















Approver to query overtime claim

1	Login
	<div><div><p>OVERTIME CLAIM SYSTEM</p></div><div><h3>Login to Get Started</h3><p>Your Staff ID</p><input type="text" value="WIRA01"/><p>Your Password</p><input type="password" value="*****"/><p>Forgot Password LOGIN</p><p>Dear User, If you have any queries, problems or have not received any ID and password for OT System, please log into IRIS Self Service System</p><p>Copyright © 2020 Telekom Malaysia Berhad. All rights reserved. Life Made Easier™ TM Group</p></div></div>
2	Dashboard
	<div><h3>Dashboard</h3><div><div>Apply Claim Apply New Overtime Overtime Application</div><div>My Work My Work Schedule Schedule</div><div>Actual Payment April 2020 RM 0</div><div>Pending Payment March 2020 RM 0 (Estimated)</div><div>0/184 Hour April 2020 Total OT Hour Monthly</div><div>Next Payment Date 29 May 2020 Next Payment Date</div><div>Overtime List Display all clocking time Display all clocking time</div><div>Claim List All Claim Display all claims</div></div><h3>Approver</h3><div><div>LAST APPROVAL DATE 10 April 2020 Last Approval Date</div><div>1 PENDING APPROVAL Pending OT for Approval</div><div>SET DEFAULT VERIFIER Set Default Verifier</div><div>CLAIM APPROVAL REPORT Claim Approval Report</div></div></div>
3	Click Tile "Pending Approval"
	<div><div>1 PENDING APPROVAL Pending OT for Approval</div></div>

4 Listing of claim with pending approval will appear

Pending Approval Claim

Show 10 entries

CSV Excel PDF

No	Name	Date	Start OT	End OT	Total Hours/Minutes	Amount (Estimated)	Status	Verifier	Action
1	Mohd Azmir Bin Sidek	08.04.2020	2000	2200	2h 0m	RM32.97	Pending Approval	N/A	Select Action

Showing 1 to 1 of 1 entries

Previous 1 Next

SUBMIT

5 Click on the date to view details of claim before select any action

Date

08.04.2020

6 Details of OT claim will appear as below

Details of Overtime Claim

Reference No: OT20200408-00041800

Overtime Information

State : Terengganu
Salary Exception : No
OT Date : 08.04.2020
Total Hours/Minute : 2h 0m

Charge Type : Project
Verifier : N/A
Approver : Mimi Maisara Binti A. Jalil
Estimated Amount : RM 32.97

Overtime Time List

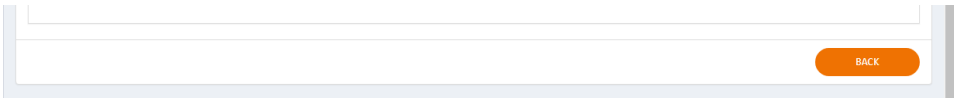
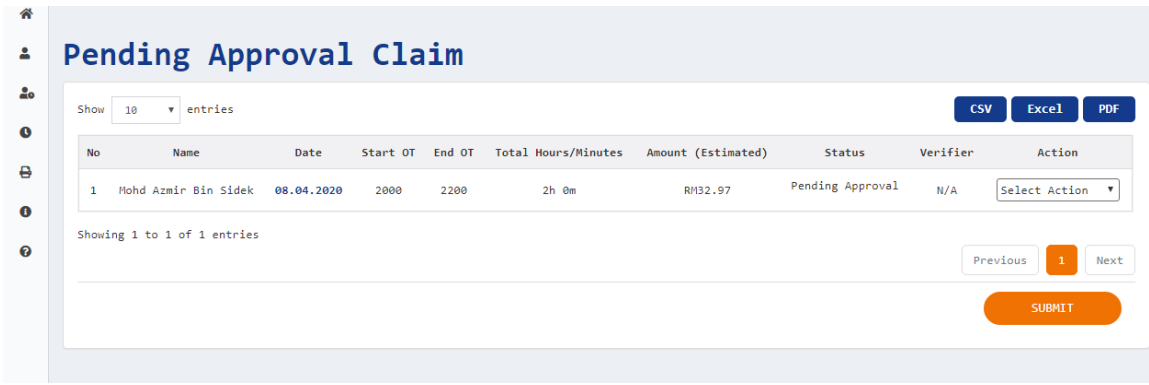
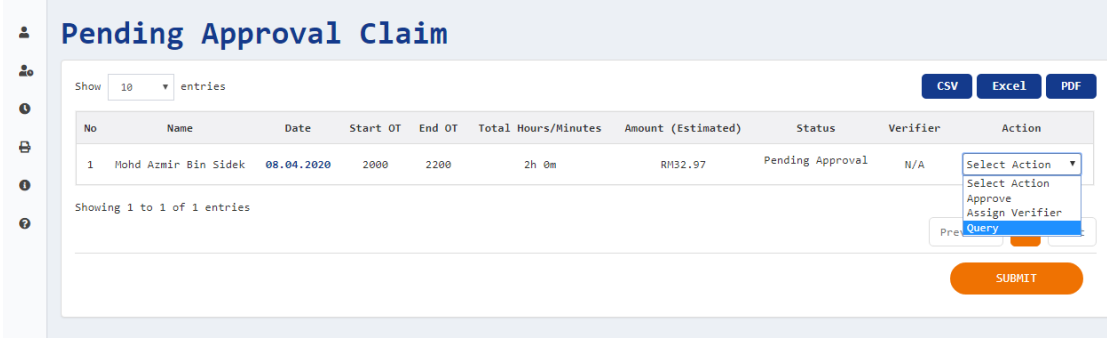

No	Start OT	End OT	Hours/Minutes	OT Type	Location	OT Remark
1	2000	2200	2h 0m	Manual Input	0.000000 0.000000	Testing submit application after query

Overtime Attachment

Action Log

Date	Time	Action by	Message
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7 Click button Back to return to previous screen

	
8	Listing of claim screen will display
	
9	Select action "Query" to query the claim
	
10	Confirmation pop up will appear and click button "YES" to proceed to query the claim. Else, click button "NO"
	

11 Column "Action Remark" will appear.

The screenshot shows a web application titled "Pending Approval Claim". On the left is a sidebar with icons for home, user, list, info, and help. The main area has a header with "Show 10 entries" and buttons for "CSV", "Excel", and "PDF". Below is a table with columns: No, Name, Date, Start OT, End OT, Total Hours/Minutes, Amount (Estimated), Status, Verifier, Action, and Action Remark. The table contains one entry for "Mohd Azmir Bin Sidek" with a status of "Pending Approval" and a verifier of "N/A". The "Action" column has a dropdown menu with "Query" selected. The "Action Remark" column has a text input field with a placeholder message: "This is mandatory field. Please key in remarks here!". Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right are "Previous", "1", "Next" buttons and a large orange "SUBMIT" button.

No	Name	Date	Start OT	End OT	Total Hours/Minutes	Amount (Estimated)	Status	Verifier	Action	Action Remark
1	Mohd Azmir Bin Sidek	08.04.2020	2000	2200	2h 0m	RM32.97	Pending Approval	N/A	Query	<input type="text" value=""/>

12 Approver need to input reason of query. Sample as below.

This screenshot is similar to the previous one, but the "Action Remark" field now contains the text "Invalid transaction". The "Text remaining" indicator at the bottom right of the field shows "281".

No	Name	Date	Start OT	End OT	Total Hours/Minutes	Amount (Estimated)	Status	Verifier	Action	Action Remark
1	Mohd Azmir Bin Sidek	08.04.2020	2000	2200	2h 0m	RM32.97	Pending Approval	N/A	Query	Invalid transaction

13 Click button "Submit" to confirm to proceed with the action selected

A close-up of the orange "SUBMIT" button located at the bottom right of the interface.

14	Approver successfully takes action on the claim and successfully submits the application.
	 <p>The screenshot displays a web application interface for managing claims. On the left, there is a vertical sidebar with several icons. The main content area has a light blue header with the title 'Pending Approval Claim'. Below the header is a table with the following columns: 'No', 'Name', 'Date', 'Start OT', 'End OT', 'Total Hours/Minutes', 'Amount (Estimated)', and 'Status'. The table is currently empty, and the text 'Not available' is centered below the table.</p>