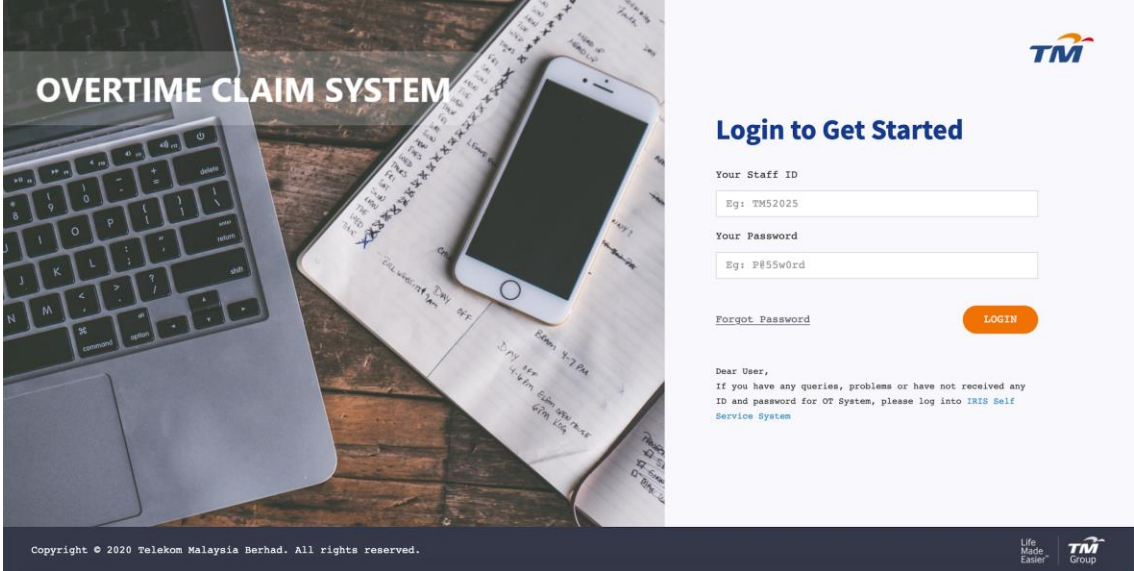
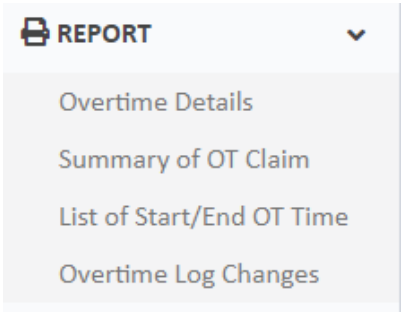




System/Super Admin to generate reports

1	Login to overtime system. Key in staff ID and your password same as ESS/IDM.
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2	<p>Click "Report" via navigation menu or via dashboard. There are four type of reports which are:</p> <ul style="list-style-type: none"> a. Overtime Details b. Summary of OT Claim c. List of Start/End OT Time d. Overtime Log Changes
	<p><u>Via navigation menu</u></p>  <p><u>Via dashboard</u></p>

	<div data-bbox="256 205 750 426">  <h2>REPORTS</h2> <p>Generate Report</p> </div>
3	Click on selected report (e.g. "Overtime Details")
	<div data-bbox="256 577 1404 1186"> <h3>Overtime Details Report</h3> <div>Select Report Parameter</div> <div> <div>Refno</div> <input type="text"/> <div>Persno</div> <input type="text" value="Use commas to search multiple persno, e.g. 30013,45450,38884"/> </div> <div> <div>Company Code</div> <input type="text"/> <div>Approver ID</div> <input type="text"/> </div> <div> <div>State</div> <input type="text"/> <div>Verifier ID</div> <input type="text"/> </div> <div> <div>Overtime Date</div> <div>dd/mm/yyyy</div> <div>To</div> <div>dd/mm/yyyy</div> <div>Region</div> <input type="text"/> </div> <div> <div> <div>Personnel Area</div> <div>Personnel Subarea</div> <div>State</div> <div>Region</div> <div>Employee Group</div> <div>Employee Subgroup</div> <div>Salary Exception</div> <div>Capping Salary (RM)</div> </div> <div> <div>ADD</div> <div>ADD ALL</div> <div>REMOVE</div> <div>REMOVE ALL</div> </div> </div> </div>
4	Key in all required field (e.g. Company code, Overtime date). Select column which need to be displayed in report and click button  .
	<div data-bbox="256 1432 1404 1768"> <h3>Overtime Details Report</h3> <div>Select Report Parameter</div> <div> <div>Refno</div> <input type="text"/> <div>Persno</div> <input type="text" value="Use commas to search multiple persno, e.g. 30013,45450,38884"/> </div> <div> <div>Company Code</div> <input type="text" value="× 1000-Telekom Malaysia Berhad"/> <div>Approver ID</div> <input type="text"/> </div> <div> <div>State</div> <input type="text"/> <div>Verifier ID</div> <input type="text"/> </div> <div> <div>Overtime Date</div> <div>01/01/2020</div> <div>To</div> <div>26/06/2020</div> <div>Region</div> <input type="text"/> </div> </div>

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

GENERATE REPORT

5

Click button

GENERATE REPORT

 to generate the report.

System will be processing to generate the report back end. System Admin will be able to download the report once the status of report is “Completed”.

System Admin also able to delete the downloaded report by using button .

Reports History

Show 10 entries

Search:

Created at	File Name	Status	Data From	Data To	Action
2020-06-26 13:19:57	OvertimeDetailsReport	Queued	2020-01-01 00:00:00	2020-06-26 00:00:00	...
2020-06-10 17:20:31	OvertimeDetailsReport	Processing	2020-01-04 00:00:00	2020-02-29 00:00:00	...
2020-06-07 13:57:41	OvertimeDetailsReport_20200607055741.xlsx	Completed	2020-01-01 00:00:00	2020-06-07 00:00:00	<div></div> <div></div>
2020-06-05 18:06:40	OvertimeDetailsReport_20200605100641.xlsx	Completed	2020-02-01 00:00:00	2020-03-31 00:00:00	<div></div> <div></div>
2020-06-04 06:35:29	OvertimeDetailsReport_20200603223531.xlsx	Completed	2020-02-04 00:00:00	2020-06-04 00:00:00	<div></div> <div></div>
2020-05-18 12:34:10	OvertimeDetailsReport_20200518043413.xlsx	Completed	2020-01-01 00:00:00	2020-05-18 00:00:00	<div></div> <div></div>
2020-05-18 12:33:35	OvertimeDetailsReport_20200518043336.xlsx	Completed	2020-01-01 00:00:00	2020-05-18 00:00:00	<div></div> <div></div>
2020-05-18 12:29:08	OvertimeDetailsReport_20200518042909.xlsx	Completed	2020-01-01 00:00:00	2020-05-18 00:00:00	<div></div> <div></div>