

E-STAFF SYSTEM – OT MODULE

Version: 1.0.11.0

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General Setting

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

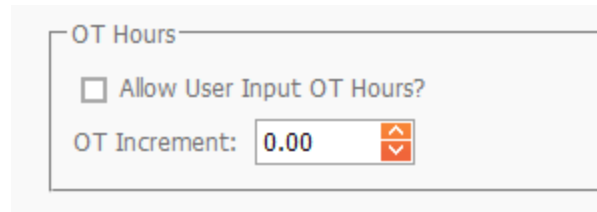
Not Allow Supervisor Change OT Hours GREATER THAN Actual OT Hours

Not Allow Change Compulsory OT Hours

- **Without Time Attendance**
Our e-OT Module can set either **using iFlexi HRMS Time Attendance** or **without using iFlexi HRMS Time Attendance**. ✓ the box of **“Without Time Attendance”** if you didn’t buy our iFlexi HRMS Time Attendance system.
- **OT Active Time (from)**
If you put the date **“1/2/2009”**, meaning only OT Date start from 1/2/2009 which you apply will appear in the Pending List only.
- **Override Method**
Please choose which method you want to use in e-OT system.
- **Allow User Change Override Method?**
If you allow supervisor change **“Override Method”** when they apply OT on behalf of their subordinates, please ✓ this checkbox to allow them change **“Override Method”**.
- **Not allow Employees/Supervisor Change actual OT hours**
If you no allow employee & supervisor change the actual OT hours, please tick this checkbox prevent them change the actual OT hours.
- **Not allow approver change OT hours greater than actual OT hours.**
When approver change the OT hours is greater than actual OT hours, system will not allow approver change the OT hours if tick this checkbox.
- **Not allow supervisor change OT hours greater than actual OT hours.**
No allow supervisor change their subordinate OT hours greater than actual OT hours , if tick this checkbox.

- **Not allow change compulsory OT hours.**

If tick this checkbox, all user can't change the compulsory OT hours.



The screenshot shows a configuration panel for OT Hours. At the top, it is titled "OT Hours". Below the title, there is a checkbox labeled "Allow User Input OT Hours?". Below the checkbox, there is a label "OT Increment:" followed by a text input field containing the value "0.00" and a small orange square button with a white downward-pointing arrow.

- The OT Hours display in the default OT increment according to above setting. If you allow user to enter any value of OT Hours, please ✓ the checkbox of **“Allow User Input OT Hours?”**

Document Rules

Step 1: Home | e-Attendance | e-OT | e-Leave

Step 2: OT Maintenance (Flexi HRMS) | OT Document Rule | OT CutOff Period

Step 3: Add | Delete

#	Rule ID	Group ID	Sub Group ID	Condition	Formula	Action	Show	Disable	Msg Content
1	OT			ApplyDate < 0		REJECT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Your plan overtime date already passed, you're not allowed to submit!

Step 6: Click "Update" button to save this new rules.

Step 4: Enter condition here.

RuleID: 1

Group ID: OT

SubGroup ID:

Condition: ApplyDate < 0

Step 5: Choose Reject.

Formula:

Action: Reject Alert

Message: Your plan overtime date already passed, you're not allowed to submit!

Show Message: Show Don't Show

Step 6: Enter message which will see my users when this rules is being hit.

Step 7: Choose Show.

Route ID	Desc Route	Allow	
<input type="checkbox"/>	ADMIN	ADMIN	<input type="checkbox"/>
<input type="checkbox"/>	ARIEL BCK	ARIEL R. GULAPA & KHOR BENG CHAI	<input type="checkbox"/>
<input type="checkbox"/>	ARIEL_RADP	ARIEL REYES GULAPA & REYES RADPHIL	<input type="checkbox"/>
<input type="checkbox"/>	AZAITI CAR	AZAITI CAREN	<input type="checkbox"/>
<input type="checkbox"/>	AZIE CAREN	NUR AZIEYANA ATIKA BINTI ABDUL AZIZ CAREN	<input type="checkbox"/>
<input type="checkbox"/>	BCK	KHOR BENG CHAI	<input type="checkbox"/>
<input type="checkbox"/>	BCK JEFF	KHOR BENG CHAI & JEFF	<input type="checkbox"/>
<input type="checkbox"/>	BCK JEFF2	KHOR BENG CHAI & JEFF	<input type="checkbox"/>
<input type="checkbox"/>	BCK TAL	KHOR BENG CHAI & TAN AI LEE	<input type="checkbox"/>

Step 8: Click "Update" button to save this new rules.

- HR also can set some warning message by choosing Action -> "Alert". When choose this action, staffs still can submit their overtime, but system will pop up some warning message before they submit their OT.
- If this rule not apply on all staffs, HR can choose exclude those staffs to skip the rules, according to staffs' route group.

Sample of Document Rules

1. ApplyDate

Condition: ApplyDate < 0

Message: Your plan overtime date already passed, you're not allowed to submit!

Example:

OT Date: 27/08/2018

Today Date: 28/08/2018

Submit Date: 28/08/2018 11:39AM

Submit Result: Failed

OT Date: 29/08/2018

Today Date: 28/08/2018

Submit Date: 28/08/2018 11:39AM

Submit Result: Success

OT Cut off Period

Please ignore this "OT Cut off Period" if customer got buy iFlexiHRMS Time Attendance. This setting only apply to customers who buy iFlexiHRMS payroll only.

The screenshot shows the navigation menu with 'e-OT' selected. A dropdown menu is open, showing options: 'OT General Setting', 'OT Maintenance (iFlexi HRMS)', 'OT Maintenance - (WTA)', 'OT Document Rule', and 'OT CutOff Period'. A box labeled 'Step 1' points to the 'e-OT' menu item, and a box labeled 'Step 2' points to the 'OT CutOff Period' option in the dropdown.

OT CutOff Period

#	Method Code	Description
Edit <input type="checkbox"/>	M1	M1 OT Cutoff Period from 1st - 30th

Buttons: [Add](#) [Delete](#)

Step 3 points to the 'Delete' button.

The screenshot shows the 'OT CutOff Period - Add/ Edit' form with the following fields and steps:

- Compute Method: * (M1,M2,H1,00) - Step 4: Enter computation method.
- Description:
- CutOff Start: * - Step 5: Cutoff start day
- CutOff End: * - Step 6: Cutoff end day
- Buttons: [Update](#) [Close](#)

Step 7: Click on "Update" button to save the record.

Where to cancel APPROVE Overtime?

Step 1

Step 2

Step 4: Enter cancel reason. This field is mandatory field.

Step 3: ✓ this box for record which you want to cancel.

OT Approve - Cancel

Emp No:

OT Date From: 10/7/2020 To: 10/9/2020

Cancel Reason: *

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#	Action	EmpNo	Name	OT Date	OT1	OT2	OT3	OT4	HR1	HR2	HR3	HR4	Reason	Approval Na
<input type="checkbox"/>	Edit	4205	JUNAIDI BIN ABD RAHMAN	10-Jul-2020	NOT				0400				IPQM HV OQA PART (CASTING & MACHINE FA SAMPLE)	LAROSA DONALD
<input type="checkbox"/>	Edit	4794	NG YOKE CHOY	10-Jul-2020	NOT				0200				Support L7/L8 Robot Program Link From	WAN NORSYAHIR HIDAYAH BII

Where to Amend OT Approval Form which already update into iFLEXI HRMS Payroll System?

- When OT form already approve through ESS system. HR cannot modify the OT form through iFLEXIHRMS payroll system. HR must modify OT approval form through ESS system. Please click on below link to amend the form:

Step 1

Step 2

Step 3

Flexi HRMS - OT Approval Form

Emp No:

OT Date From: 1/7/2020 To: 31/7/2020

[Refresh](#)

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Action	EmpNo	Name	OT Date	Reason	Shift Group	OT Code1	OT Hours1	OT Code2	OT Hours2	OT Code3	OT Hours3
Edit											
Edit	1066	RASHIMAH BINTI ISHAK	01-Jul-2020		SH4A	NOT	0400		0000		0000
Edit	1066	RASHIMAH BINTI ISHAK	02-Jul-2020		SH4A	NOT	0400		0000		0000
Edit	1066	RASHIMAH BINTI ISHAK	06-Jul-2020		SH4A	NOT	0400		0000		0000

Ref No.: **OTP-29/06/20-195359**

Emp No.: **1066**

Name: **RASHIMAH BINTI ISHAK**

Overtime Date: **01/07/2020**

Shift Group: SH4A; 6/5/6/5 PERMANENT MORNING

Override Method: M; Minimum OT Hours

Reason:

Attendance Actual OT	
OT Code	OT Hour
1 NOT; NORMA	0400
2	0000
3	0000
4	0000

OT In Days

	0
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Approved Overtime	
OT Code	OT Hour
1 NOT; NORMA	0400
2	0000
3	0000
4	0000

OT In Days

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Update Close

Activate Window

Step 4: Amend your OT data here and click on "Update" button.