

# E-STAFF SYSTEM – OT MODULE

Version: 1.0.11.0

Updated on 28-Sep-2020

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## Approve Overtime

- If approver approve overtime, he/she not necessary must enter approve reason. However, if approver request staffs re-submit or reject OT, approver must enter their re-submit/reject reason.



Welcome To e-Staff System

Notification    Announcement    Dashboard

- ▶ [1 Incoming OverTime waiting for your approval.](#)
- ▶ [222 Incoming eOTPlan waiting for your approval.](#)

- Click here and system will redirect you to approve page.
- Alternatively, you can go to “e-OT” -> “Supervisor Menu” -> “OT Approve”.

Home    e-Attendance    e-OT    e-Leave

OT Activity    Supervisor Menu    OT Reports    EOT Plan

- OT Application On Behalf of Subordinate
- Staff OT Application Edit
- OT Approve**

OT Approval

Approval.

OT Status.

From Date .  To

Step 1

Page 1 of 1 (1 items) < [1] >

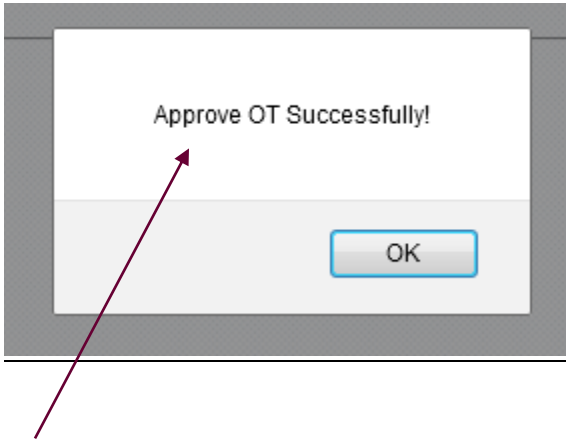
Drag a column header here to group by that column

#	#	OT T	EmpNo	Name	OT Date	IN	OUT	Total App OT Hr	R
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Detail</a>	<input type="checkbox"/>	OT-09/09/20-02	P7395	JV HAROLD GATCHALIAN	21-Jul-2020	1919	0816+	0400	R

Page 1 of 1 (1 items) < [1] >

Step 2

- If you want to see more details, you can click "Detail" here.



You will see above message if you take action successfully.

## Reject Overtime

- Please note if approver reject overtime, he/she must enter “Remark” why he/she reject overtime application. Refer to below screen shot:

Page 1 of 1 (12 items) < 11 >

Drag a column header here to group by that column

#	#	OT ID	EmpNo	Name	OT Date	IN	OUT	Total App OT Hr	Reason	Created By	Remark	OT Co
<a href="#">Detail</a>	<input checked="" type="checkbox"/> a)	OT-12/01/16-080652	0006	LONGCHIK BIN CHELAH	11-Sep-2015	0732	1700	0030	Prepare paper work	0006	b)	N15
<a href="#">Detail</a>	<input type="checkbox"/>	OT-01/01/16-079399	0280	BONSU BIN SALAM	31-Dec-2015			0330	JR06512&03400 Repair Tractor-Monitor job progress	0126		
<a href="#">Detail</a>	<input type="checkbox"/>	OT-06/01/16-079828	0280	BONSU BIN SALAM	01-Jan-2016			0030	Monitor job progress	0126		
<a href="#">Detail</a>	<input type="checkbox"/>	OT-06/01/16-079827	0126	NORZURA BINTI NOH	03-Jan-2016			0030	Prepare Urgent PR	0126		
<a href="#">Detail</a>	<input type="checkbox"/>	OT-06/01/16-079832	0053	MOHD HAPIZ BTH ABDULLAH	04-Jan-2016			0230	JR10204 RB1.1 Monitor	0126		

c)

### To Reject OT

- ✓ the checkbox at left-side of “Detail”.
- Enter the reason in “Remark” column. (Mandatory field)
- Click “Reject” button.

## Re-submit Overtime

- Please note if approver re-submit overtime, he/she must enter “Remark” why he/she ask employee re-submit their overtime. Refer to below screen shot:

OT Record

OT Application Detail | OT Resubmit History

Created By. flexi  
Approval. P6755  
Emp No. P7395  
Emp Name. JV HAROLD GATCHALIAN  
Override Method: M; Minimum OT Hours

OT Code 1.	NOT	OT Hour 1.	0400	OT Origin 1.	0400
OT Code 2.		OT Hour 2.	0000	OT Origin 2.	0000
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

OT In Days

Apply Date. 14-Sep-2020 09:55:34  
Date. 21-Jul-2020  
Reason. Rush project  
Action.  Approve  Reject  Re-Submit  
Resubmit Reason

Submit Close

Step 1 points to the Reason field.  
Step 2 points to the Resubmit Reason field.  
Step 3 points to the Submit button.

To ask Employee **Resubmit** OT Application (Due to incomplete, unacceptable reason etc.)

- ✓ Re-Submit box.
- Enter re-submit reason.
- Click “**Submit**” button.