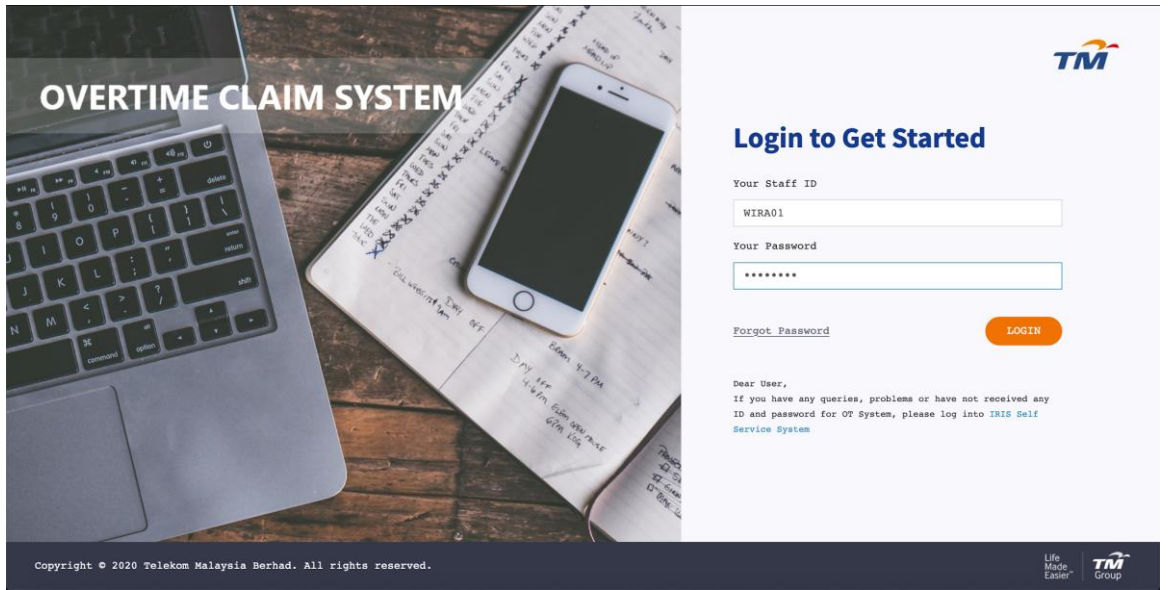
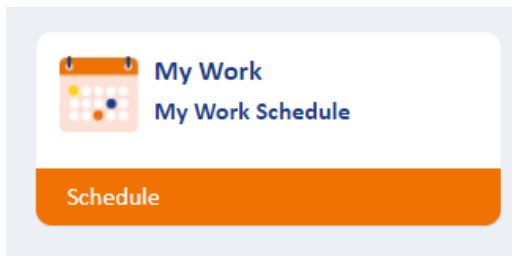
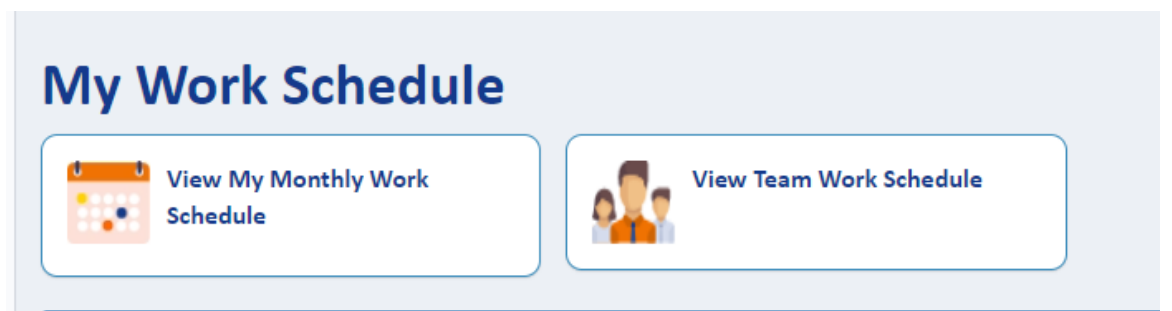


## View own monthly shift planning schedule and view team work shift planning schedule

*\*This function is for shift employee, not applicable for normal employee.*

1	Login to overtime system. Key in staff ID and your password same as ESS/IDM.
	
2	Dashboard
	
3	Below screen will be displayed once click on file "My Work Schedule".
	

4

View My Monthly Work  
Schedule

Click on tab to view own monthly shift planning schedule.

My Monthly Work Schedule for Month of July 2020											
Show 10 entries										Search: <input type="text"/>	
01-Wed	02-Thu	03-Fri	04-Sat	05-Sun	06-Mon	07-Tue	08-Wed	09-Thu	10-Fri	11-Sat	12-Sun
0700 - 1900	0700 - 1900	0700 - 1900	Off Day:0700-0700	Rest Day:0700-0700	1900 - 0700	1900 - 0700	1900 - 0700	1900 - 0700	Off Day:1900-1900	Rest Day:1900-1900	N/A
0700-1900	0700-1900	0700-1900	Off Day:0700-0700	Rest Day:0700-0700	1900-0700	1900-0700	1900-0700	1900-0700	Off Day:1900-1900	Rest Day:1900-1900	
Showing 1 to 1 of 1 entries										Previous	1

5



View Team Work Schedule

Click on tab to view shift planning schedule for all shift employee under same shift group.

Team Work Schedule for Month of July 2020											
Show 10 entries										Search: <input type="text"/>	
Staff ID	Name	01-Wed	02-Thu	03-Fri	04-Sat	05-Sun	06-Mon	07-Tue	08-Wed	09-T	
P10570	Che Aminudin Bin Che Sulaiman	0700 - 1900 0700-1900	0700 - 1900 0700-1900	0700 - 1900 0700-1900	Off Day:0700-0700 Off Day:0700-0700	Rest Day:0700-0700 Rest Day:0700-0700	1900 - 0700 1900-0700	1900 - 0700 1900-0700	1900 - 0700 1900-0700	1900 - 0700 1900-0700	
S53926	Adi Azhar Bin Azmi	1300 - 2200 1300-2000	1300 - 2200 1300-2000	1300 - 2200 1300-2000	Off Day:1300-1300 Off Day:1300-1300	Rest Day:1300-1300 Rest Day:1300-1300	1300 - 2200 1300-2000	1300 - 2200 1300-2000	1300 - 2200 1300-2000	1300 - 2200 1300-2000	
TM31941	Mohd Nasaruddin Bin Mat Isa	0700 - 1900 0700-1900	0700 - 1900 0700-1900	0700 - 1900 0700-1900	Off Day:0700-0700 Off Day:0700-0700	Rest Day:0700-0700 Rest Day:0700-0700	0700 - 1900 0700-1900	0700 - 1900 0700-1900	0700 - 1900 0700-1900	0700 - 1900 0700-1900	