work Hours + OT Hours Report**

## Summary Work Hours + OT Hours

- This report will show Total Work Hours + OT Hours for each employee. The sample of report as below:

Emp No.	Name	Base	Division	Department	Position	Nationality	Total Normal Working Hrs	Total OT Hrs	Total Working Hrs (Norm + OT)	Total Excessive Working Hrs
100160	SHANTI A/P AYAVOO	6	FAJJ	AQF	PRODUCTION OPERATOR	MAL	46.50	4.00	50.50	10.50
110115	CHIA LEE CHNG	10	CLJJ	QAC	QA/QC SUPERVISOR	MAL	39.25	.00	39.25	-
100442	DONNY BAKIL ANAK TAWI	10	CLJJ	QAC	QA/QC LEADER	MAL	37.00	26.00	63.00	23.00
100146	SITI FATIMAH BTE MOHD TAHA	10	CLJJ	QAC	QA/QC INSPECTOR	MAL	46.50	2.00	48.50	8.50
100152	SITI RUZAKIAH BINTI JUPERI	12	CLJJ	SPC	PRODUCTION CONTROLLER	MAL	46.50	6.50	53.00	13.00
100149	MOHD YAZID BIN ABD RAHIM	8	CLJJ	TMC	PRODUCTION SUPERVISOR	MAL	46.50	.00	46.50	6.50
<b>Total Working + OT Hours:</b>									<b>300.75</b>	
<b>Total Excessive Working + OT Hours :</b>										<b>61.50</b>

**Figure 1.9 Summary Work Hours + OT Hours Report**

- For those value which exceed 60 hours, will highlighted in red font color. Above sample report I defined as 40 hours, you can adjust this figure to 60 hours in “General Setting” of the system.

❖ **Notes:** This features only used by customer Unisteel/ Classic Advantage.