

WELCOME TO WORKCLOCK

GROUP 1

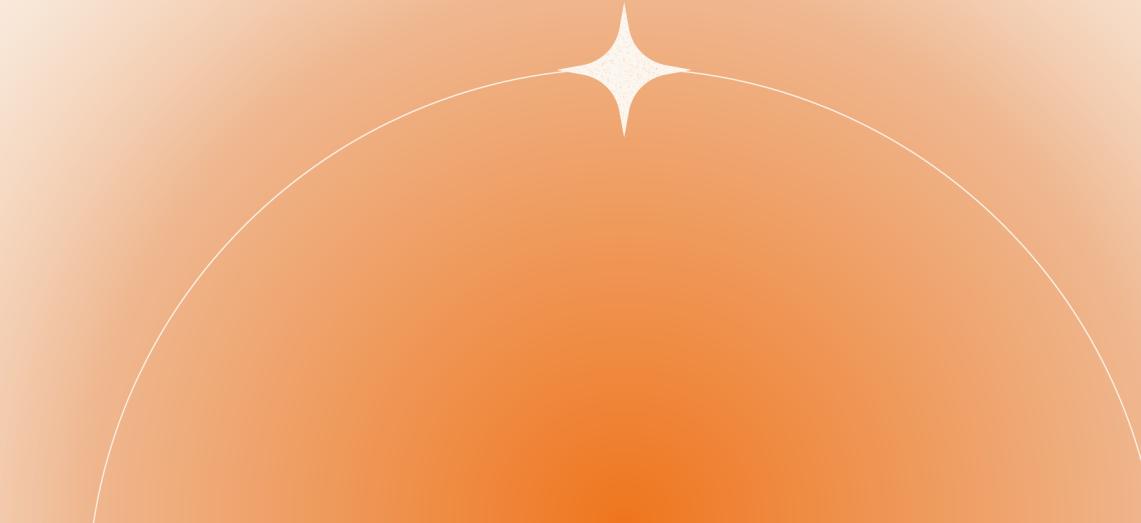


TABLE OF CONTENTS



TOPICS COVERED

Topic 1: Introduction

Topic 2: Overview

Topic 3: Workflow

Topic 4: Conclusion

INTRODUCTION



IS A WEB PLATFORM THAT STREAMLINES OVERTIME REQUEST MANAGEMENT FOR COMPANIES.

PURPOSE



ALLOWS **EMPLOYEES** TO SUBMIT DETAILED OT

MANAGERS CAN REVIEW AND APPROVE THROUGH DASHBOARD.



MEMBERS & ATTRIBUTES

Phạm Minh Quân

- Phạm Thế Danh

Nguyễn Đức Hoàng

- Lê Hữu Hải Trí

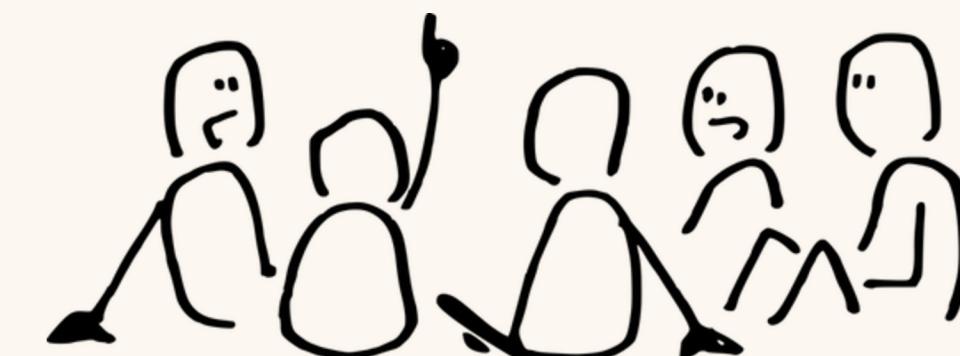
Nguyễn Tuấn Kiệt

- Bùi Quang Vinh

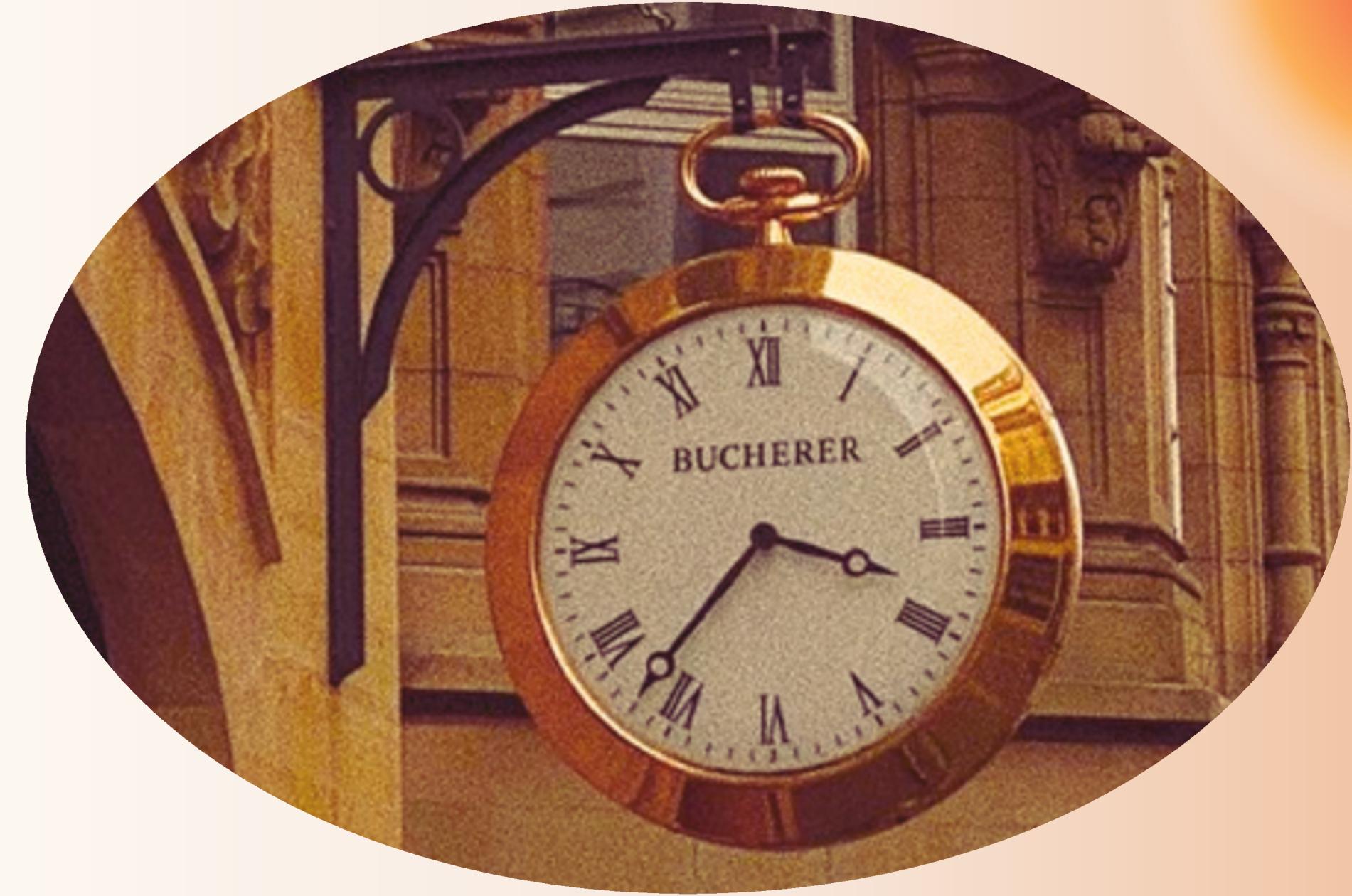
Nguyễn Đức Thịnh

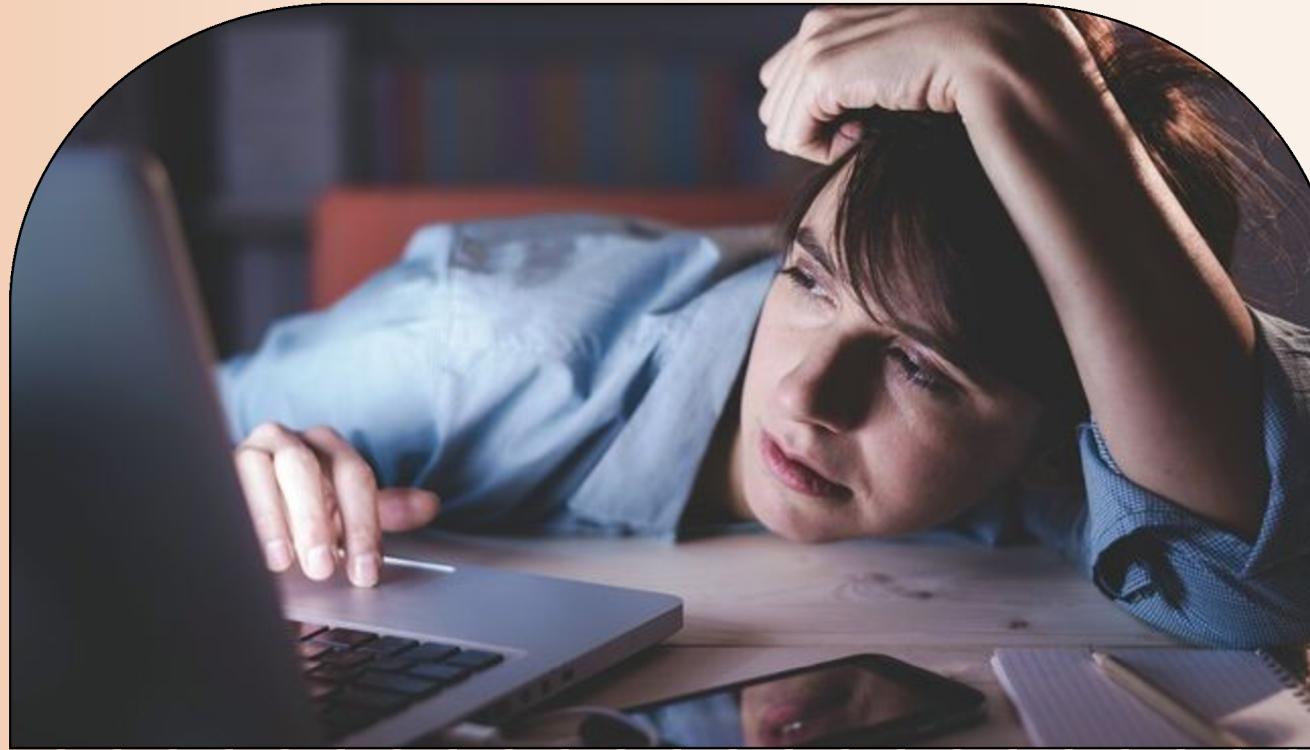
- Lương Thị Thuỳ Trang

Nguyễn Nhật Minh



OVERVIEW





OVERVIEW

- WorkClock is an internal app for employees to request and track overtime
- It streamlines approvals and ensures transparency.



OBJECTIVE

- Automate OT requests, enhance tracking, and integrate data for payroll and insights.

ACTORS AND KEY FEATURES

CLAIMER

- OT Request Submission:
 - Submit OT Requests:
 - Save Drafts
 - Edit/Delete Requests
- Request Tracking:
 - Real-Time Status Updates
 - View History

APPROVAL

- Approved Claim Request
- Rejected Claim Request
- Return Claim Request

FINANCE

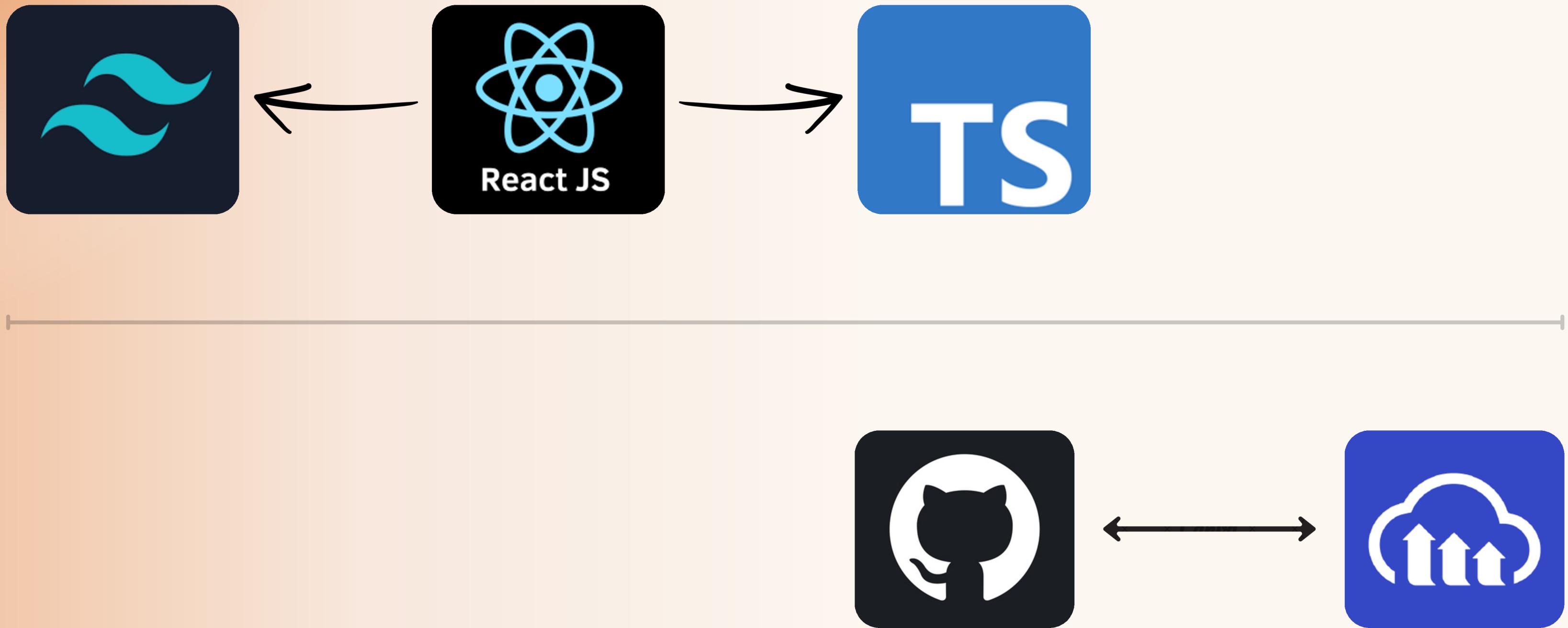
- Calculating and Validating the Payment Amount
- Generating Reports and Monitoring the OT Budget

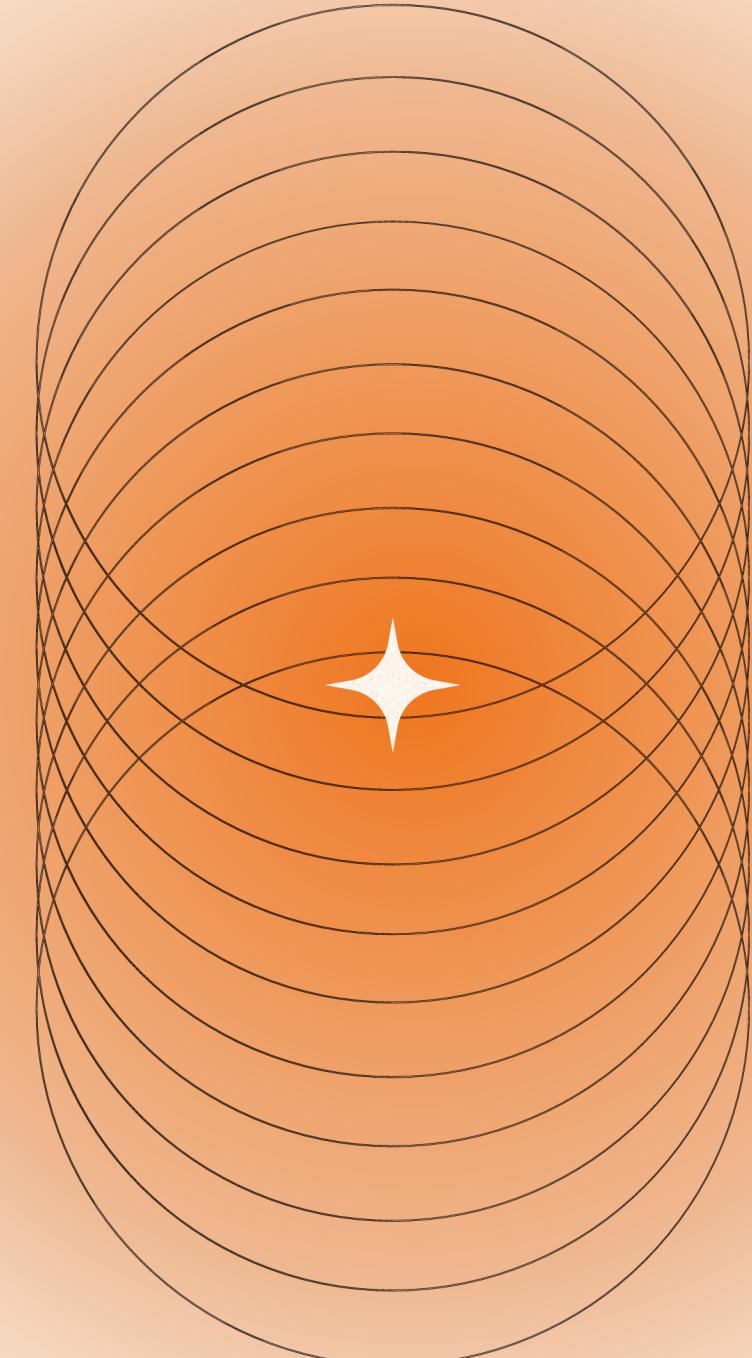
ADMIN

- Management User:
 - Create New Account
 - List User
 - Delete/ Update/ View User
- Management Project :
 - Create New Project
 - List Project
 - Delete/ Update/ View project



TECHNOLOGY





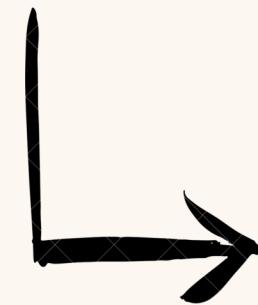
WORKFLOW

Overview of the OT request, approval,
and tracking workflow in WorkClock.

CREATE CLAIM

LOGIN TO WORK CLOCK

Employee accesses the system



NAVIGATE TO "SUBMIT OT REQUEST"

Click on the Create New OT Request button
from the dashboard or menu.



FILL OUT THE OT REQUEST FORM

- Date(s) and hours of overtime.
- Tasks/projects involved.
- Choose approver for that claim
- Reason for OT.



POST-SUBMISSION

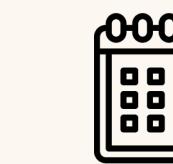
- Submit for Approval:
- Dashboard: Status changes

FINANCE



LOGIN TO WORK CLOCK

Employee accesses the system



NAVIGATE TO "PAID MANAGEMENT FOR OT REQUEST"

Click on the Paid Management OT Request button from the sidebar.



VALIDATE & PROCESS PAID FOR OT REQUESTS

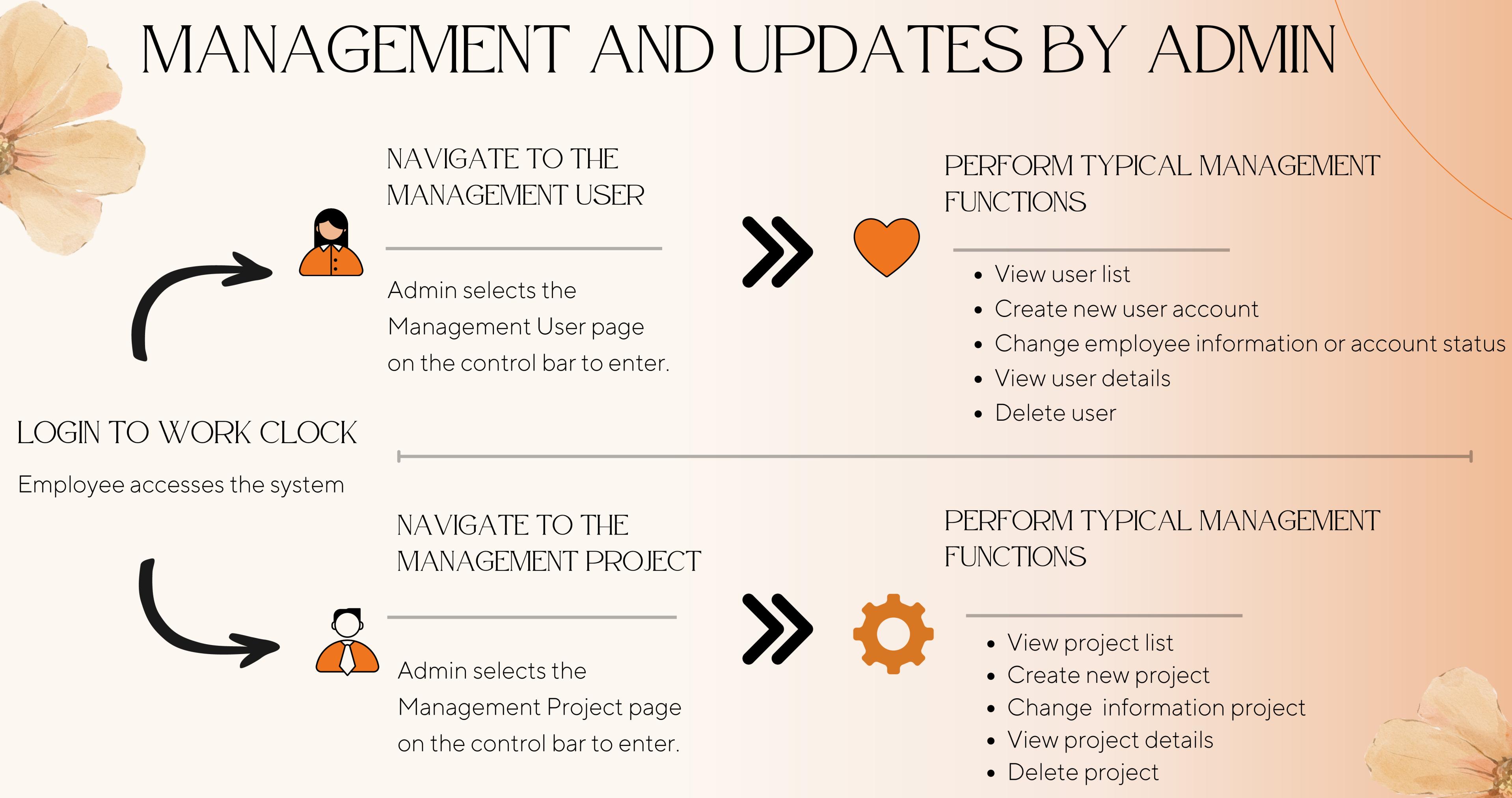
- Title for paid
- Process amount append on OT time.
- Message (optional)



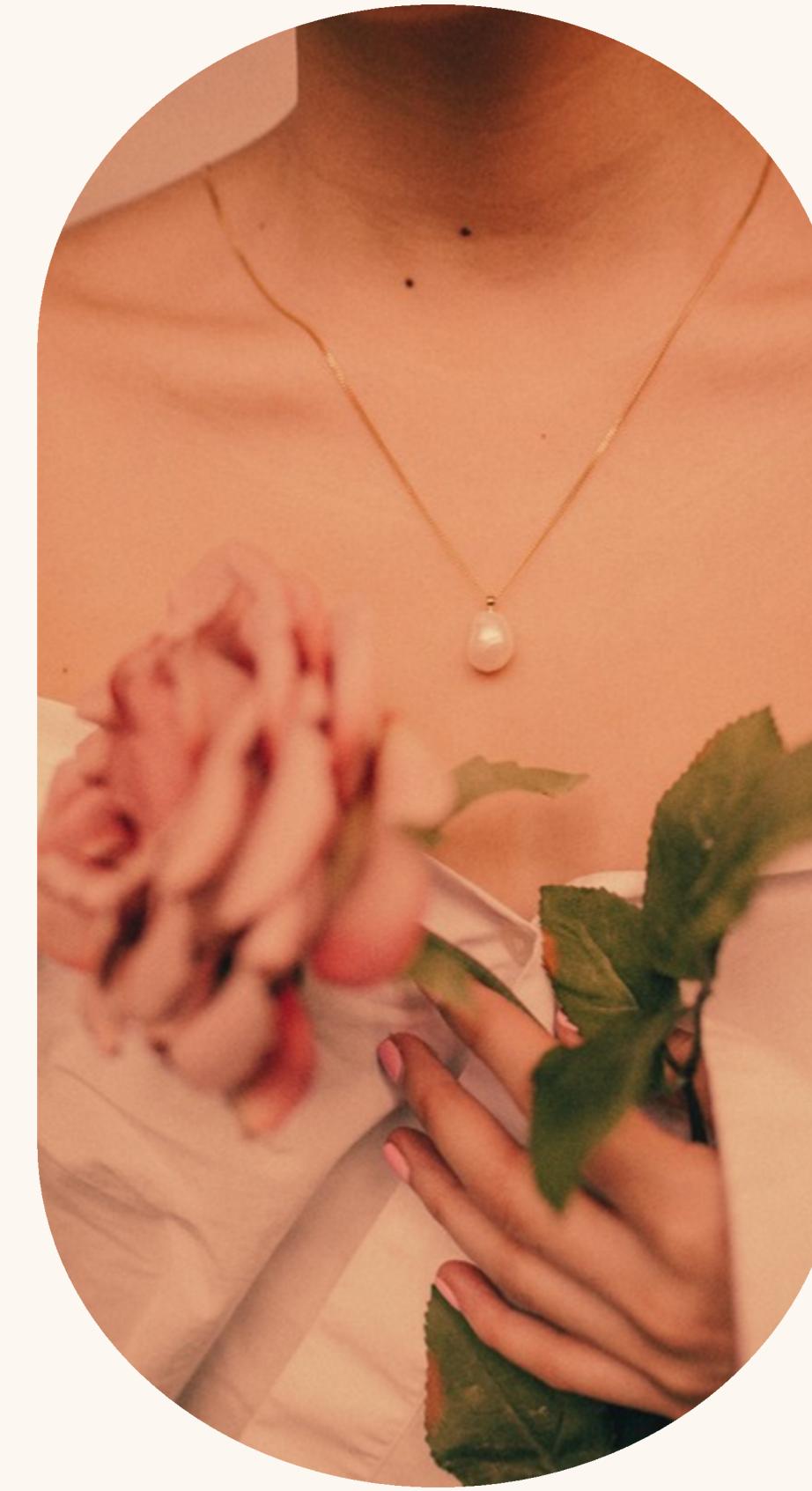
PAID & REPORT

- Paid will be notify for user's claim
- Claim information will be recorded in excel format.

MANAGEMENT AND UPDATES BY ADMIN



CONCLUSION





APP OBJECTIVE RECAP

- help users manage their OT time better
- help Admin manage projects and members



KEY ACHIEVEMENTS

Elaborate on the featured statistic.

VALUE TO USERS

- WorkClock helps users track work hours accurately with automated logging, detailed reports, and seamless integration with other tools.
- Its user-friendly interface improves productivity and simplifies time management.

FUTURE DEVELOPMENT

- Future enhancements may include AI-powered analytics, biometric attendance, and improved mobile and smartwatch compatibility.
- Additional features like gamification and smart reminders will further optimize user experience.



THANK YOU!