

## Employee Dashboard

### **MY DTR**

#### Request OT

- All overtimes requests will be added here
- Overtime requests are subject to approval by Supervisors/Team Leaders.
- Approved/Denied overtime requests are shown in the overtime column of the DTR

### **MY LEAVES**

#### Filing of leaves

- Employees can file their leave requests on this page.
- Employees can file for Vacation, Sick, Birthday, and Special Leave only.
- Leave requests submitted are subject to approval by their Supervisor/Team Leader.
- Approved/Denied leaves are shown on this page.

### **MY CHANGE TIME REQUESTS**

#### Filing of change time requests

- Employees can file their change time requests on this page.
- Change time requests are subject to approval by their Supervisor/Team Leader.
- Approved/Denied change time requests are shown here.

#### \*NOTE:

- Supervisors' requests are subject to approval by the Admin Secretary.
- If the Supervisor is absent, employee requests can be approved by the Admin Secretary.

## Supervisor Dashboard

*\*Additional DTR features*

### **ACTIVE DTR**

- Supervisors can monitor active employees on this page.

### **EMPLOYEES**

- Supervisors can monitor all employees on this page.
- Supervisor can view employees DTR, Leaves, and Schedules.

### **LEAVE REQUESTS, OVERTIME REQUESTS, CHANGE TIME REQUESTS**

- Supervisors can see all requests on each page depending on which request category they are in.
- Supervisors have the option to approve or to decline the employee's requests.
- Pending, approved, and denied requests are shown on this page.
- For denied requests, supervisor needs to provide the reason why the request has been denied.
- For approved and denied requests, the supervisor's name is added so all supervisors can see who took action on the request.
- Filter dropdowns are added for easier filtering of records.