



Guideline for Shift Management Process



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1.1 Introduction

This document can be used as a guideline for shift management process in new overtime system. There are four type of user (as below) involved in this process.

- a. HCB D
- b. Group Owner
- c. Shift Planner
- d. Team Member

1.1.1 HCB D

HCB D is responsible to create group owner and assign shift pattern into the shift group.

Listing of shift pattern displayed is based on company code of the group owner.

If HCB D need new shift pattern, HCB D need to inform System Admin to create the shift pattern.

1.1.2 Group Owner

Once Group Owner has been created by HCB D, Group Owner need to assign shift planner and team members into the shift group.

If Group Owner is not assigning any shift planner, the Group Owner is able to do shift planning by their own.

Group Owner is also responsible for shift planning approval.

1.1.3 Shift Planner

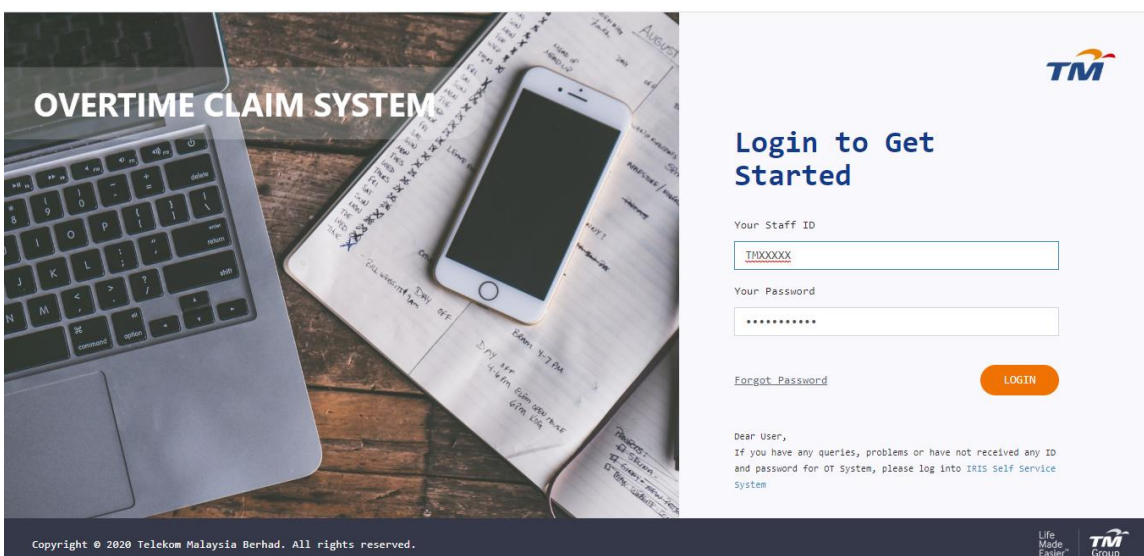
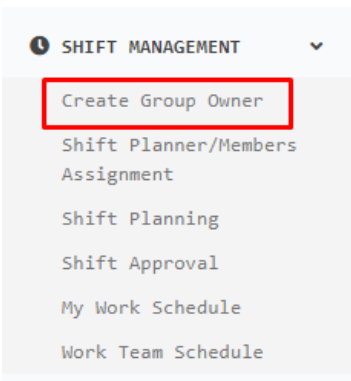
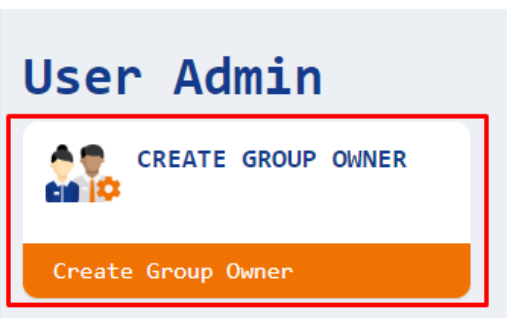
Once the Shift Planner has been assigned by Group Owner, the Shift Planner will able to do shift planning for each team members and submit the planning to approver (Group Owner) for approval.

1.1.4 Team Members

Team members are able to view the shift planning assigned to them once their shift planning have been approved by Group Owner.

2.1 Steps

2.1.1 Create group owner and assign shift pattern into the shift group. (Function by HCBD)

1	Login to overtime system as HCBD. Key in staff ID and your password same as ESS/IDM.
	
2	Access "Create Group Owner" screen via navigation menu or via dashboard.
	<div data-bbox="415 1251 967 1734"> <p><u>Alternative 1) – via navigation menu</u></p>  </div> <div data-bbox="984 1251 1536 1734"> <p><u>Alternative (2) – via dashboard</u></p>  </div>



- 3 Click "Create Group Owner". Screen "Create Group Owner" will appear. HCBD can display listing of group owner and also able to create new group owner.

Create Group Owner

Show 10 entries Search:

Code	Name	Owner	Owner ID	Action
GS30	AND CRH	Mohd Asril Bin Idris	WIRA63	Edit Delete
GS29	GNT NMO	Mohd Asril Bin Idris	WIRA63	Edit Delete

Showing 1 to 2 of 2 entries Previous **1** Next

Create Group Owner

Group Code
GS31

Group Name
Some info about this group

Group Owner Name
Staff finder [Q](#)

Group Owner ID
Search group owner name to populate

[Create](#)

- 4 Perform below action in order to create new group owner.

Key in "Group Name" and key in "Group Owner Name". Group Owner can be find by Staff ID or employee's name. Click [Q](#) to select the group owner.

Create Group Owner

Group Code
GS31

Group Name
Group Test

Group Owner Name
Staff finder [Q](#)

Group Owner ID
Search group owner name to populate

[Create](#)

"Search Result" will prompt out as below.



Search Result ×

Show entries Search:

Staff No	Name	Choose
S 51326	Hazita Binti Md Arip	<div>+</div>
S80334	Hazita Binti Baharum	<div>+</div> <div>Select</div>

Showing 1 to 2 of 2 entries Previous 1 Next

Close

Click

+

 to select the Group Owner.

Create Group Owner

Group Code

GS32

Group Name

Group Test

Group Owner Name

Hazita Binti Md Arip

Q

Group Owner ID

2563

Create

Click button

Create

 to proceed with the new creation of group owner.

5 To assign shift pattern into the shift group.

"Assigned Work Schedule Rule" screen will appear as below. Listing of all available shift pattern will be displayed.



Assigned Work Schedule Rule

Show 10 entries

Search:

Code	Description	Total Days	Total Hours	Remove?
No data available in table				

Showing 0 to 0 of 0 entries


Previous Next

Available Work Schedule Rule

Show 10 entries

Search:

Code	Description	Total Days	Total Hours	Add?
Z_05	Shift NNNNNNN	8	48	+
Z06N	3 cycle shift-Night (NNNNNNOR)	8	48	+
Z06M	3 cycle shift-Morning (MNNNNNNOR)	8	48	+
Z06A	3 cycle shift-Afternoon (AAAAAOR)	8	48	+

Click  to select and assign work schedule into the shift group.
Below message will appear once the shift pattern has been added into the shift group.

Assigned Work Schedule Rule

Shift template added to group

Show 10 entries

Search:

Code	Description	Total Days	Total Hours	Remove?
Z_05	Shift NNNNNNN	8	48	-

Showing 1 to 1 of 1 entries



Previous 1 Next


6 To change "Group Owner".

HCBD is able to change group owner by searching another group owner at parameter "Group Owner Name".

Shift Group Information

Shift Group Details

Group Code	6531	Group Name	Group Test
Group Owner Name	Hazita Binti Md Arif	Group Owner ID	2563
			

Click button  once done update the group owner.
Below message will prompt out once done update.

Shift Group updated



2.2.1 Assign shift planner and team members into the shift group. (Function by Group Owner)

1	Login to overtime system as Group Owner. Key in staff ID and your password same as ESS/IDM.		
	 <p>Copyright © 2020 Telekom Malaysia Berhad. All rights reserved.</p>		
2	Perform below actions for Group Owner to access screen "Shift Planner/Members Assignment"		
	<p>a. Group Owner will be notified if they have been assigned as group owner.</p>  <p>b. Click on the notification to short cut navigate to "Shift Planner/Members Assignment" screen or Group Owner can access via two alternatives below.</p> <table border="1"> <tr> <td><u>Alternative 1) – via navigation menu</u></td><td><u>Alternative (2) – via dashboard</u></td></tr> </table>	<u>Alternative 1) – via navigation menu</u>	<u>Alternative (2) – via dashboard</u>
<u>Alternative 1) – via navigation menu</u>	<u>Alternative (2) – via dashboard</u>		



SHIFT MANAGEMENT

Shift Planner/Members
Assignment

Shift Planning

Shift Approval

My Work Schedule

Work Team Schedule

Shift Management

ASSIGN SHIFT
PLANNER/MEMBERS

Assign Shift
Planner/Members

3


Perform below actions for Group Owner to assign shift planner and team members into the shift group.

Below screen will appear once the Group Owner click on "Shift Planner/Members Assignment" screen.

Shift Planner/Member Assignment


Show 10 entries

Search:

Code	Name	Planner	Planner Staff No	Action
GS31	Group Test			

Showing 1 to 1 of 1 entries

Previous **1** Next

Click button  to proceed with shift planner and team members assignment.

Shift Grouping

Shift Planner Group Test

Group Code

GS31


Group Name

Group Test

Shift Planner

Shift Planner ID

0

Shift Planner can be find by Staff ID or employee's name. Click  to select the Shift Planner. "Search Result" will prompt out as below.



Assign as Shift Planner

Show

10

 entries Filter

Staff No	Name	Choose
TM36271	Nurtaufikiah Binti Che Mohamed	<input checked="" type="checkbox"/>


Showing 1 to 1 of 1 entries

Previous

1

Next

Close

Click on  to confirm on the selection of shift planner.
Below message will appear once done assigning the shift planner.

Shift Grouping

Planner assigned

Shift Planner Group Test

Group Code

GS31

Group Name

Group Test

Shift Planner

Nurtaufikiah Binti Che Mohamed

Shift Planner ID

S4265

Search

Refresh

In this screen, Group Owner is also able to add team members into the shift group.
Listing of all subordinate without group will be displayed.



Subordinate Without Group


Show 10 entries

Search:

Staff No	Name	Action
S 51337	Rudiyana Binti Ahmad	+
S50394	Zoorman Bin A Ghaffar	+
S50488	Hamzah Bin Mamat	+
S53246	Zam Zurina Binti Pauzan	+
S53797	Maya Shalfawaniz Binti Md Sakih	+
S54382	Nor Akmal Binti Muslim	+
TM30140	Hartini Binti Hasbi	+
TM35857	Nurfarhanim Binti Yaacob	+
TM36271	Nurtaufikiah Binti Che Mohamed	+

Showing 1 to 9 of 9 entries

Previous 1 Next

Click on button  to add member into the group.
Below message will appear once the member has been added to the shift group.

Staff added to group

Shift Planner Group Test

Group Code

GS31

Group Name

Group Test

Shift Planner

Nurtaufikiah Binti Che Mohamed



Shift Planner ID

54265

Shift Group Group Test

Group Members

Show 10 entries

Search:

Staff No	Name	Action
S50394	Zoorman Bin A Ghaffar	


Group Owner is also able to search members outside their own team to add into the shift group.

Search member to group Group Test

Find staff to add

Find staff here to add to group



The team member can be find by Staff ID or employee's name. Click  to select the team member outside the own team. "Search Result" will prompt out as below.



Add as Group Member

Show 10 entries

Filter

Staff No	Name	Choose
R10269	Nurhana Binti Norhan	+
TM31924	Nurhanani Binti Razali	+
TM32434	Nurhana Binti Azhar	+
TM33006	Nurhana Binti Mohammed Tamin	+
TM36938	Siti Nurhana Binti Ismail	+
V00139	Nurhana Binti Baharudin	+
WIRA1376	Intan Nurhana Binti Abd Razak	+


Showing 1 to 7 of 7 entries

Previous

1

Next

Close

Click on  to add the team member.

Shift Grouping

Staff added to group

All team members have successfully been added into the shift group.

Group Members


Show entries

Search:

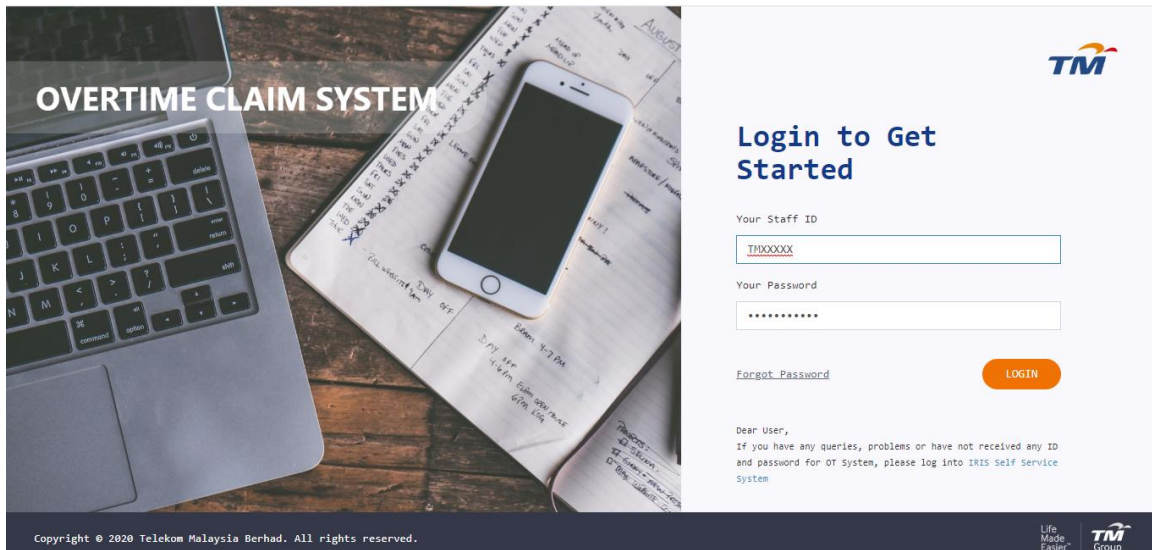
Staff No	Name	Action
S 51337	Rudiyana Binti Ahmad	
S50394	Zoorman Bin A Gaffar	
S53246	Zam Zurina Binti Pauzan	
TM33006	Nurhana Binti Mohammed Tamin	

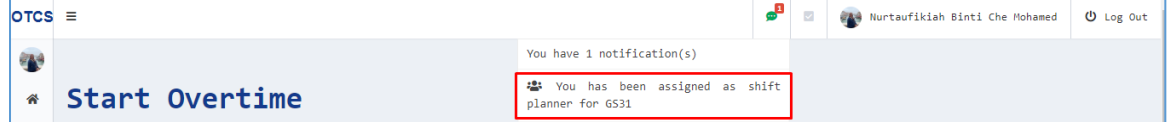
Showing 1 to 4 of 4 entries

Previous **1** Next

Click on button  if to remove team member from the shift group.

2.3.1 Assign shift planning for each team members and submit the planning to Group Owner for approval. (Function by Shift Planner)

1	Login to overtime system as Shift Planner. Key in staff ID and your password same as ESS/IDM.
	<div>  </div>
2	Perform below actions for Shift Planner to access screen "Shift Planning"
	<p>a. Shift Planner will be notified if they have been assigned as Shift Planner.</p>



OTCS

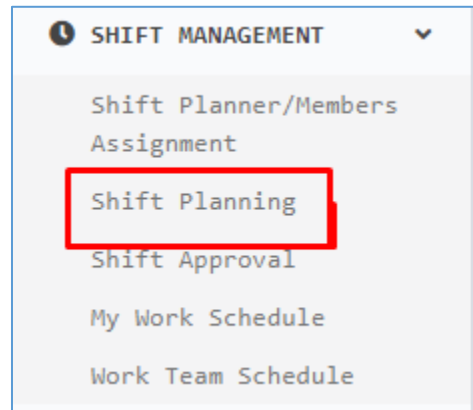
You have 1 notification(s)

Start Overtime

You has been assigned as shift planner for GS31

Nurtaufikiah Binti Che Mohamed Log Out

- b. Click on the notification to short cut navigate to "Shift Planning" screen or Shift Planner can access via navigation menu below.

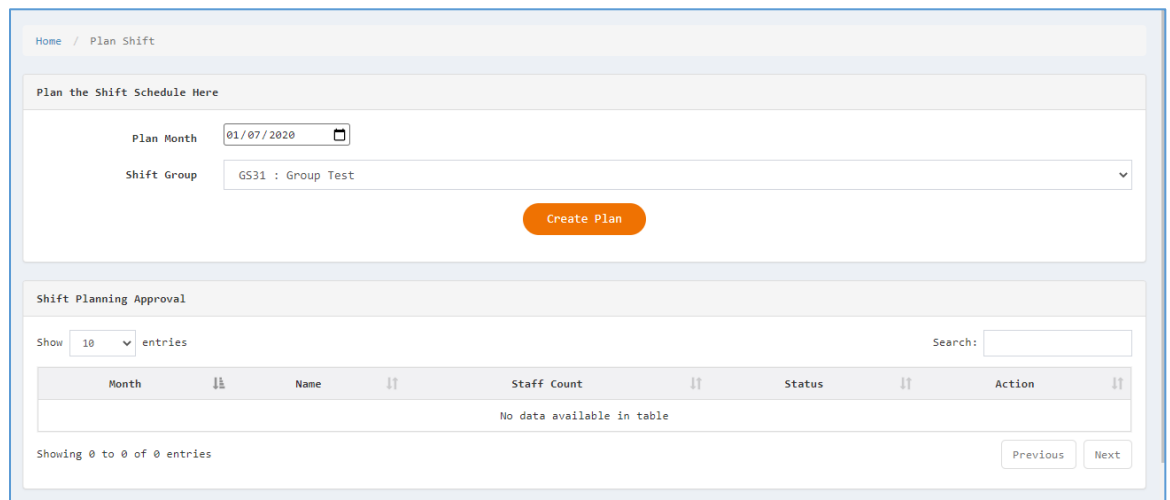


SHIFT MANAGEMENT

- Shift Planner/Members Assignment
- Shift Planning**
- Shift Approval
- My Work Schedule
- Work Team Schedule

- 3 Perform below actions for Shift Planner to do shift planning for each team member in shift group

Select date in parameter "Plan Month" and select "Shift Group".



Home / Plan Shift

Plan the Shift Schedule Here

Plan Month: 01/07/2020

Shift Group: GS31 : Group Test

Create Plan

Shift Planning Approval

Show 10 entries

Search:

Month	Name	Staff Count	Status	Action
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

Click button  to proceed.



Below screen will appear. Listing of team member will be displayed.

Team member for Group Test, month Jul-2020

Approver: Hazita Binti Md Arip
Planner: Nurtaufikiah Binti Che Mohamed

Show entries Search:

Staff No	Name	Total Days	Total Work Hours	From	Until	Status	Action
S 51337	Rudiyana Binti Ahmad	0	0			Planning	
S50394	Zoorman Bin A Ghaffar	0	0			Planning	
S53246	Zam Zurina Binti Pauzan	0	0			Planning	
TH33006	Nurhana Binti Mohammed Tamin	0	0			Planning	

Showing 1 to 4 of 4 entries Previous **1** Next

[Submit](#)

Click button to assign shift planning for the team member.

Below screen will appear if button executed.

Home / Plan Shift / Group Test - Jul-2020 / Rudiyana Binti Ahmad

Add shift to this staff

Start Date

Shift Pattern

[Append](#)

Assigned Schedule

Sequence	Pattern Code	Pattern Desc	Total Days	From	Total Hours	Until	Action

Jul-2020's calendar for Rudiyana Binti Ahmad

01-Wed	02-Thu	03-Fri	04-Sat	05-Sun	06-Mon	07-Tue	08-Wed	09-Thu	10-Fri	11-Sat	12-Sun	13-Mon	14-Tue	15-Wed	16-Thu	17-Fri	18-Sat	19-Sun	20-Mon	21-Tue	22-Wed	23-Thu
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Confirm the "Start Date" or change if needed.

Select "Shift Pattern". Listing of shift pattern which applicable for this shift group will be displayed (eg: as below).

Shift Pattern

Z06M : 3 cycle shift-Morning (MMMMMMOR) (8 days / 48 hours)

Z06A : 3 cycle shift-Afternoon (AAAAAOR) (8 days / 48 hours)

Z06N : 3 cycle shift-Night (NNNNNOR) (8 days / 48 hours)



Select "Shift Pattern" which need to be assigned to the member. And then click on button **Append**.

Below message will prompt out once done append.

8 days added

Start Date

Shift Pattern

Z_05 : Shift NNNNNNN (8 days / 48 hours)

Append

Assigned Schedule

Sequence	Pattern Code	Pattern Desc	Total Days	From	Total Hours	Until	Action
1	Z06A	3 cycle shift-Afternoon (AAAAA0R)	8	2020-07-01 00:00:00	48	2020-07-08 00:00:00	

Jul-2020's calendar for RudiYana Binti Ahmad

01-Wed	02-Thu	03-Fri	04-Sat	
3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300

The "Start Date" will automatically be changed accordingly for next append. Select next "Shift Pattern" which need to be assigned to the member. And then click button **Append**.

This is repeatedly process until the shift planning for the employee is completed. Example completed shift planning for a team member as below.

Assigned Schedule

Sequence	Pattern Code	Pattern Desc	Total Days	From	Total Hours	Until	Action
1	Z06A	3 cycle shift-Afternoon (AAAAA0R)	8	2020-07-01 00:00:00	48	2020-07-08 00:00:00	
2	Z06M	3 cycle shift-Morning (NNNNN0R)	8	2020-07-09 00:00:00	48	2020-07-16 00:00:00	
3	Z06A	3 cycle shift-Afternoon (AAAAA0R)	8	2020-07-17 00:00:00	48	2020-07-24 00:00:00	
4	Z06M	3 cycle shift-Morning (NNNNN0R)	8	2020-07-25 00:00:00	48	2020-08-01 00:00:00	

Jul-2020's calendar for RudiYana Binti Ahmad

01-Wed	02-Thu	03-Fri	04-Sat	
3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300

Shift Planner need to go back to previous screen in order to do shift planning for other



team member.

Home / Plan Shift / Group Test - Jul-2020

Team member for Group Test, month Jul-2020

Approver: Hazita Binti Md Arip
Planner: Nurtaufikiah Binti Che Mohamed

Show 10 entries Search:

Staff No	Name	Total Days	Total Work Hours	From	Until	Status	Action
S 51337	Rudiyana Binti Ahmad	32	192	2020-07-01 00:00:00	2020-08-01 00:00:00	Planning	
S50394	Zoorman Bin A Ghaffar	0	0			Planning	
S53246	Zam Zurina Binti Pauzan	0	0			Planning	
TM33006	Nurhana Binti Mohammed Tamin	0	0			Planning	

Showing 1 to 4 of 4 entries

Previous 1 Next

Submit

Click on and assign the shift pattern accordingly to other team members.
Sample of completed shift planning for all team members as below.

In below screen, Shift Planner need to verify all the shift planning that has been done before proceed to approval. Shift Planner also will able to view shift planning for all team member in this screen.

Home / Plan Shift / Group Test - Jul-2020

Team member for Group Test, month Jul-2020

Approver: Hazita Binti Md Arip
Planner: Nurtaufikiah Binti Che Mohamed

Show 10 entries Search:

Staff No	Name	Total Days	Total Work Hours	From	Until	Status	Action
S 51337	Rudiyana Binti Ahmad	32	192	2020-07-01 00:00:00	2020-08-01 00:00:00	Planning	
S50394	Zoorman Bin A Ghaffar	32	192	2020-07-01 00:00:00	2020-08-01 00:00:00	Planning	
S53246	Zam Zurina Binti Pauzan	32	192	2020-07-01 00:00:00	2020-08-01 00:00:00	Planning	
TM33006	Nurhana Binti Mohammed Tamin	32	192	2020-07-01 00:00:00	2020-08-01 00:00:00	Planning	

Showing 1 to 4 of 4 entries

Previous 1 Next

Submit



Jul-2020's calendar for Group Test

Show 10 entries Search:

ID	Name	01-Wed	02-Thu	03-Fri	04-Sat
843	Zoorman Bin A Ghaffar	3 cycle shift(Morning)0700am-1500pm 0700-1500	3 cycle shift(Morning)0700am-1500pm 0700-1500	3 cycle shift(Morning)0700am-1500pm 0700-1500	3 cycle shift(Morning)0700am-1500pm 0700-1500
2536	Rudiyana Binti Ahmad	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300
36212	Zam Zurina Binti Pauzan	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300
45142	Nurhana Binti Mohammed Tamin	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300

Showing 1 to 4 of 4 entries

Previous 1 Next

After verify the shift planning, click button

Submit

to submit the shift planning to approver for approval.

Below message will prompt out once button

Submit

executed. Status will be changed from "Planning" to "Submitted".

Home / Plan Shift / Group Test - Jul-2020

Team member for Group Test, month Jul-2020

Shift plan submitted to approver

Approver: Hazita Binti Md Arip
Planner: Nurtaufikiah Binti Che Mohamed

Show 10 entries Search:

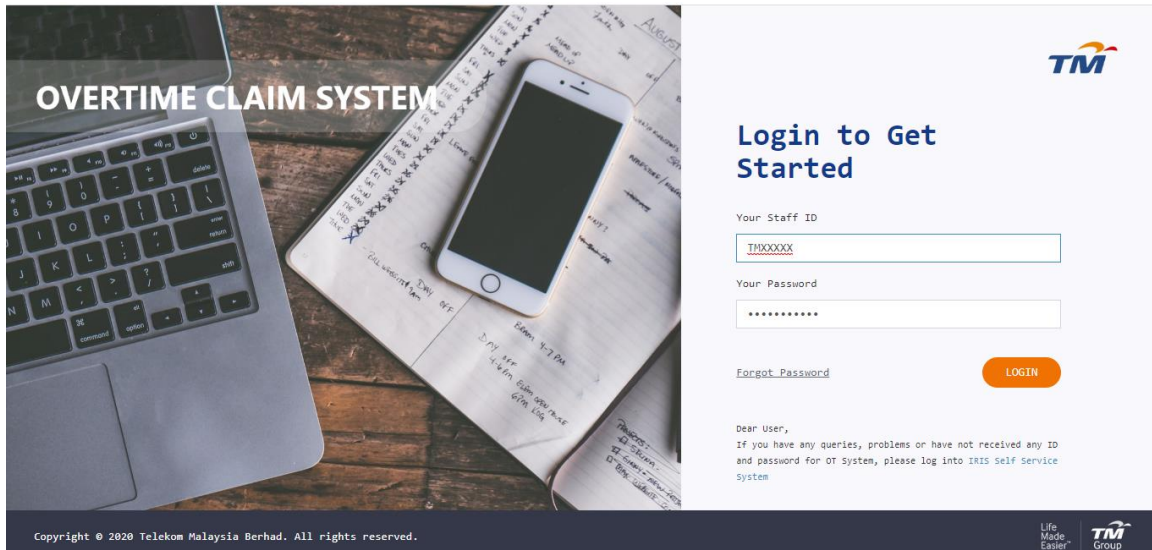



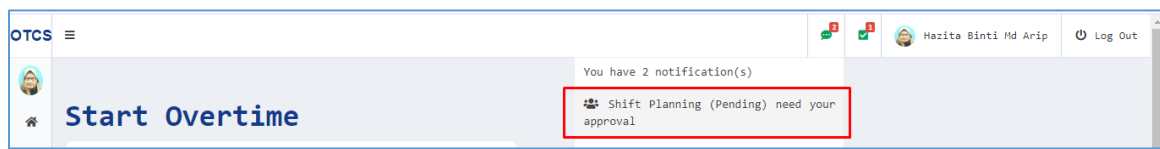

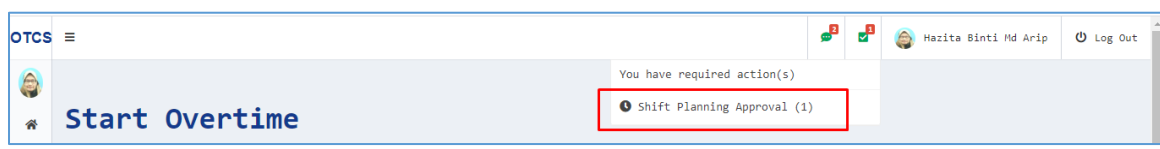
Staff No	Name	Total Days	Total Work Hours	From	Until	Status	Action
S 51337	Rudiyana Binti Ahmad	32	192	2020-07-01 00:00:00	2020-08-01 00:00:00	Submitted	
S50394	Zoorman Bin A Ghaffar	32	192	2020-07-01 00:00:00	2020-08-01 00:00:00	Submitted	
S53246	Zam Zurina Binti Pauzan	32	192	2020-07-01 00:00:00	2020-08-01 00:00:00	Submitted	
TM33006	Nurhana Binti Mohammed Tamin	32	192	2020-07-01 00:00:00	2020-08-01 00:00:00	Submitted	

Showing 1 to 4 of 4 entries

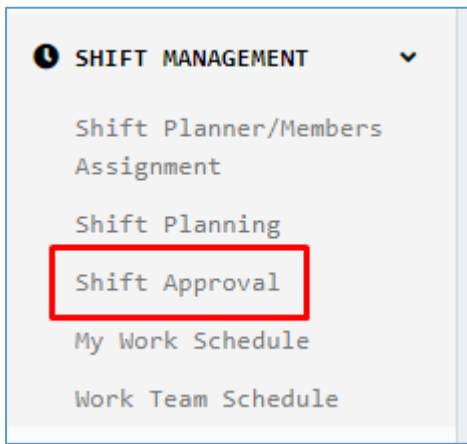
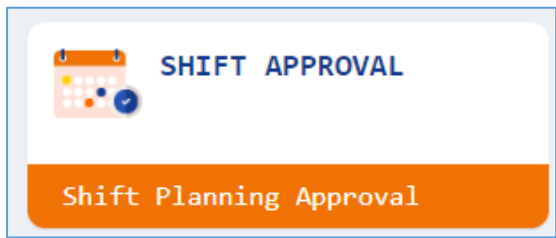
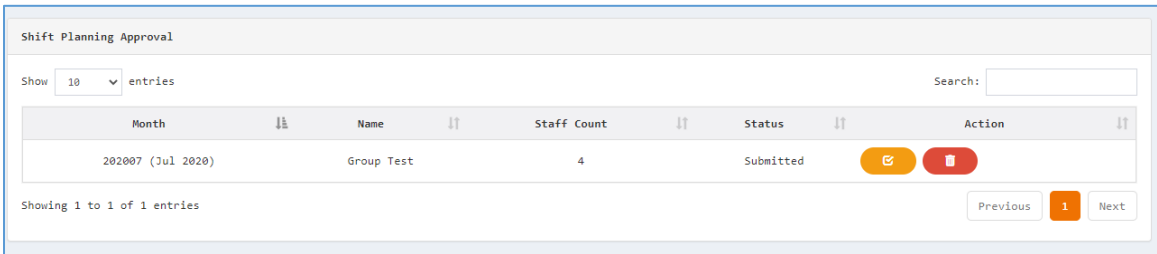


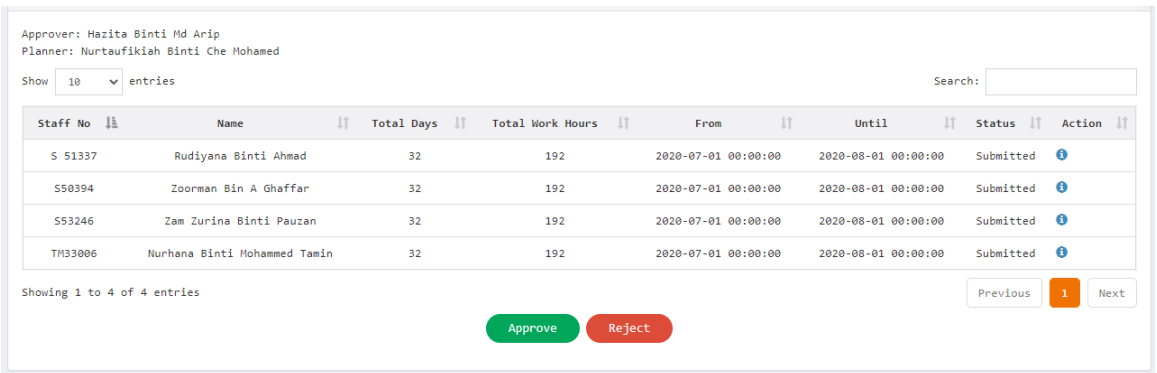
Previous 1 Next

2.4.1 Shift planning approval. (Function by Group Owner)

- 1 Login to overtime system as Group Owner. Key in staff ID and your password same as ESS/IDM.

	
2	Perform below actions for Group Owner to access "Shift Approval" screen.
	<p>a. Group Owner will be notified if they have pending approval shift planning. They will be notified via icon  which means "Push Notification" and icon  which means "To Do Task".</p> <p>Icon  (Push Notification)</p>  <p>Icon  (To Do Task)</p>  <p>b. Click on notification to short cut navigate to "Shift Approval" screen or Group Owner can access via two alternatives below.</p>



	<p><u>Alternative 1) – via navigation menu</u></p> 	<p><u>Alternative (2) – via dashboard</u></p> 
3	Perform below actions to proceed with shift planning approval.	
	<p>Below screen will appear once Group Owner click “Shift Approval”.</p>  <p>Click on button  to proceed with the approval. Below screen will appear once button  executed.</p> <p>In this screen, approver is able to view the details, to approve, to reject and shift planning for all team members.</p> 	



Jul-2020's calendar for Group Test

Show 10 entries Search:

ID	Name	01-Wed	02-Thu	03-Fri	04-Sat
843	Zoorman Bin A Ghaffar	3 cycle shift(Morning)0700am-1500pm 0700-1500	3 cycle shift(Morning)0700am-1500pm 0700-1500	3 cycle shift(Morning)0700am-1500pm 0700-1500	3 cycle shift(Morning)0700am-1500pm 0700-1500
2536	Rudiyana Binti Ahmad	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300
36212	Zam Zurina Binti Pauzan	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300
45142	Nurhana Binti Mohammed Tamin	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300

Showing 1 to 4 of 4 entries

Previous 1 Next

History

Show 10 entries Search:

Time	Action	By	Remark
2020-06-14 12:09:40	Create	Nurtaufikiah Binti Che Mohamed	
2020-06-15 07:43:02	Submit	Nurtaufikiah Binti Che Mohamed	

Click button to view the details of shift planning for each member.

Click button to approve the shift planning.

Click button to reject the shift planning.

If button executed, below message will prompt out and status "Submitted" will be changed to "Approved".

Shift plan approved

Approver: Hazita Binti Md Arip
Planner: Nurtaufikiah Binti Che Mohamed

Show 10 entries Search:

Staff No	Name	Total Days	Total Work Hours	From	Until	Status	Action
S 51337	Rudiyana Binti Ahmad	32	192	2020-07-01 00:00:00	2020-08-01 00:00:00	Approved	
S50394	Zoorman Bin A Ghaffar	32	192	2020-07-01 00:00:00	2020-08-01 00:00:00	Approved	
S53246	Zam Zurina Binti Pauzan	32	192	2020-07-01 00:00:00	2020-08-01 00:00:00	Approved	
TM33006	Nurhana Binti Mohammed Tamin	32	192	2020-07-01 00:00:00	2020-08-01 00:00:00	Approved	

Showing 1 to 4 of 4 entries

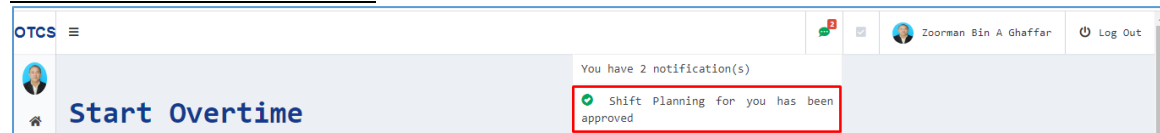
Previous 1 Next

Button will also appear after the shift planning approved in case for approver to revert the shift planning.

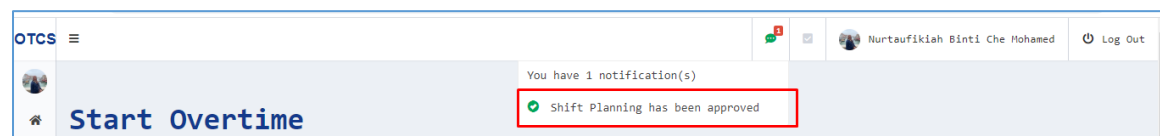
Team members and Shift Planner will be notified if their shift planning has been

approved. Sample of notification as below:

Team Member's Notification

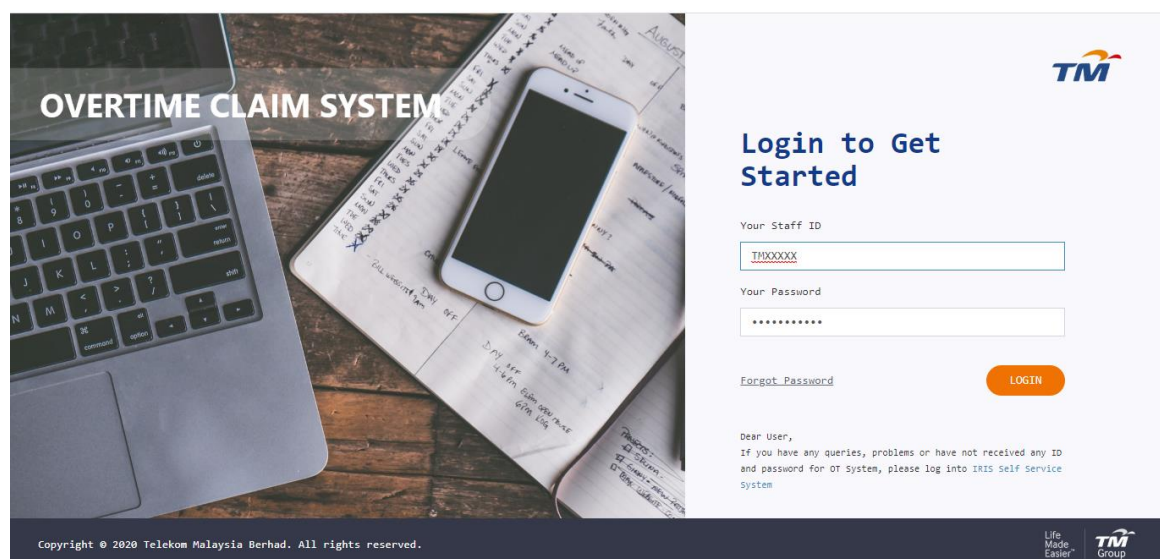


Shift Planner's Notification



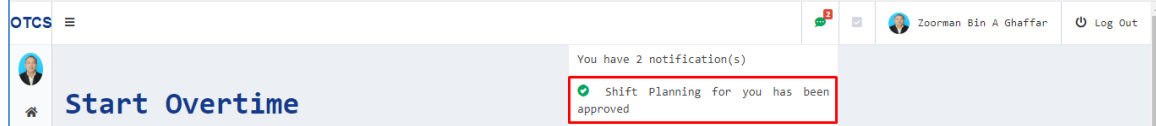
2.5.1 Team member to view their own approved shift planning. (Function by Team Member)

- 1 Login to overtime system as team member. Key in staff ID and your password same as ESS/IDM.

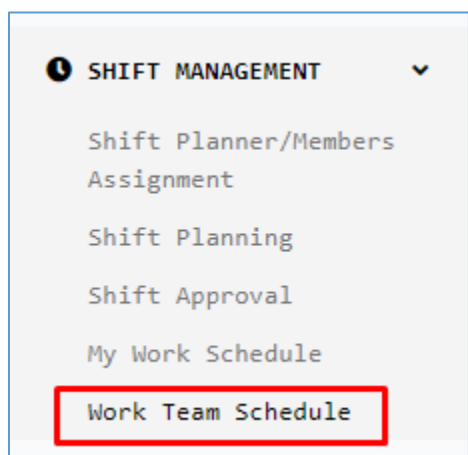


- 2 Perform below actions for team member to view their own shift planning after been approved.

a. Team member will be notified if their shift planning has been approved.



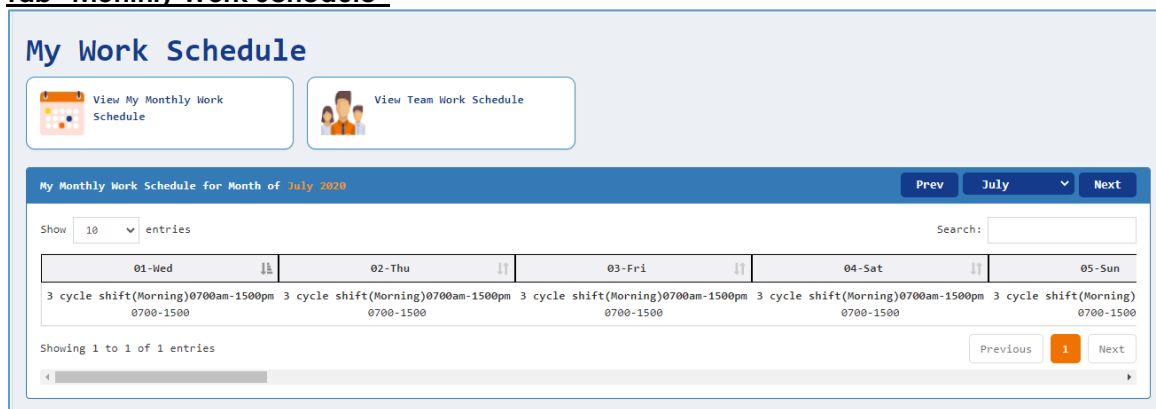
- b. Click on notification to short cut navigate to “Work Team Schedule” screen or team member can access via navigation menu as below.



- 3 Perform below actions for team member to view their own monthly shift planning and all team member's shift planning.

There will be two tabs in “Work Team Schedule” which are “Monthly Work Schedule” and “Team Work Schedule”.

Tab “Monthly Work Schedule”



The purpose of this screen is to show team member's own monthly shift planning. This screen will be defaulted to current month. Team member need to change the month



accordingly to view the approved shift planning (Eg: Month July).

Tab "Team Work Schedule"

Team Work Schedule

View My Monthly Work Schedule
 View Team Work Schedule

Team Work Schedule for Month of July 2020

Prev
July
Next

Show 10 entries

Search:

Staff ID	Name	01-Wed	02-Thu	03-Fri
S 51337	Rudiyana Binti Ahmad	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300
S50394	Zoorman Bin A Ghaffar	3 cycle shift(Morning)0700am-1500pm 0700-1500	3 cycle shift(Morning)0700am-1500pm 0700-1500	3 cycle shift(Morning)0700am-1500pm 0700-1500
S53246	Zam Zurina Binti Pauan	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300
TM33006	Nurhana Binti Mohammed Tamin	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300

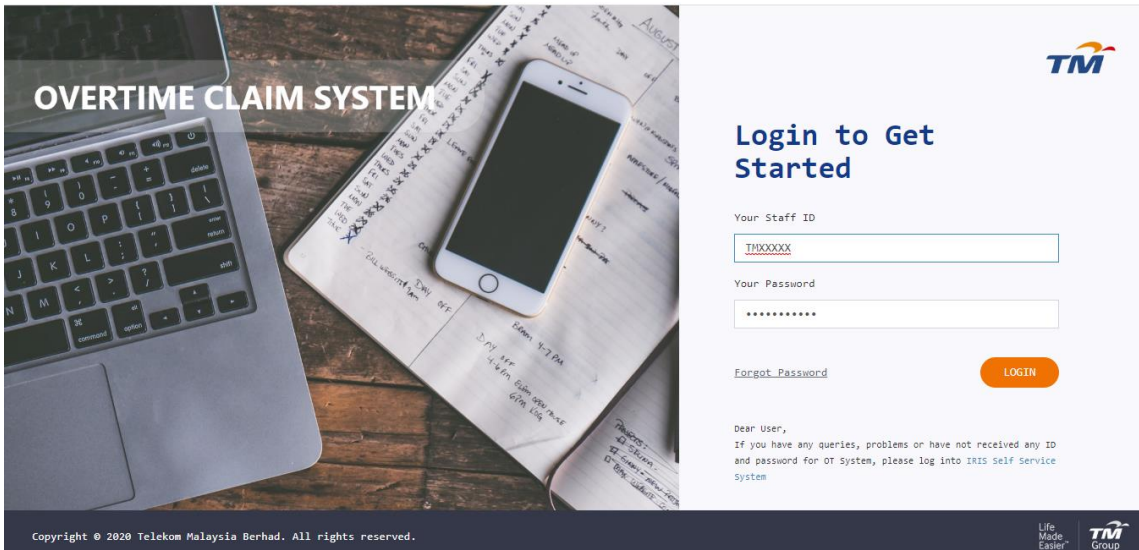
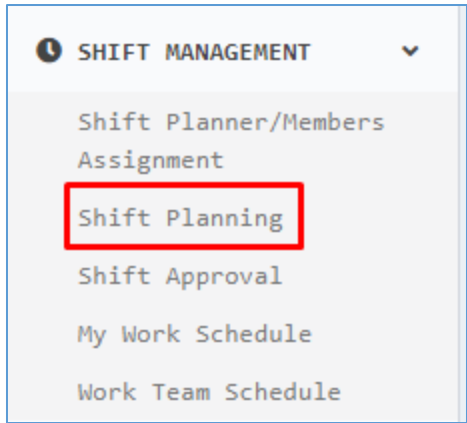
Showing 1 to 4 of 4 entries

Previous
1
Next

The purpose of this screen is to show shift planning for all team members in same shift group. This screen will be defaulted to current month. Team member need to change the month accordingly to view the approved shift planning (Eg: Month July).

2.6.1 Group Owner and Shift Planner to view shift planning for all team members in their shift group. (Function by Group Owner and Shift Planner)

- 1 Login to overtime system as Group Owner or Shift Planner. Key in staff ID and your password same as ESS/IDM.

	
2	<p>Perform below actions for Group Owner or Shift Planner to access "Shift Planning" screen.</p>
	<p>Group Owner or Shift Planner need to click "Shift Planning" in navigation menu in order to view shift planning for all team members in their shift group.</p> 
3	<p>Perform below actions for Group Owner or Shift Planner to view shift planning for all team members in their shift group.</p>
	<p>Below screen will appear once Group Owner or Shift Planner click on "Shift Planning".</p>



Plan the Shift Schedule Here

Plan Month

Shift Group

[Create Plan](#)

Shift Planning Approval

Show entries

Search:

Month	Name	Staff Count	Status	Action
202007 (Jul 2020)	Group Test	4	Approved	View Delete

Showing 1 to 1 of 1 entries

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Click button [View](#) to view the details of shift planning.

Below screen will appear once button [View](#) executed.

Home / Plan Shift / Group Test - Jul-2020

Team member for Group Test, month Jul-2020

Approver: Hazita Binti Md Arip
Planner: Nurtaufikiah Binti Che Mohamed

Show entries

Search:

Staff No	Name	Total Days	Total Work Hours	From	Until	Status	Action
S 51337	Rudiyana Binti Ahmad	32	192	2020-07-01 00:00:00	2020-08-01 00:00:00	Approved	View
SS0394	Zoorman Bin A Ghaffar	32	192	2020-07-01 00:00:00	2020-08-01 00:00:00	Approved	View
SS3246	Zam Zurina Binti Pauzan	32	192	2020-07-01 00:00:00	2020-08-01 00:00:00	Approved	View
TH33006	Nurhana Binti Mohammed Tamin	32	192	2020-07-01 00:00:00	2020-08-01 00:00:00	Approved	View

Showing 1 to 4 of 4 entries

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Jul-2020's calendar for Group Test

Show entries

Search:

ID	Name	01-Wed	02-Thu	03-Fri	04-Sat
843	Zoorman Bin A Ghaffar	3 cycle shift(Morning)0700am-1500pm 0700-1500	3 cycle shift(Morning)0700am-1500pm 0700-1500	3 cycle shift(Morning)0700am-1500pm 0700-1500	3 cycle shift(Morning)0700am-1500pm 0700-1500
2536	Rudiyana Binti Ahmad	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300
36212	Zam Zurina Binti Pauzan	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300
45142	Nurhana Binti Mohammed Tamin	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300	3 cycle shift(Afternoon)0700am-1500pm 1500-2300

Showing 1 to 4 of 4 entries

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In above screen, Group Owner or Shift Planner is able to view the details of shift planning for each team member and also able to view all team member's monthly shift planning in one view.

Click button [View](#) to view the details of shift planning.

