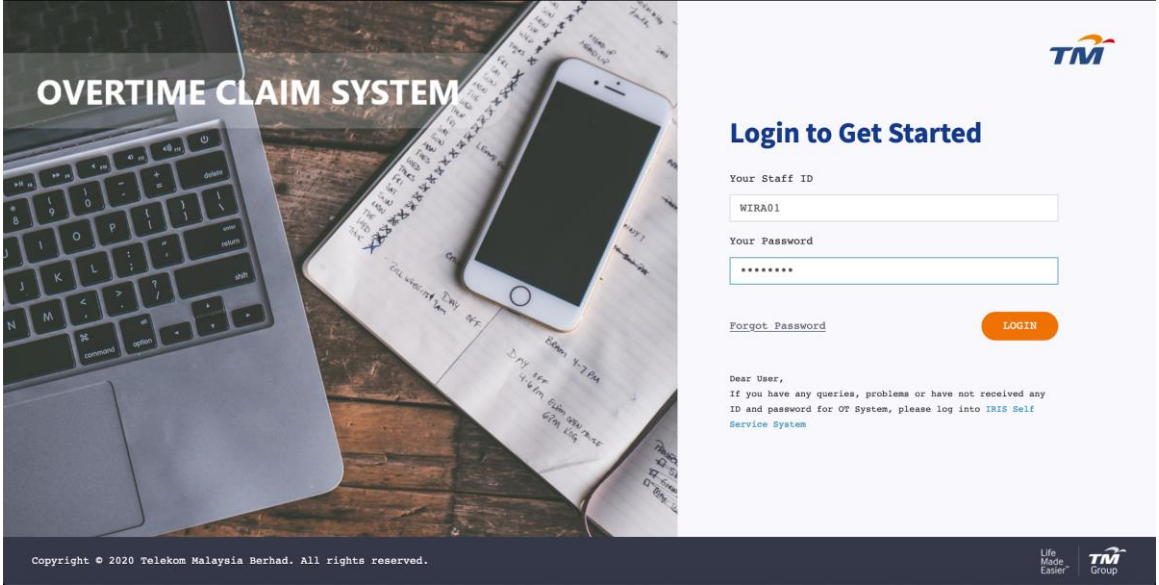
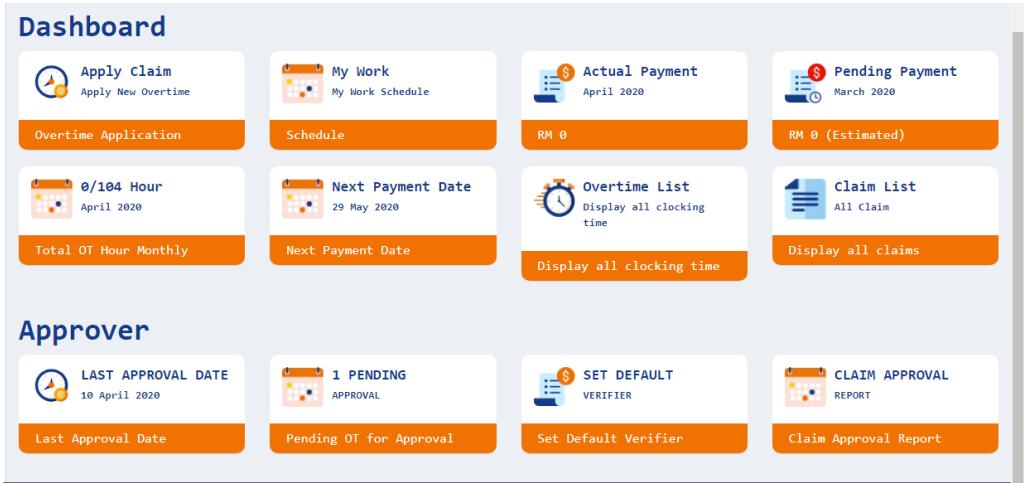
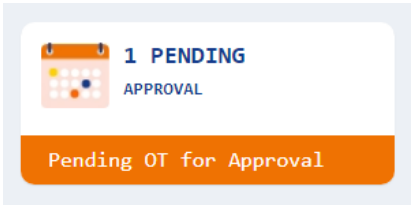


Approver to approve overtime claim

| | |
|---|--|
| 1 | Login |
| |  |
| 2 | Dashboard |
| |  |
| 3 | Click Tile "Pending Approval" |
| |  |

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 | Ungku Ibrahim Bin Ungku Zolkipli | 29.03.2020 | 1800 | 2200 | 4h 0m | RM65.93 | 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



Pending Approval Claim

Show 10 entries

CSV Excel PDF

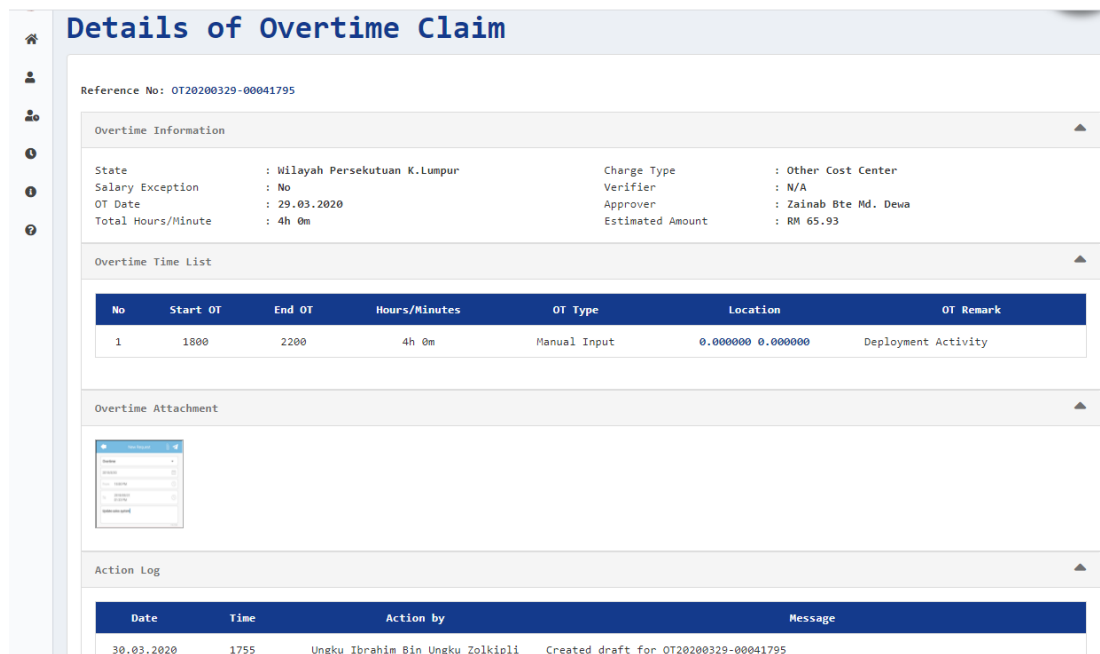
| No | Name | Date | Start OT | End OT | Total Hours/Minutes | Amount (Estimated) | Status | Verifier | Action |
|----|----------------------------------|------------|----------|--------|---------------------|--------------------|------------------|----------|---------------|
| 1 | Ungku Ibrahim Bin Ungku Zolkipli | 29.03.2020 | 1800 | 2200 | 4h 0m | RM65.93 | Pending Approval | N/A | Select Action |

Showing 1 to 1 of 1 entries

Previous 1 Next

SUBMIT

6 Details of OT claim will appear as below



Details of Overtime Claim

Reference No: OT20200329-00041795

Overtime Information

State : Wilayah Persekutuan K.Lumpur
Salary Exception : No
OT Date : 29.03.2020
Total Hours/Minute : 4h 0m

Charge Type : Other Cost Center
Verifier : N/A
Approver : Zainab Bte Md. Dewa
Estimated Amount : RM 65.93

Overtime Time List

| No | Start OT | End OT | Hours/Minutes | OT Type | Location | OT Remark |
|----|----------|--------|---------------|--------------|-------------------|---------------------|
| 1 | 1800 | 2200 | 4h 0m | Manual Input | 0.000000 0.000000 | Deployment Activity |

Overtime Attachment

Action Log

| Date | Time | Action by | Message |
|------------|------|----------------------------------|---------------------------------------|
| 30.03.2020 | 1755 | Ungku Ibrahim Bin Ungku Zolkipli | Created draft for OT20200329-00041795 |

7 Click button Back to return to previous screen

Overtime Time List

| No | Start OT | End OT | Hours/Minutes | OT Type | Location | OT Remark |
|----|----------|--------|---------------|--------------|-------------------|---------------------|
| 1 | 1800 | 2200 | 4h 0m | Manual Input | 0.000000 0.000000 | Deployment Activity |

Overtime Attachment

Action Log

| Date | Time | Action by | Message |
|------------|------|----------------------------------|---------------------------------------|
| 30.03.2020 | 1755 | Ungku Ibrahim Bin Ungku Zolkipli | Created draft for OT20200329-00041795 |
| 30.03.2020 | 1801 | Ungku Ibrahim Bin Ungku Zolkipli | Submitted OT20200329-00041795 |

BACK

8 Listing of claim screen will display

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 | Ungku Ibrahim Bin Ungku Zolkipli | 29.03.2020 | 1800 | 2200 | 4h 0m | RM65.93 | Pending Approval | N/A | Select Action |

Showing 1 to 1 of 1 entries

Previous 1 Next

SUBMIT

9 Select action "Approve" to approve claim

Pending Approval Claim

Show 10 entries

CSV Excel PDF

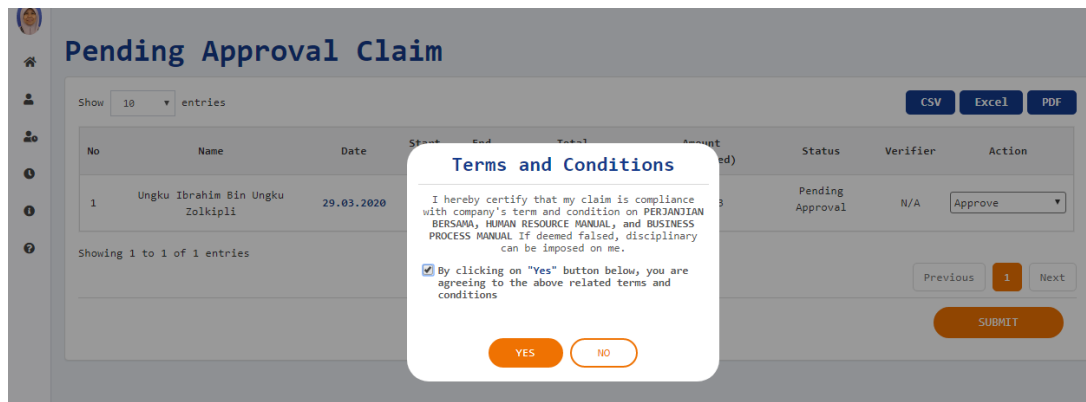
| No | Name | Date | Start OT | End OT | Total Hours/Minutes | Amount (Estimated) | Status | Verifier | Action |
|----|----------------------------------|------------|----------|--------|---------------------|--------------------|------------------|----------|---------------|
| 1 | Ungku Ibrahim Bin Ungku Zolkipli | 29.03.2020 | 1800 | 2200 | 4h 0m | RM65.93 | Pending Approval | N/A | Select Action |

Showing 1 to 1 of 1 entries

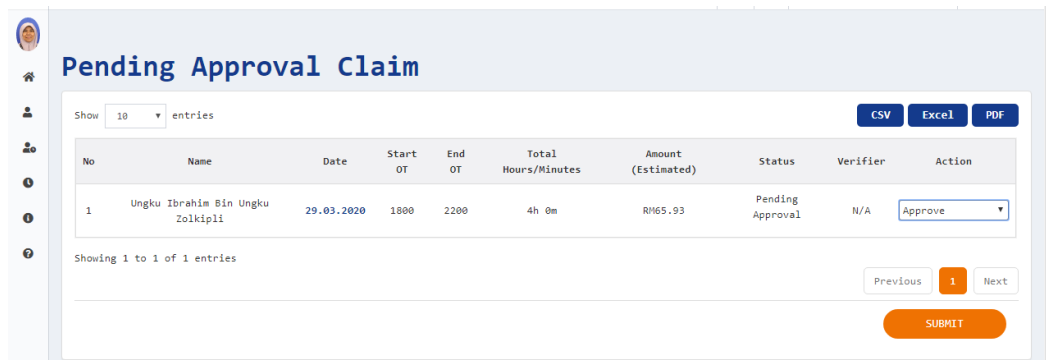
Previous 1 Next

SUBMIT

10 Tick on "Disclaimer" and click button "YES" to proceed with the approval. Else, click button "NO"



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



12 Approver successfully take action on the claim and successfully submit the application

