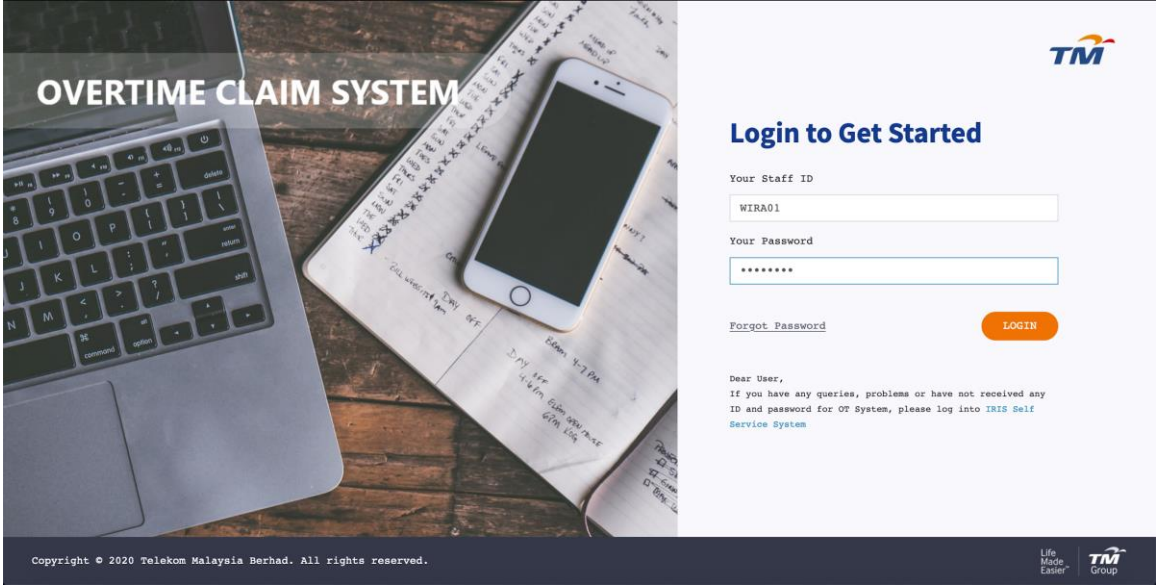
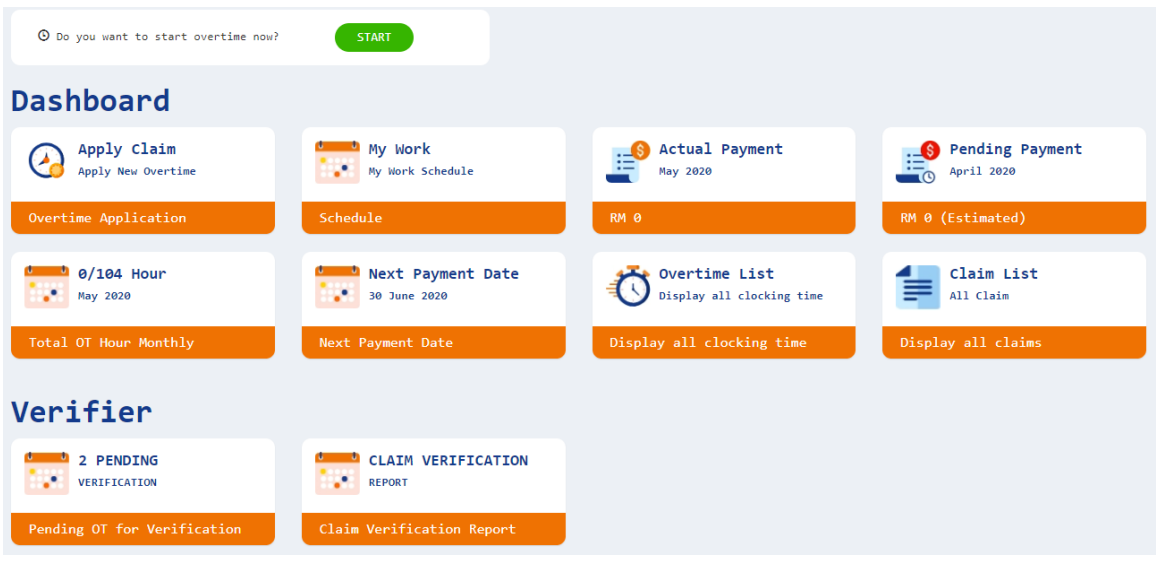



## Verifier to query overtime claim

1	Login
	
2	Dashboard
	
3	Click Tile "Pending Verification"
	

4 Listing of claim with pending verification will appear

### Pending Verification Claim

Show 10 entries

CSV Excel PDF

No	Name	Date	Start OT	End OT	Total Hours/Minutes	Amount (Estimated)	Status	Action
1	Mohd Azmir Bin Sidek	03.05.2020	0320	0550	2h 30m	RM41.21	Pending Verification	Select Action
2	Mohd Azmir Bin Sidek	04.05.2020	0500	0730	2h 30m	RM41.21	Pending Verification	Select Action

Showing 1 to 2 of 2 entries

Previous 1 Next

SUBMIT

5 Click on the OT date to display details of claim

### Pending Verification Claim

Show 10 entries

CSV Excel PDF

No	Name	Date	Start OT	End OT	Total Hours/Minutes	Amount (Estimated)	Status	Action
1	Mohd Azmir Bin Sidek	03.05.2020	0320	0550	2h 30m	RM41.21	Pending Verification	Select Action
2	Mohd Azmir Bin Sidek	04.05.2020	0500	0730	2h 30m	RM41.21	Pending Verification	Select Action

Showing 1 to 2 of 2 entries

Previous 1 Next

SUBMIT

6 Details of claim will appear as below

### Details of Overtime Claim

Reference No: OT20200503-00041800

#### Overtime Information

State	: Terengganu	Charge Type	: Own Cost Center
Salary Exception	: No	Verifier	: Khairul Fadli Bin Othman
OT Date	: 03.05.2020	Approver	: Zainudin Bin Mohd Amin
Total Hours/Minute	: 2h 30m	Estimated Amount	: RM 41.21

#### Overtime Time List

No	Start OT	End OT	Hours/Minutes	OT Type	Location	OT Remark
1	0320	0550	2h 30m	Manual Input	0.000000 0.000000	testinggggg

#### Overtime Attachment

#### Action Log

BACK

7 Click button "Back" and previous screen (Listing of claim with pending verification) will appear

Showing 1 to 2 of 2 entries

Previous

1

Next

SUBMIT

8

Select action "Query" to query claim

Showing 1 to 2 of 2 entries

Previous

1

Next

SUBMIT

9

Confirmation pop up will appear and click button "YES" to proceed to query the claim. Else, click button "NO"

Showing 1 to 2 of 2 entries

Previous

1

Next

SUBMIT

Showing 1 to 2 of 2 entries

Previous

1

Next

SUBMIT

10

Column "Action Remark" will appear.

## Pending Verification Claim

Show 10 entries

CSV Excel PDF

No	Name	Date	Start OT	End OT	Total Hours/Minutes	Amount (Estimated)	Status	Action	Action Remark
1	Mohd Azmir Bin Sidek	03.05.2020	0320	0550	2h 30m	RM41.21	Pending Verification	Query	This is mandatory field. Please key in remarks here! Text remaining: 300
2	Mohd Azmir Bin Sidek	04.05.2020	0500	0730	2h 30m	RM41.21	Pending Verification	Select Action	 Text remaining: 300

Showing 1 to 2 of 2 entries

Previous 1 Next

SUBMIT

- 11 Verifier need to input reason of query. Sample as below.  
Click button "Submit" to confirm to proceed with the action selected.

## Pending Verification Claim

Show 10 entries

CSV Excel PDF

No	Name	Date	Start OT	End OT	Total Hours/Minutes	Amount (Estimated)	Status	Action	Action Remark
1	Mohd Azmir Bin Sidek	03.05.2020	0320	0550	2h 30m	RM41.21	Pending Verification	Query	Wrong time duration of overtime Text remaining: 269
2	Mohd Azmir Bin Sidek	04.05.2020	0500	0730	2h 30m	RM41.21	Pending Verification	Select Action	 Text remaining: 300

Showing 1 to 2 of 2 entries

Previous 1 Next

SUBMIT

- 12 Verifier successfully takes action on the claim and successfully submits the application.

## Pending Verification Claim

Show 10 entries

CSV Excel PDF

No	Name	Date	Start OT	End OT	Total Hours/Minutes	Amount (Estimated)	Status	Action
1	Mohd Azmir Bin Sidek	04.05.2020	0500			21	Pending Verification	Select Action

Showing 1 to 1 of 1 entries

Previous 1 Next

SUBMIT

Successfully Submitted

Your pending overtime claim has successfully submitted.

DONE