E-STAFF SYSTEM – PLAN OVERTIME MODULE

Version: 1.0.11.0

Updated on 28-Sep-2020

Contents

Synchronization Setting between Actual OT Hours (AOT) & Plan OT Hours (POT)

Go to "Admin" – "Configuration" – "General Setting" – "General".

Explanation:

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

If you ✔ above check box, meaning your e- OTPlan hours **ONLY need 1st Level** Approvers approve.

☐ AOT < POT, Insert to OT Approval Form

If you ✔ above check box, meaning when your Actual OT Hours (AOT) less than Plan OT Hours (POT), your AOT will directly insert to the AUTOHR OT Approval Form **without approve by Approvers again**.

☐ AOT > POT, Insert to OT Approval Form

If you ✔ above check box, meaning when your Actual OT Hours (AOT) more than Plan OT Hours (POT), your AOT will directly insert to the AUTOHR OT Approval Form **without approve by Approvers again**.

If you choose "AOT Hours", meaning system will take Actual OT Hours insert into OT Approval Form.

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.

Import Plan OT From Excel

| Excel Template Without OT Date ▼ | ☑ Lock Others OT Template Option |

☐ Allow import approve plan OT to OT approval from if weekly work Hours + OT hour exceed maximum limit of weekly work hours + OT hours.

If you tick above box, means that you allow import approve plan OT to OT approval form when the weekly hours + OT hour exceed maximum limit of weekly work hours + OT hours.

Import Plan OT from excel – HR can choose the OT template to import their OT plan.

Call eOTPlan to iFlexiHRMS Payroll (CallService check approve plan overtime)

- Below setting is used for those customers who only buy iFlexi HRMS Time Attendance without Payroll. And they buy e-Module (e-Overtime + e-OT Plan).

- When customer import Plan OT from Excel File. Once approve by approvers, the back end service will check and synchronize "Actual OT" (after process attendance) with "Plan OT" (approve by approver). The system cannot find the CutOffStart and CutOffEnd because there is no pay period field in iFlexi HRMS system.

- So, customer must ☐ "No Payroll License?" and enter current attendance period, CutOffStart and CutOffEnd here. The system will look for this data to synchronize the OT according to this CutOff time.

- This setting apply to current customer Smith Detection.

eOT Without Time Attendance (WTA)

☑ Allow User Input OT Hours?

OT Increment: 0.01 ⬍

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 Location ▼

Prompt Warning Message

☑ Warning Approve Plan OT if Total Working Hours + OT Hours per Week > 60.00 . Week Start: MON; MC

Remind Approvers if Total Working Hours + OT Hours per Week > 0.00 .

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 o

☑ No Payroll License?

Current Attendance Period: 201711

CutOff Start: 1   CutOff End: 31

Where HR go to check current pending plan overtime application before they compute employees' payroll result?

It is good practice HR must make sure all pending plan overtime application already take action by approver before they calculate employees' payroll. This is to prevent system will not calculate OT claims for every employees.

Step 1

Step 2

Please always make sure there is no any pending plan overtime application on above screen.

Where to cancel APPROVE Plan Overtime?

Please always keep in mind as long as plan overtime application already approve by final level approver, employee or supervisor **CANNOT** simply cancel **APPROVE plan overtime**. This action **MUST DO** by **HR administrator**.

Step 1

Step 2

Step 3: ✔ this box.

Step 4: Click on "Cancel Plan OT".