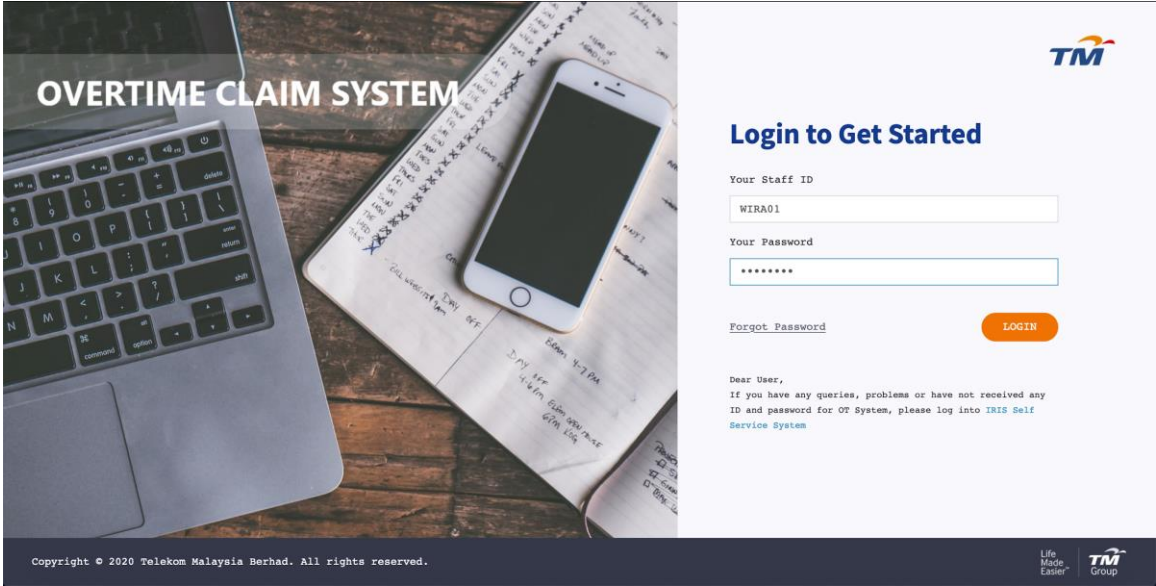
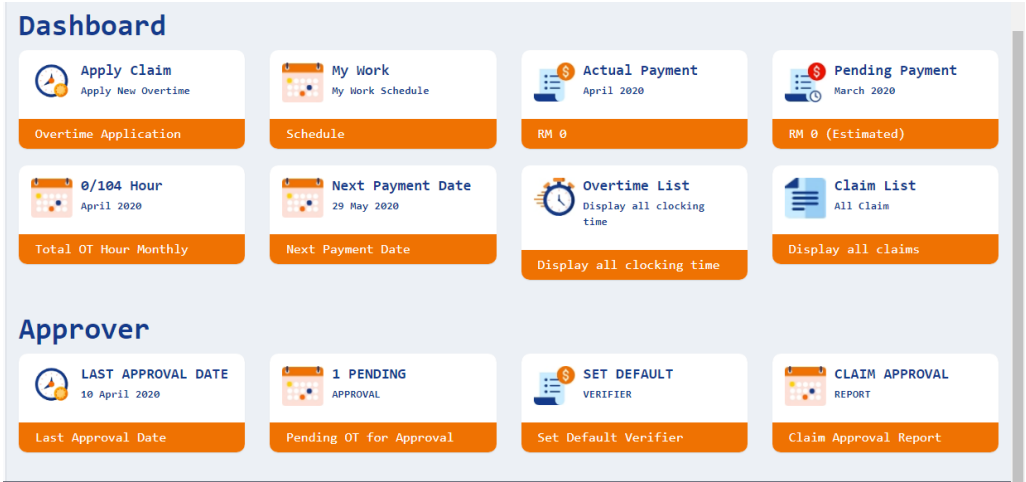
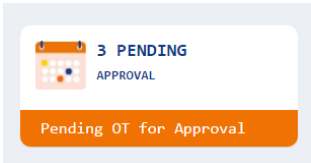


Approver to assign specific verifier to specific overtime claim (Optional)

1	Login
	
2	Dashboard
	
3	Click Tile "Pending Approval"
	

4 Listing of claim with pending approval will appear

Pending Approval Claim

Show

10

 entries

CSVExcelPDF

No	Name	Date	Start OT	End OT	Total Hours/Minutes	Amount (Estimated)	Status	Verifier	Action
1	Mohd Azmir Bin Sidek	15.04.2020	0630 1730	0830 1830	3h 0m	RM49.45	Pending Approval	N/A	Select Action
2	Mohd Azmir Bin Sidek	05.04.2020	1800	2000	2h 0m	RM32.97	Pending Approval	N/A	Select Action
3	Mohd Azmir Bin Sidek	13.04.2020	0630 1730	0830 1830	3h 0m	RM49.45	Pending Approval	N/A	Select Action
4	Mohd Azmir Bin Sidek	11.03.2020	2000	2200	2h 0m	RM32.97	Pending Verification	Zati Aqmar Binti Zahari	Select Action

Showing 1 to 4 of 4 entries

Previous

1

Next

SUBMIT

5 Click on the date to view details of claim before select any action

15.04.2020

6 Details of OT claim will appear as below

Details of Overtime Claim

Reference No: OT20200415-00041800

Overtime Information

State : Terengganu

Salary Exception : No

OT Date : 15.04.2020

Total Hours/Minute : 3h 0m

Charge Type : Own Cost Center

Verifier : N/A

Approver : Zainudin Bin Mohd Amin

Estimated Amount : RM 49.45

Overtime Time List

No	Start OT	End OT	Hours/Minutes	OT Type	Location	OT Remark
1	0630	0830	2h 0m	Manual Input	0.000000 0.000000	kerja
2	1730	1830	1h 0m	Manual Input	0.000000 0.000000	kerja

Overtime Attachment

Action Log

BACK

7 Click button Back to return to previous screen

BACK

8

Listing of claim screen will display

Pending Approval Claim

Show 10 entries

CSV Excel PDF

No	Name	Date	Start OT	End OT	Total Hours/Minutes	Amount	Status	Verifier	Action	Action Remark
1	Mohd Azmir Bin Sidek	15.04.2020	0630 1730	0830 1830	3h 0m					
2	Mohd Azmir Bin Sidek	05.04.2020	1800 2000	2000	2h 0m	RM32.97	Pending Approval	N/A	Select Action	
3	Mohd Azmir Bin Sidek	13.04.2020	0630 1730	0830 1830	3h 0m	RM49.45	Pending Approval	N/A	Select Action	

Verifier's Name

Enter Employee's Name

[Advance Search](#)

[NEXT](#)

11 Type name in searching parameter or use "Advance Search" for more specific searching

Pending Approval Claim

Show 10 entries

CSV Excel PDF

No	Name	Date	Start OT	End OT	Total Hours/Minutes	Amount	Status	Verifier	Action	Action Remark
1	Mohd Azmir Bin Sidek	15.04.2020	0630 1730	0830 1830	3h 0m					
2	Mohd Azmir Bin Sidek	05.04.2020	1800 2000	2000	2h 0m	RM32.97	Pending Approval	N/A	Select Action	
3	Mohd Azmir Bin Sidek	13.04.2020	0630 1730	0830 1830	3h 0m	RM49.45	Pending Approval	N/A	Select Action	

Verifier's Name

Ivan Nur

[Advance Search](#)

[NEXT](#)

Or

Advance Search

Name of Employee

Staff Number

Email

[SEARCH](#)
[CANCEL](#)

12 Listing of employees which fit to the searching criteria will appear as below. Select employee which has been decided to be verifier and click button "Select Verifier"

OTCS

Zainudin Bin Mohd Amin

Verifier's Name

Enter Employee's Name

[Advance Search](#)

	Personnel No : 00042913 Staff No : TN31255	Code : WPPA1H Cost Center : 3030 Area :	Email : WANNURAMIRAFARHANA.WANAMAIR RUDIN@TM.COM.MY Mobile No : Wan Nur Amirafarhana Binti Wan Amairrudin
	Name : Wan Nur Amirah Binti W Adnan Personnel No : 00043570 Staff No : TN31746	Company : Telekom Malaysia Berhad Code : AIRP18 Cost Center : 3000 Area :	Employee Subgroup : Executives Email : NURAMIRAH.ADNAN@TM.COM.MY Mobile No : Wan Nur Amirah Binti W Adnan
	Name : Wan Nur Azah Binti Wan Nahar Personnel No : 00051077 Staff No : 1001060725	Company : Multimedia University Code : UTMFB0 Cost Center : 3220 Area :	Employee Subgroup : Academic Email : WANNURAZAH.WANNAHAR@MMU.EDU.MY Mobile No : Wan Nur Azah Binti Wan Nahar
	Name : Wan Nur Azaihisham Bin Mohamed Azmi Personnel No : 00041413 Staff No : B17614	Company : Telekom Malaysia Berhad Code : BVFC20 Cost Center : 3010 Area :	Employee Subgroup : Non Executive Email : WANNURAZAISHAM@TM.COM.MY Mobile No : Wan Nur Azaihisham Bin Mohamed Azmi
	Name : Wan Nur Hanani Binti Wan Azmi Personnel No : 00030185 Staff No : S 13265	Company : Telekom Malaysia Berhad Code : MDTG02 Cost Center : 3000 Area :	Employee Subgroup : Management Email : HANANI@TM.COM.MY Mobile No : Wan Nur Hanani Binti Wan Azmi

[SELECT VERIFIER](#) [CANCEL](#)

13 Column "Action Remark" will appear.

Pending Approval Claim

Show entries

[CSV](#) [Excel](#) [PDF](#)

No	Name	Date	Start OT	End OT	Total Hours/Minutes	Amount (Estimated)	Status	Verifier	Action	Action Remark
1	Mohd Azmir Bin Sidek	15.04.2020	0630 1730	0830 1830	3h 0m	RM49.45	Pending Approval	Wan Nur Amirah Binti W Adnan	Assign Verifier	This is mandatory field. Please key in remarks here! Text remaining: 300
2	Mohd Azmir Bin Sidek	05.04.2020	1800	2000	2h 0m	RM32.97	Pending Approval	N/A	Select Action	Text remaining: 300
3	Mohd Azmir Bin Sidek	13.04.2020	0630 1730	0830 1830	3h 0m	RM49.45	Pending Approval	N/A	Select Action	Text remaining: 300

14 Input remark and click button "Submit" to proceed with the action selected.

No	Name	Date	Start OT	End OT	Total Hours/Minutes	Amount (Estimated)	Status	Verifier	Action	Action Remark
1	Mohd Azmir Bin Sidek	15.04.2020	0630 1730	0830 1830	3h 0m	RM49.45	Pending Approval	Wan Nur Amirah Binti W Adnan	Assign Verifier ▼	Please help to verify this claim Text remaining: 268
2	Mohd Azmir Bin Sidek	05.04.2020	1800	2000	2h 0m	RM32.97	Pending Approval	N/A	Select Action ▼	Text remaining: 300
3	Mohd Azmir Bin Sidek	13.04.2020	0630 1730	0830 1830	3h 0m	RM49.45	Pending Approval	N/A	Select Action ▼	Text remaining: 300
4	Mohd Azmir Bin Sidek	11.03.2020	2000	2200	2h 0m	RM32.97	Pending Verification	Zati Aqmar Binti Zahari	Select Action ▼	Text remaining: 300

Showing 1 to 4 of 4 entries

Previous 1 Next

SUBMIT

15 Approver successfully take action on the claim and successfully submit the application

OTCS

Overtime claim during the Movement Control Order [Click Here](#)

Pending Approval Claim

Show 10 entries

CSV Excel PDF

No	Name	Date	Start OT	End OT	Total	Amount	Status	Verifier	Action
1	Mohd Azmir Bin Sidek	05.04.2020	1800	2000			Pending Approval	N/A	Select Action ▼
2	Mohd Azmir Bin Sidek	13.04.2020	0630 1730	0830 1830			Pending Approval	N/A	Select Action ▼
3	Mohd Azmir Bin Sidek	11.03.2020	2000	2200	2h 0m	RM32.97	Pending Verification	Zati Aqmar Binti Zahari	Select Action ▼

Showing 1 to 3 of 3 entries

Previous 1 Next

Successfully Submitted

Your pending overtime claim has successfully submitted.

DONE