Change current work schedule (If needed only).
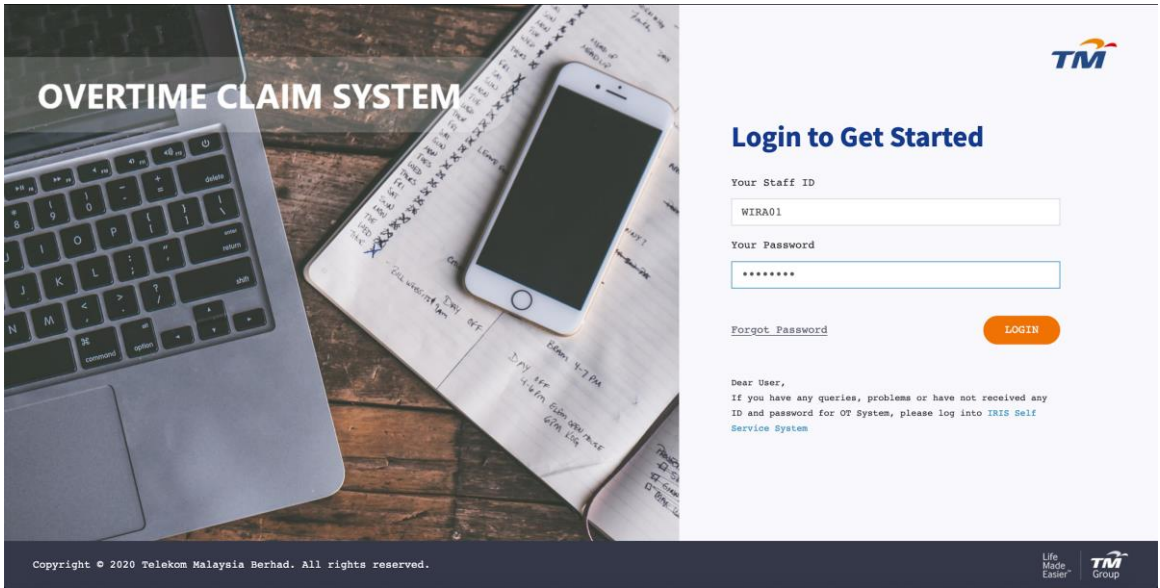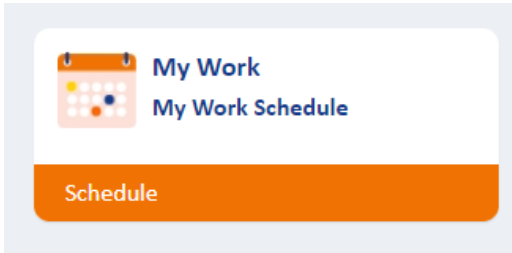*This function is for normal employee, not applicable for shift employee.*

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 tile "My Work Schedule".

My Work Schedule

View My Monthly Work Schedule	View Team Work Schedule	View Status of Change Request

My Current Work Schedule Rule

Work Schedule Rule	OFF1 : Normal (Mon-Fri)		Working Time	
Start Date	16/02/2019		**Day**	**Time**
End Date	31/12/9999		Mon	0830-1730
			Tue	0830-1730
	Edit		Wed	0830-1730
			Thu	0830-1730
			Fri	0830-1700
			Sat	Off Day
			Sun	Rest Day

There will be three tabs on top of screen and "My Current Work Schedule Rule" page.

i)   **Tab "View My Monthly Work Schedule"**
This tab applicable to Shift employee only. The purpose of this screen is to view monthly calendar of work schedule for shift employee.

ii)   **Tab "View Team Work Schedule"**
This tab applicable to Shift employee only. The purpose of this screen is to view monthly calendar of work schedule for all shift employee under same shift group.

iii)   **Tab "View Status of Change Request"**
Applicable to employee with normal working hour to view status of change request.

iv)   **"My Current Work Schedule Rule" page**
To edit current work schedule is only applicable to employee with normal working hour only. Not applicable to Shift employee.
The purpose of this function is to able employees to change current work schedule which currently not applicable to them.

4	Follow below steps to change/edit current work schedule.
	Click button Edit

My Work Schedule

View My Monthly Work Schedule	View Team Work Schedule	View Status of Change Request

My Current Work Schedule Rule

Work Schedule Rule	OFF1 : Normal (Mon-Fri) ▼
Start Date	02/16/2019
End Date	12/31/9999

Cancel   Submit

Working Time

Day	Time
Mon	0830-1730
Tue	0830-1730
Wed	0830-1730
Thu	0830-1730
Fri	0830-1700
Sat	Off Day
Sun	Rest Day

Change "Work Schedule Rule" and "Start Date" (sample as below). "Start Date" must be future dated. No change in "End Date" (Leave it as 31.12.9999).

My Current Work Schedule Rule

Work Schedule Rule	Z_01 : Normal (Mon-Fri) - Waktu anjal (8.00am-5.00pm) ▼
Start Date	08/01/2020
End Date	12/31/9999

Cancel   Submit

Working Time

Day	Time
Mon	0800-1700
Tue	0800-1700
Wed	0800-1700
Thu	0800-1700
Fri	0800-1700
Sat	Off Day
Sun	Rest Day

Click button "Submit" once done edit.
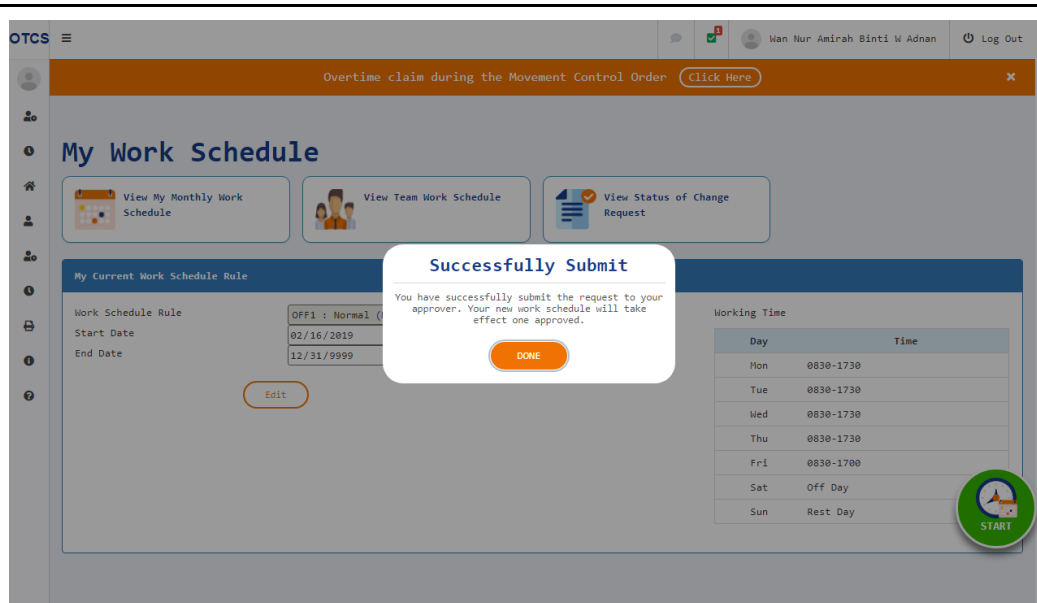
Click "Done" and click tab "View Status of Change Request".

Below screen will appear (Overview screen for "status of change request")

Employee is able to view current status of request.

5	Then login back as applicant (once approver approved the request).
	The current page will appear current work schedule (which has been approved by approver)

My Work Schedule

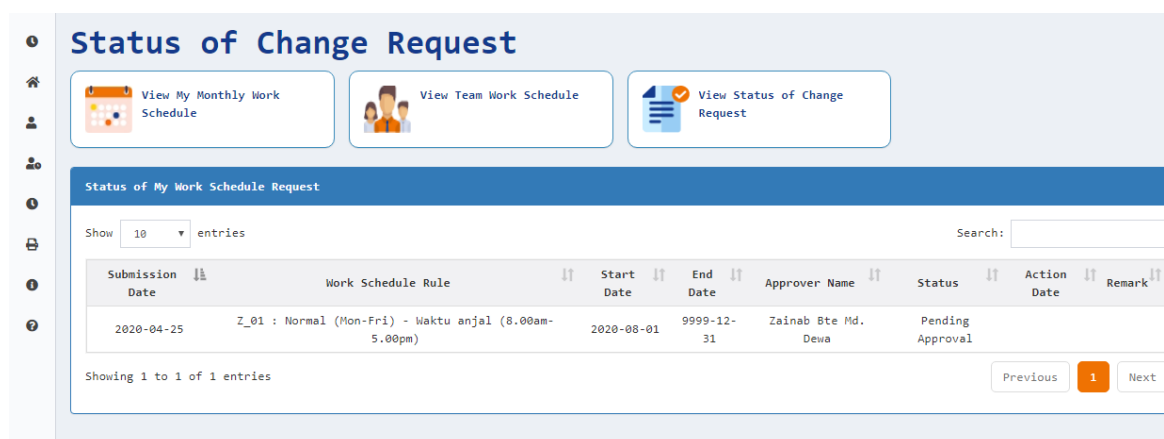| View My Monthly Work Schedule | View Team Work Schedule | View Status of Change Request |

My Current Work Schedule Rule

			Working Time	
Work Schedule Rule	Z_01 : Normal (Mon-Fri) - Waktu anjal (8.00am-5.00pm) ▼		**Day**	**Time**
Start Date	08/01/2020		Mon	0800-1700
End Date	12/31/9999		Tue	0800-1700
			Wed	0800-1700
	Edit		Thu	0800-1700

Click tab "View Status of Change Request" to view current status of change request.

Status of Change Request

| View My Monthly Work Schedule | View Team Work Schedule | View Status of Change Request |

Status of My Work Schedule Request

Show 10 ▼ entries   Search: _____

Submission Date	Work Schedule Rule	Start Date	End Date	Approver Name	Status	Action Date	Remark
2020-04-25	Z_01 : Normal (Mon-Fri) - Waktu anjal (8.00am-5.00pm)	2020-08-01	9999-12-31	Zainab Bte Md. Dewa	Approved	2020-04-25 10:30:10	Approved!!

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