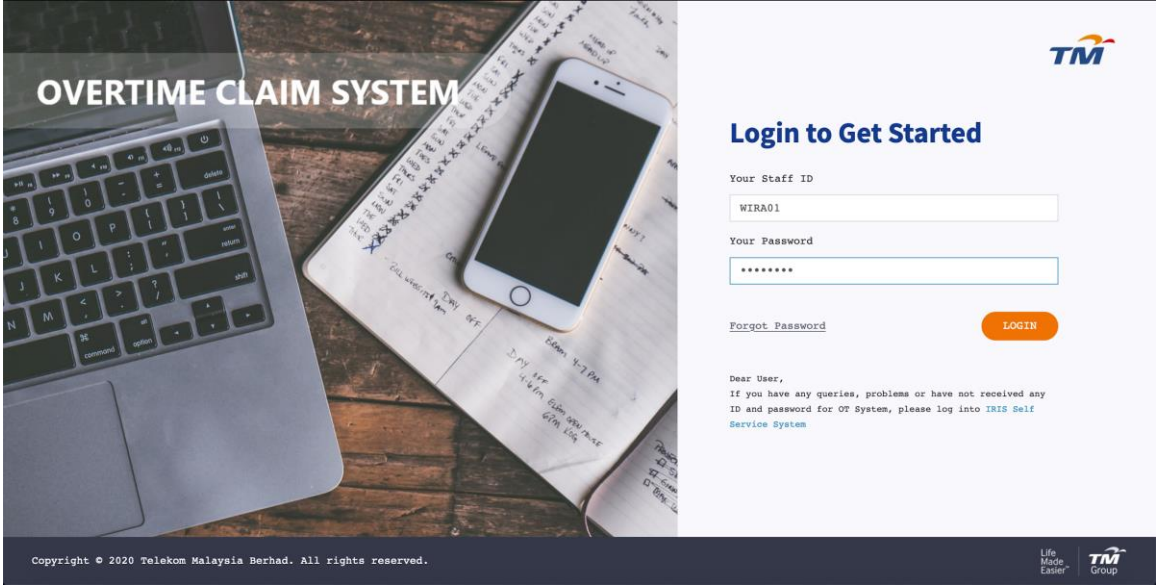
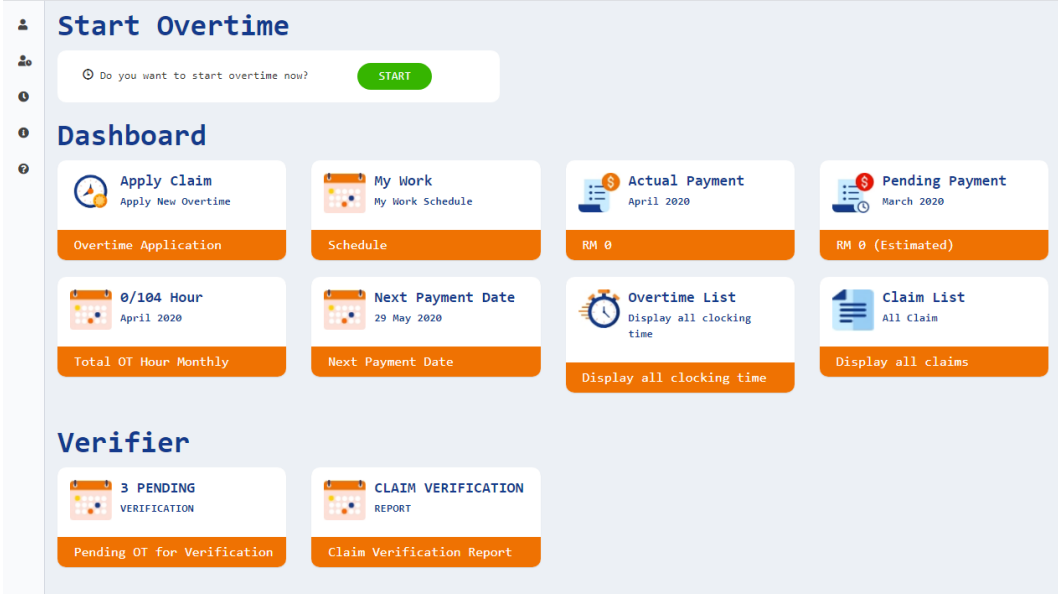


Verifier to verifier overtime claim

1	Login
	
2	Dashboard
	
3	Click Tile "Pending Verification"

Verifier

3 PENDING
VERIFICATION

Pending OT for 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	02.05.2020	0100 0700	0600 0800	6h 0m	RM98.90	Pending Verification	Select Action
2	Mohd Azmir Bin Sidek	03.05.2020	0320	0550	2h 30m	RM41.21	Pending Verification	Select Action
3	Mohd Azmir Bin Sidek	04.05.2020	0500	0730	2h 30m	RM41.21	Pending Verification	Select Action

Showing 1 to 3 of 3 entries

Previous 1 Next

SUBMIT

5 Click on the OT date to display details of claim

No	Name	Date	Start OT	End OT	Total Hours/Minutes	Amount (Estimated)	Status	Action
1	Mohd Azmir Bin Sidek	02.05.2020	0100 0700	0600 0800	6h 0m	RM98.90	Pending Verification	Select Action
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3	Mohd Azmir Bin Sidek	04.05.2020	0500	0730	2h 30m	RM41.21	Pending Verification	Select Action

6 Details of claim will appear as below

Details of Overtime Claim

Reference No: OT20200502-00041800

Overtime Information

State : Terengganu Charge Type : Own Cost Center
Salary Exception : No Verifier : Khairul Fadli Bin Othman
OT Date : 02.05.2020 Approver : Zainudin Bin Mohd Amin
Total Hours/Minute : 6h 0m Estimated Amount : RM 98.90

Overtime Time List

No	Start OT	End OT	Hours/Minutes	OT Type	Location	OT Remark
1	0100	0600	5h 0m	Manual Input	0.000000 0.000000	testing lagi
2	0700	0800	1h 0m	Manual Input	0.000000 0.000000	testing juga

Overtime Attachment

Action Log

BACK

7	Click button "Back" and previous screen (Listing of claim with pending verification) will appear																																				
	<div><div>Pending Verification Claim</div><div><div>Show10▼entries</div><div>CSVExcelPDF</div><table><thead><tr><th>No</th><th>Name</th><th>Date</th><th>Start OT</th><th>End OT</th><th>Total Hours/Minutes</th><th>Amount (Estimated)</th><th>Status</th><th>Action</th></tr></thead><tbody><tr><td>1</td><td>Mohd Azmir Bin Sidek</td><td>02.05.2020</td><td>0100 0700</td><td>0600 0800</td><td>6h 0m</td><td>RM98.90</td><td>Pending Verification</td><td>Select Action ▼</td></tr><tr><td>2</td><td>Mohd Azmir Bin Sidek</td><td>03.05.2020</td><td>0320</td><td>0550</td><td>2h 30m</td><td>RM41.21</td><td>Pending Verification</td><td>Select Action ▼</td></tr><tr><td>3</td><td>Mohd Azmir Bin Sidek</td><td>04.05.2020</td><td>0500</td><td>0730</td><td>2h 30m</td><td>RM41.21</td><td>Pending Verification</td><td>Select Action ▼</td></tr></tbody></table><div>Showing 1 to 3 of 3 entries</div><div>Previous1Next</div><div>SUBMIT</div></div></div>	No	Name	Date	Start OT	End OT	Total Hours/Minutes	Amount (Estimated)	Status	Action	1	Mohd Azmir Bin Sidek	02.05.2020	0100 0700	0600 0800	6h 0m	RM98.90	Pending Verification	Select Action ▼	2	Mohd Azmir Bin Sidek	03.05.2020	0320	0550	2h 30m	RM41.21	Pending Verification	Select Action ▼	3	Mohd Azmir Bin Sidek	04.05.2020	0500	0730	2h 30m	RM41.21	Pending Verification	Select Action ▼
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8	Select action "Verify" to verify claim																																				
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9	Tick on "Disclaimer" and click button "YES" to proceed with the verification. Else, click button "NO"																																				
	<div><div>Pending Verification Claim</div><div><div>Show10▼entries</div><div>CSVExcelPDF</div><table><thead><tr><th>No</th><th>Name</th><th>Date</th><th>Start OT</th><th>End OT</th><th>Total Hours/Minutes</th><th>Amount (Estimated)</th><th>Status</th><th>Action</th></tr></thead><tbody><tr><td>1</td><td>Mohd Azmir Bin Sidek</td><td>02.05.2020</td><td>0100 0700</td><td>0600 0800</td><td>6h 0m</td><td>RM98.90</td><td>Pending Verification</td><td>Verify ▼</td></tr><tr><td>2</td><td>Mohd Azmir Bin Sidek</td><td>03.05.2020</td><td>0320</td><td>0550</td><td>2h 30m</td><td>RM41.21</td><td>Pending Verification</td><td>Select Action ▼</td></tr><tr><td>3</td><td>Mohd Azmir Bin Sidek</td><td>04.05.2020</td><td>0500</td><td>0730</td><td>2h 30m</td><td>RM41.21</td><td>Pending Verification</td><td>Select Action ▼</td></tr></tbody></table><div>Showing 1 to 3 of 3 entries</div><div>Previous1Next</div><div>SUBMIT</div><div><div>Terms and Conditions</div><div>I hereby certify that my claim is compliance with company's term and condition on PERJANJIAN BERSAMA, HUMAN RESOURCE MANUAL, and BUSINESS PROCESS MANUAL. If deemed falsed, disciplinary can be imposed on me.</div><div><input checked="" type="checkbox"/> By clicking on "Yes" button below, you are agreeing to the above related terms and conditions</div><div>YESNO</div></div></div></div>	No	Name	Date	Start OT	End OT	Total Hours/Minutes	Amount (Estimated)	Status	Action	1	Mohd Azmir Bin Sidek	02.05.2020	0100 0700	0600 0800	6h 0m	RM98.90	Pending Verification	Verify ▼	2	Mohd Azmir Bin Sidek	03.05.2020	0320	0550	2h 30m	RM41.21	Pending Verification	Select Action ▼	3	Mohd Azmir Bin Sidek	04.05.2020	0500	0730	2h 30m	RM41.21	Pending Verification	Select Action ▼
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10	Click button "Submit" to confirm to proceed with the action selected																																				

Pending Verification Claim

Show 10 entries

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Excel

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Showing 1 to 3 of 3 entries

Previous

1

Next

SUBMIT

11

Verifier successfully take action on the claim and successfully submit 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	03.05.2020	0320			21	Pending Verification	Select Action
2	Mohd Azmir Bin Sidek	04.05.2020	0500			21	Pending Verification	Select Action

Showing 1 to 2 of 2 entries

Previous

1

Next

SUBMIT

Successfully Submitted

Your pending overtime claim has successfully submitted.

DONE