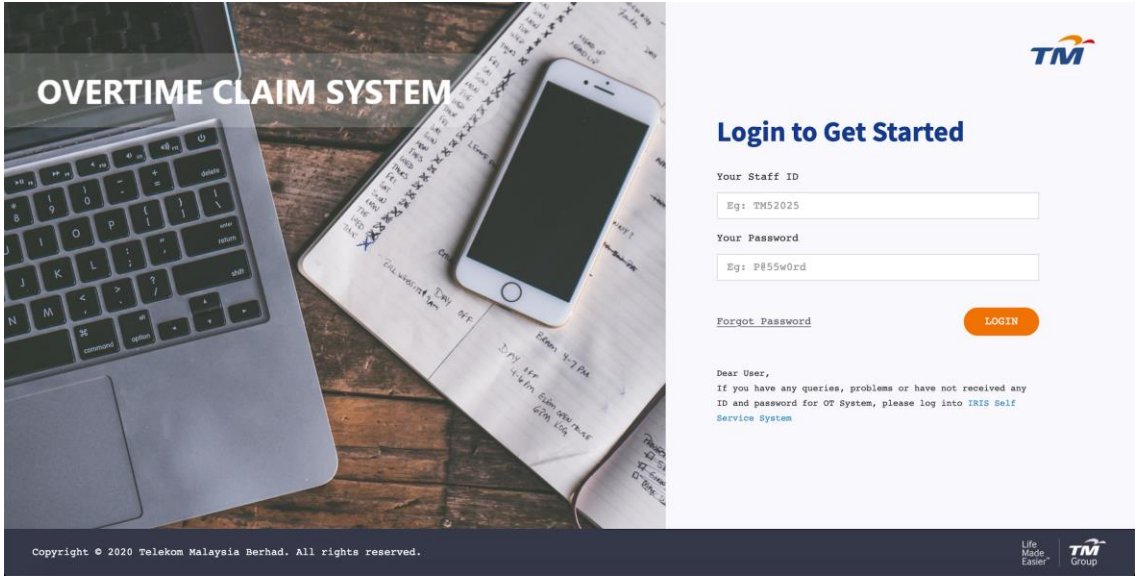
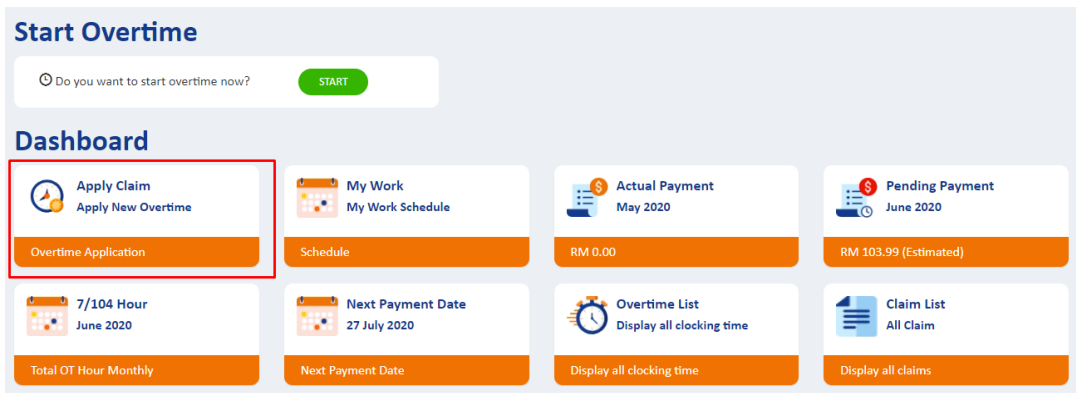
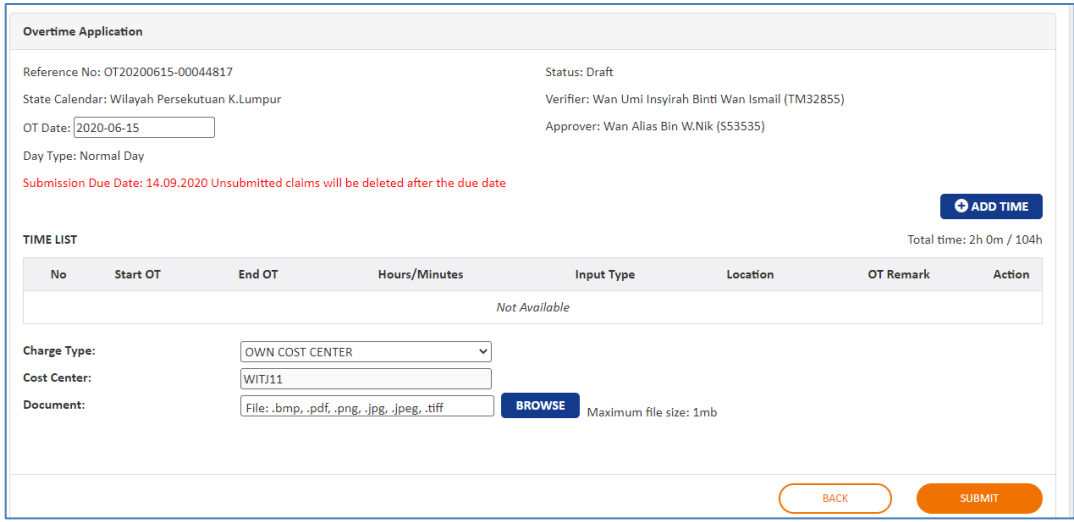

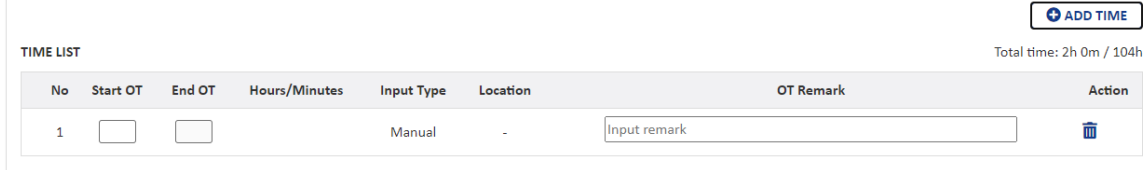
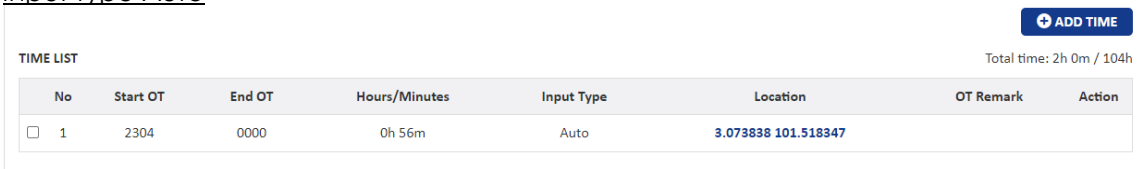


Apply new overtime claim and submit for verification (if any)/approval

1	Login to overtime system. Key in staff ID and your password same as ESS/IDM.
	
2	Click tile "Apply Claim" at dashboard.
	
3	Below screen will appear after click tile "Apply Claim"

	
4	<p>Click button  and below screen will be displayed. Input start time of overtime, end time of overtime and justification of overtime.</p> <p>There is two type of input type which are Manual and Auto.</p> <p>Manual means no previous clocking time. Employee to input the time manually. Auto means the time will automatically appear in this screen (due to previous clock in/clock out).</p> <p><u>Input type Manual</u></p>  <p><u>Input type Auto</u></p> 
5	<p>After input time, select "Charge Type". There are five type of "Charge Type" which are</p> <ol style="list-style-type: none"> Own Cost Center Project Internal Order Maintenance Order Other Cost Center <p>Employee need to select the type accordingly and key in required all the required field</p>
	<p>a. <u>Own Cost Center</u></p>

Charge Type:

Cost Center:

b. Project

Charge Type:

No:

Description:

Network Header:

Network Header Description:

Network Activity No:

Network Activity Description:

Type:

Company Code:

Cost Center:

Approver:

c. Internal Order

Charge Type:

No:

Description:

Type:

Company Code:

Cost Center:

Approver:

d. Maintenance Order

Charge Type:

No:

Description:


Type:

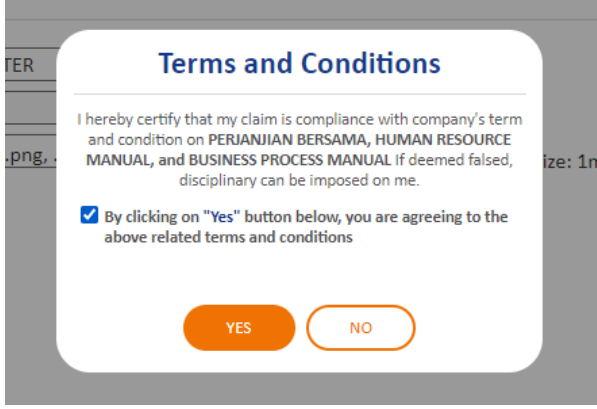
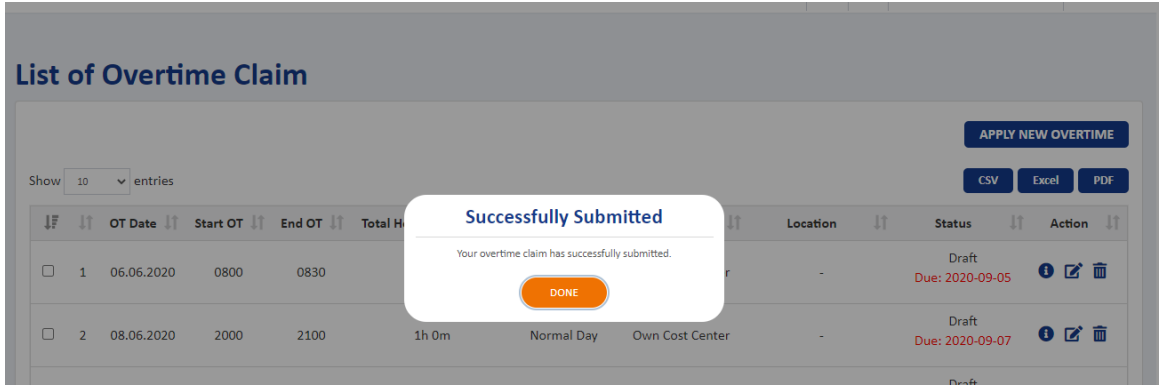
Company Code:

Cost Center:

Approver:

e. Other Cost Center

	<div><div>Charge Type:</div><div>OWN COST CENTER</div></div> <div><div>Cost Center:</div><div>ANLWKC</div></div>																
6	<p>After select "Charge Type" and key in all required field related to the charge type, employee has option to upload supporting document related to the overtime.</p> <p>Click "Browse" to select document to be uploaded.</p> <div><div><div>Charge Type:</div><div>OWN COST CENTER</div></div><div><div>Cost Center:</div><div>WITJ11</div></div><div><div>Document:</div><div>File: .bmp, .pdf, .png, .tiff</div><div>BROWSE</div><div>Maximum file size: 1mb</div></div></div> <p>Verify the document and click button "Upload" to upload the document.</p> <div><div><div>Charge Type:</div><div>OWN COST CENTER</div></div><div><div>Cost Center:</div><div>WITJ11</div></div><div><div>Document:</div><div>rujukan.png</div><div>✖</div><div>UPLOAD</div><div>Maximum file size: 1mb</div></div></div>																
7	<p>Click button <div>SUBMIT</div> once the details of overtime completed.</p>																
	<div><div><div>ADD TIME</div></div><div><div>TIME LIST</div><div>Total time: 0h 56m / 104h</div><table><thead><tr><th>No</th><th>Start OT</th><th>End OT</th><th>Hours/Minutes</th><th>Input Type</th><th>Location</th><th>OT Remark</th><th>Action</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/> 1</td><td>23:04</td><td>0:00</td><td>0h 56m</td><td>Auto</td><td>3.073838 101.518347</td><td>Testing</td><td></td></tr></tbody></table><div><div>Charge Type:</div><div>OWN COST CENTER</div></div><div><div>Cost Center:</div><div>WITJ11</div></div><div><div>Document:</div><div>File: .bmp, .pdf, .png, .jpg, .jpeg, .tiff</div><div>BROWSE</div><div>Maximum file size: 1mb</div></div><div><div></div></div><div><div>BACK</div><div>SUBMIT</div></div></div></div>	No	Start OT	End OT	Hours/Minutes	Input Type	Location	OT Remark	Action	<input checked="" type="checkbox"/> 1	23:04	0:00	0h 56m	Auto	3.073838 101.518347	Testing	
No	Start OT	End OT	Hours/Minutes	Input Type	Location	OT Remark	Action										
<input checked="" type="checkbox"/> 1	23:04	0:00	0h 56m	Auto	3.073838 101.518347	Testing											
8	<p>Below pop up of disclaimer will be displayed as below. Click button <div>YES</div> to proceed with the submission.</p>																

	
9	Auto navigate to screen "List of Overtime Claim" once employee successfully submit overtime claim to verifier(if any)/approver.
	

Possible error message (during claim application)

1	Apply New Overtime - Error When Details Incomplete
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