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| Travel allowance / Overtime | EDC Intranet Workflows  Travel allowance & Overtime forms |

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# Travel Allowance and Overtime forms Scenario:

1. EDC will open his account
2. Choose Submit Travel allowance or Overtime Request
3. On click on any request, a form will open with the employee data retrieved from the active directory e.g. (EDC Number, Emp. Name, department…. etc.)
4. There will be a link in the form to download the excel sheet attached in the email (they will be separate excel sheets for each request) where the employee will fill the data for the requested month
5. These 2 excel sheets should avail the following features by excel equations:
   1. Auto calculation for the total number of days
   2. Auto calculation for the total overtime
   3. Auto calculation for the total travel allowance
   4. It shouldn’t allow the employee to enter records for the current month only and disable all other months
6. After the employee downloads the excel sheet, he/she should fill the data and upload the sheet again in the form for submission
7. There is another required field that the employee should enter in the form which is (total overtime) or (total travel allowance. The employee should insert the same number auto calculated in the excel sheet
8. The deadline for opening and closing the form starting from 1st day to 12th day each month so if the employee opened the form in any other slot , he should receive a message saying “You can’t submit the request now , check again in the date range : from data – to date”
9. The employee will submit the form, which will go to his direct manager for review and approval , if approved it will be redirected for the department manager for review and approval , if approved it should directed to the HR for review & approval as well.
10. At any stage in the approval cycle if the form is rejected or has comments, it will be returned back to the employee to update the comments mentioned and resubmit it for the approval cycle
11. The filed mentioned in point number 7 above, will be used by the HR to generate reports , as they need to know the total overtime or total travel allowance per department and employee each month
12. The system admin at EDC should commit to “uploading an update of the excel sheet for each month to avoid any mistake from employee we will open cell to write his in & out time in head office only and everything will be calculated by equation.”
13. As Origin we will need the final Excel Sheet from EDC HR with the equations adjusted so we can add it to the workflow