

E-STAFF SYSTEM – OT MODULE

Version: 1.0.11.0

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How to Apply Overtime?

- Employees can apply overtime by themselves after attendance result generated from iFLEXI HRMS Time Attendance.

Step 1: Click on the **e-OT** menu.

Step 2: Click on **OT Application** in the dropdown menu.

Step 3: Select employee number who want to apply overtime.

Step 4: Choose which overtime date you want to apply.

Step 5: Click on the **Retrieve Unapprove OverTime** button.

Step 5: Click this button to retrieve attendance record which entitle overtime.

Step 6: Enter your overtime reason.

Step 7: Click on this button to submit your OT.

Emp No.	Name	Date	First Cl	Last Cl	OTCod	Origin	OTCod	Origin	OT In	OT In	ApproveCodeOT1?	Apply Hour 1	ApproveCodeOT2?	Apply Hour
TEST002	ALICE ANG HWEE LEE	01-Oct-2018	0800	2000	1.5	0300				0	<input checked="" type="checkbox"/>	0300	<input type="checkbox"/>	0000

Overtime record will appear here. System will auto ✓ the box which got overtime hour. This calculated overtime hour is generated by iFLEXI HRMS time attendance according to employee' clock in and clock out. Users just make sure overtime hour which he/she would like to apply is correct or not.


- Overtime hour will auto default by system according to overtime result generated by iFlexi HRMS time attendance system. Employees can amend this overtime hour based on setting by HR administrator, either can amend overtime hour which greater or less than overtime hour generated by iFlexiHRMS time attendance.

OT Application On Behalf of Subordinate

- P7395, 21/07/2020 - Update Complete.

Employee No:

From Date . To Date .

 Retrieve Unapprove OverTime

Employee List

When you see this message, mean your OT already submit successfully. Alternatively, you can go to "e-OT" -> "OT Activity" -> "OT Application Edit" to check your overtime form.

Check Record Status

The screenshot shows a web application interface for managing Overtime (OT) records. The navigation menu includes Home, e-Attendance, e-OT, e-Leave, and Admin. The e-OT menu is expanded, showing options like OT Activity, Supervisor Menu, OT General Setting, OT Reports, EOT Plan, and OT Adm. The OT Application Edit option is highlighted. The Emp No. dropdown is set to P7395; JV HAROLD GATCHALIAN. Two tabs are visible: Pending/Process/Resubmit OT Record (selected) and Approve/Reject OT Record. A table displays one record with a status of PENDING. A 'Cancel' button is at the bottom.

Step 1 points to the **e-OT** menu item.

Step 2 points to the **OT Application Edit** option in the dropdown menu.

Step 3: Pending/ In Progress Overtime. points to the **Pending/Process/Resubmit OT Record** tab.

A note states: **Status which already "Approve", "Reject" or "Cancelled by HR", please click on this tab.** (referring to the Approve/Reject OT Record tab).

A note points to the **Status** column in the table: **Status can see here...**

#	#	Emp No.	Name	OT ID	OT Date	Status	IN	OUT	...
Detail	<input type="checkbox"/>	P7395	JV HAROLD GATCHALIAN	OT-08/09/20-028687	21-Jul-2020	PENDING	1919	0816+	NC

How to Amend Overtime Record?

- As long as your overtime application haven't approve by final level approver, you can amend your overtime record anytime.
- Please note employees only can amend overtime reason and overtime hour, **overtime date is not allowed to change**. If you want to do so, please cancel current OT record and re-apply OT again.

* Overtime hour only can change according to each company policy. HR administrator can change the setting.

The screenshot shows the 'e-OT' section of a web application. The navigation bar includes 'Home', 'e-Attendance', 'e-OT', 'e-Leave', and 'Admin'. The 'e-OT' menu is expanded, showing 'OT Activity', 'OT Application', and 'OT Application Edit'. A callout box labeled 'Step 1' points to the 'e-OT' menu item. Another callout box labeled 'Step 2' points to the 'OT Application Edit' option. Below the navigation, there is a dropdown for 'Emp No.' with the value 'P7395; JV HAROLD GATCHALIAN'. There are two tabs: 'Pending/Process/Resubmit OT Record' (active) and 'Approve/Reject OT Record'. Below the tabs is a table with one row of data. A callout box labeled 'Step 3' points to the 'Detail' link in the first column of the table. At the bottom left, there is a 'Cancel' button.

Step 1

Home e-Attendance e-OT e-Leave Admin

OT Activity Supervisor Menu OT General Setting OT Repo

OT Application

OT Application Edit

Step 2

Emp No . P7395; JV HAROLD GATCHALIAN

Pending/Process/Resubmit OT Record Approve/Reject OT Record

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#	#	Emp No.	Name	OT ID	OT
Detail	<input type="checkbox"/>	P7395	JV HAROLD GATCHALIAN	OT-08/09/20-028687	21-Jul

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Cancel

Step 3

OT Detail

OT Detail

OT Condition

OT ID. **OT-08/09/20-028687**

OT condition. PENDING

Date. 21/7/2020

Employee No. P7395

Employee Name. JV HAROLD GATCHALIAN

Created By. flexi

Override Method: M

First/In. 1919

Last/Out. 0816+

Overtime

	OT Code	Origin	Actual OT	Apply OT Hour	Approval Adjusted Hour
1	NOT	0400	0401	0400	0400
2		0000	0000		
3		0000	0000		
4		0000	0000		
Total OT Hour				0400	0400

OT In Days

Reason . Testing

Remark Approval(for Resubmit Record).

 Update OT

 Cancel OT

 Close

Cancel Overtime

Can I cancel my overtime application?

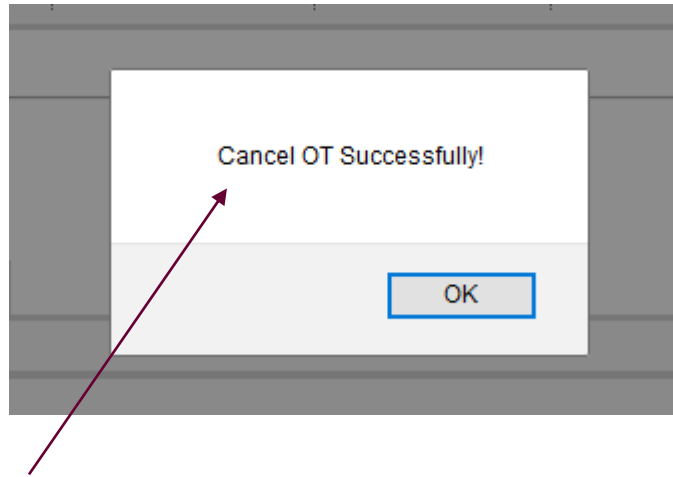
- Yes, as long as your overtime application haven't approve my final level approver.
- If your overtime application already approve by final level approver and already enter into iFLEXI HRMS Payroll, you need to contact your HR to cancel your approve OT.

How to cancel overtime?

The screenshot shows the iFLEXI HRMS interface with the following elements:

- Navigation Bar:** Home, e-Attendance, e-OT (highlighted with Step 1), e-Leave, Admin.
- Sub-Menu:** OT Activity, Supervisor Menu, OT General Setting, OT Reports. The OT Application Edit option is highlighted with Step 2.
- Employee Selection:** Emp No. P7395; JV HAROLD GATCHALIAN.
- Record Status:** Pending/Process/Resubmit OT Record (selected), Approve/Reject OT Record.
- Table:** A table with columns: #, #, Emp No., Name, OT ID, OT Date. The first row is highlighted with Step 3: ✓ this box.
- Action:** A Cancel button (highlighted with Step 4: Click on "Cancel" button.)

#	#	Emp No.	Name	OT ID	OT Date
Detail	<input type="checkbox"/>	P7395	JV HAROLD GATCHALIAN	OT-08/09/20-028687	21-Jul-2020



If you see above message, your OT already cancelled successfully.