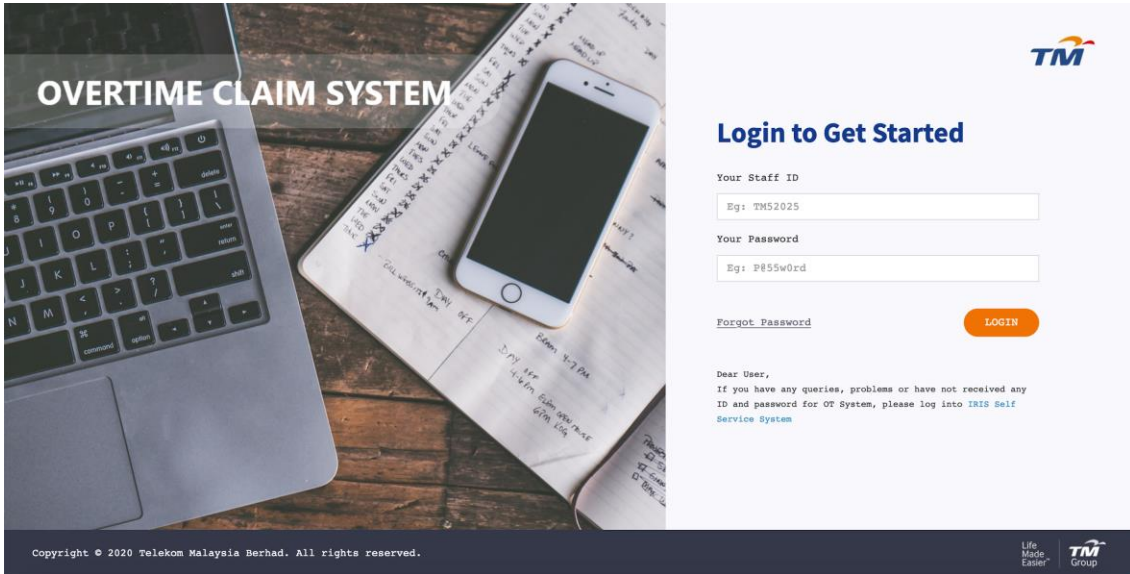
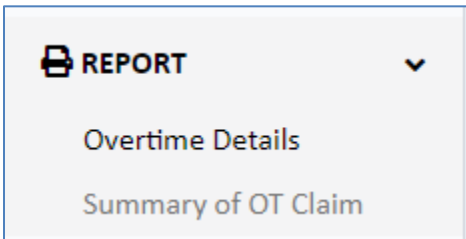
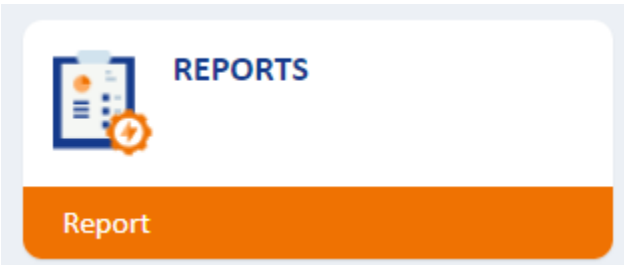


## User Admin to generate reports

1	Login to overtime system. Key in staff ID and your password same as ESS/IDM.
	<div><p>The image shows the login page for the Overtime Claim System. On the left, there is a background image of a laptop keyboard, a smartphone, and a notebook with handwritten notes. The text 'OVERTIME CLAIM SYSTEM' is overlaid on this image. On the right, the login form is titled 'Login to Get Started' with the TM logo. It includes fields for 'Your Staff ID' (example: TM52025) and 'Your Password' (example: P855w0rd), a 'Forgot Password' link, and a 'LOGIN' button. Below the login fields, there is a message to the user: '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'. At the bottom, there is a copyright notice: 'Copyright © 2020 Telekom Malaysia Berhad. All rights reserved.' and the TM Group logo with the tagline 'Life Made Easier'.</p></div>
2	Click "Report" via navigation menu or via dashboard. There are two type of reports which are: <ul style="list-style-type: none"><li>a. Overtime Details</li><li>b. Summary of OT Claim</li></ul>
	<div><p><b><u>Via navigation menu</u></b></p><p>The image shows a navigation menu with a 'REPORT' button and a dropdown arrow. The dropdown menu is open, showing two options: 'Overtime Details' and 'Summary of OT Claim'.</p><p><b><u>Via dashboard</u></b></p><p>The image shows a dashboard with a 'REPORTS' section. It features a blue icon of a document with a gear and a lightning bolt. Below the icon, there is a large orange button labeled 'Report'.</p></div>

3

Click on the report (e.g. "Overtime Details")

## Overtime Details Report


### Select Report Parameter

Refno	<input type="text"/>	Persno	<input type="text" value="Use commas to search multiple persno, e.g. 30013,45450,38884"/>
Company Code	<input type="text"/>	Approver ID	<input type="text"/>
State	<input type="text"/>	Verifier ID	<input type="text"/>
Overtime Date	<input type="text" value="dd/mm/yyyy"/>	To	<input type="text" value="dd/mm/yyyy"/>
		Region	<input type="text"/>

Personnel Area	<div>ADD ▶</div> <div>ADD ALL ▶</div> <div>REMOVE ◀</div> <div>REMOVE ALL ◀</div>	<div></div>
Personnel Subarea		
State		
Region		
Employee Group		
Employee Subgroup		
Salary Exception		
Capping Salary (RM)		

4

Key in all required field (e.g. Company code, Overtime date). Select column which need to be displayed in report and click button .

## Overtime Details Report

### Select Report Parameter

Refno	<input type="text"/>	Persno	<input type="text" value="Use commas to search multiple persno, e.g. 30013,45450,38884"/>
Company Code	<input type="text" value="× 1000-Telekom Malaysia Berhad"/>	Approver ID	<input type="text"/>
State	<input type="text"/>	Verifier ID	<input type="text"/>
Overtime Date	<input type="text" value="01/01/2020"/>	To	<input type="text" value="26/06/2020"/>
		Region	<input type="text"/>

ADD

ADD ALL

REMOVE

REMOVE ALL

Personnel Area

Personnel Subarea

State

Region

Employee Group

Employee Subgroup

Salary Exception

Capping Salary (RM)

Employment Status

Manual Flag

DOWNLOAD REPORT

DISPLAY REPORT

5

Click button 

DISPLAY REPORT

 to generate the report.

Click button 

DOWNLOAD REPORT

 to download the report.

Report will successfully be generated as below.

Report Details

Show 10 entries

Excel

Personnel Number	Employee Name	IC Number	Staff ID	Company Code	Reference Number	OT Date	Start Time	End Time	Personnel Area	Personnel Subarea	State	Region	Empl Grou
10021	Abd Rahman Bin Jailani	601002015067	K21982	1000	OT20200527-00010021	27-05-2020	01:25:00	05:20:00	3020	3023	JH	SEM	
10021	Abd Rahman Bin Jailani	601002015067	K21982	1000	OT20200530-00010021	30-05-2020	01:25:00	05:20:00	3020	3023	JH	SEM	
10021	Abd Rahman Bin Jailani	601002015067	K21982	1000	OT20200529-00010021	29-05-2020	01:25:00	05:20:00	3020	3023	JH	SEM	
10021	Abd Rahman Bin Jailani	601002015067	K21982	1000	OT20200521-00010021	21-05-2020	19:00:00	23:00:00	3020	3023	JH	SEM	
15060	Abdul Manan Bin Bongsu	640108125135	R322287	1000	OT20200506-00015060	06-05-2020	02:45:00	04:24:00	3050	3051	SB	SBH	
16650	Yusuf Latif Bin Yusuf	620911135203	49079	1000	OT20200401-00016650	01-04-2020	07:00:00	08:30:00	3060	3061	SR	SWK	