| <b>Elighthouse</b>     | Document Name | Object Help Document         |                 |
|------------------------|---------------|------------------------------|-----------------|
| Info Systems Pvt. Ltd. | Menu Code     | 01.707.03                    |                 |
| SINCE 1987             | Process Name  | Employee OT Rate Slab Master |                 |
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# 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

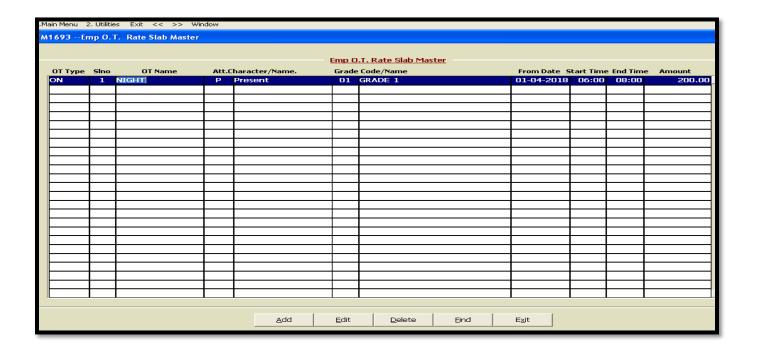
# **PROCESS PRE-REQUISITES**

| 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 |

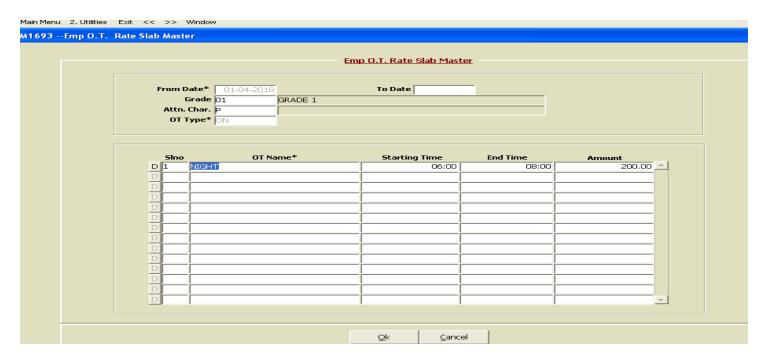
## **PROCESS DETAILS**

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

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|-----------------------------------|---------------|------------------------------|-----------------|
| Lighthouse Info Systems Pvt. Ltd. | Menu Code     | 01.707.03                    |                 |
| SINCE 1901                        | Process Name  | Employee OT Rate Slab Master |                 |
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| Lighthouse Info Systems Pvt. Ltd. | Menu Code     | 01.707.03                    |                 |
| SINCE 1901                        | Process Name  | Employee OT Rate Slab Master |                 |
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#### 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** 

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## **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 | С     | Need to enter from date to initiate OT period |
| To Date   | Enter to date      | 0     | Enter to date to end the OT period            |
| Grade     | To enter grade     | R     | Select grade to define OT slab as per grade   |

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| Attendance character | To entre attendance character | R | Need to define attendance character on which OT amount will calculate   |
|----------------------|-------------------------------|---|---|
| ОТ Туре              | To enter OT Type              | С | Define OT type which must be unique in nature for separate OT slab      |
| OT Name              | To enter OT name              | С | 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 |