 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.707.03	
	Process Name	Employee OT Rate Slab Master	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 1 - of 5

01.707.03 – Employee OT Rate Slab Master

PROCESS OVERVIEW

This Master form is used to define the OT (Over Time) slab rate on which OT will be paid to workers in organization. We need to define the OT rate per OT policy of organization.

We need to create OT slab as per employee grade and also need to define attendance character on which OT will be paid e.g. P (Present). OT slab has been directly linked with OT calculation form where OT amount will be calculated as per figures mentioned in OT rate slab master.

We also put multiplication factor for each OT rate slab like OT will be paid 1.5 times of OT amount on weekly offs & 2 times of OT Amount on Holidays

PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
Grade	To enter grade	Grade must be defined in grade master
Attendance Character	To enter attendance character	Attendance character must be defined in attendance character form


PROCESS DETAILS

1. Open the form Emp O.T rate Slab Master



Release Date	01-June-2018	Pages	Page - 2 - of 5
--------------	--------------	-------	-----------------

[illegible]

 Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
	Menu Code	01.707.03	
	Process Name	Employee OT Rate Slab Master	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 3 - of 5

Main Menu 2. Utilities Exit << >> Window

M1693 --Emp O.T. Rate Slab Master

Emp O.T. Rate Slab Master

From Date* 01-04-2018 To Date

Grade 01 GRADE 1

Attn. Char. P

OT Type* ON

Sno	OT Name*	Starting Time	End Time	Amount
1	NIGHT	06:00	08:00	200.00
D				
D				
D				
D				
D				
D				
D				
D				
D				
D				
D				
D				
D				
D				


Ok Cancel

Work Step –

- Step 1 Press Add button
- Step 2 Enter from date & to date
- Step 3 Enter Grade (by pressing F9 button of keyboard)
- Step 3 Enter Attendance character (by pressing F9 button of keyboard)
- Step 4 Enter OT Type (e.g. GNRL)
- Step 5 Enter OT Name
- Step 6 Enter Starting Time
- Step 7 Enter End Time
- Step 8 Enter multiplication factor in amount field.

Optional Data Fields

To date
 Grade
 Attendance Character


 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.707.03	
	Process Name	Employee OT Rate Slab Master	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 4 - of 5

Tips and Tricks

Not Applicable

BUTTONS	DESCRIPTION
Add	To Add new record
Edit	To Edit the existing record.
Delete	To Delete existing record
Print	To print the record
Exit	To Exit from the open form
Find	To find records from LOV
Ok	To save the record
Cancel	To cancel the entry

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
From Date	To enter from date	C	Need to enter from date to initiate OT period
To Date	Enter to date	O	Enter to date to end the OT period
Grade	To enter grade	R	Select grade to define OT slab as per grade

 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.707.03	
	Process Name	Employee OT Rate Slab Master	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 5 - of 5

Attendance character	To entre attendance character	R	Need to define attendance character on which OT amount will calculate
OT Type	To enter OT Type	C	Define OT type which must be unique in nature for separate OT slab
OT Name	To enter OT name	C	Define OT name which must be unique in nature
Starting Time	To enter start time	R	Define start time : OT will calculate on basis of start time
End Time	To enter end time	R	Define end time : OT will calculate on basis of end time
Amount	To enter amount	R	Define amount for slab which will be paid at the time of OT calculation