

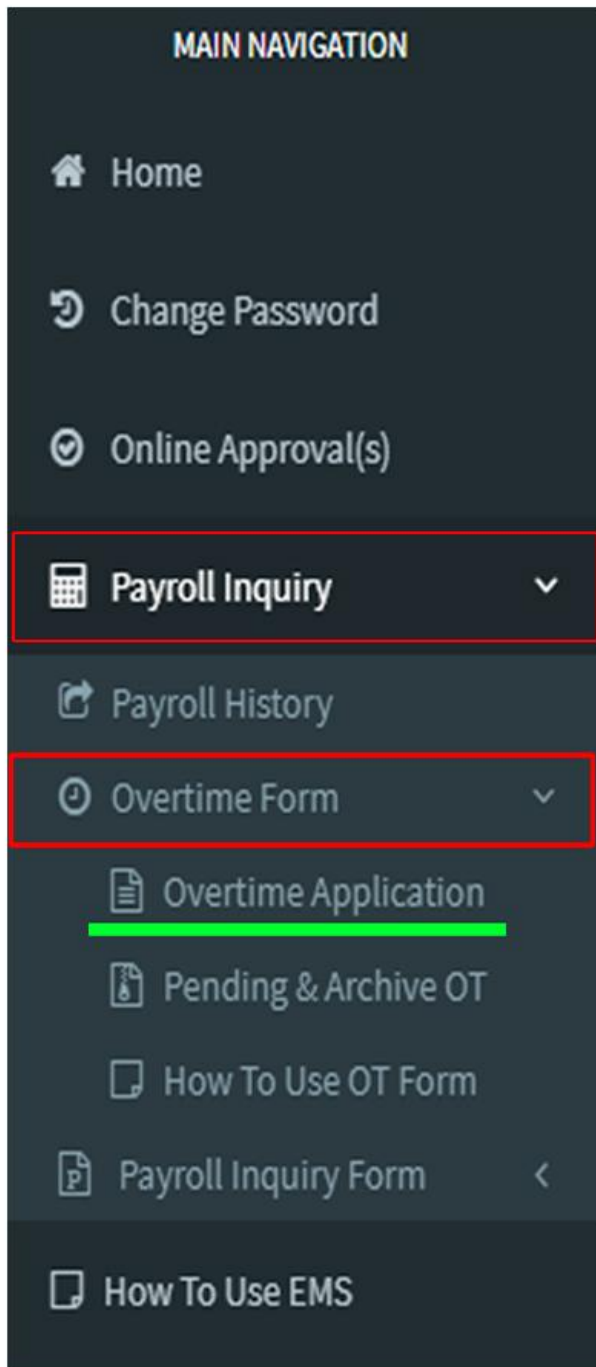


OVERTIME APPLICATION MODULE

USER MANUAL

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Overtime Application:



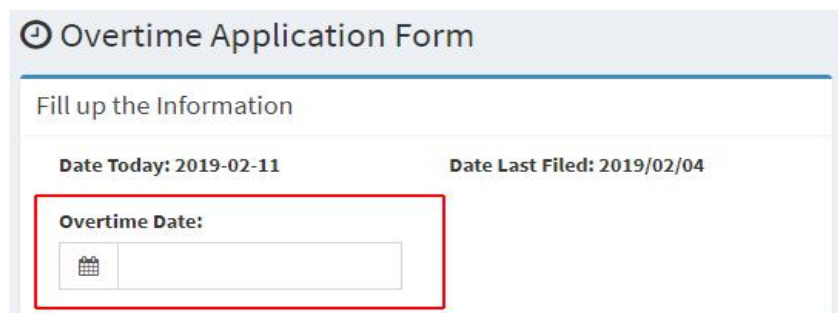
On the main page of the **Employee Management System**,

Under *Payroll Inquiry*, 'Click' **Overtime Form**, then **Overtime Application**, to proceed on filing Overtime.

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How to file *Overtime Application*:

STEP 1: 'Choose' the date of overtime from the date picker as seen below.



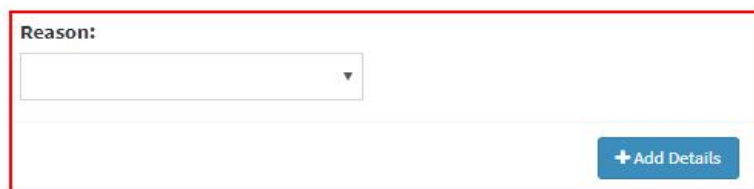
The screenshot shows the 'Overtime Application Form' with a header 'Fill up the Information'. It displays 'Date Today: 2019-02-11' and 'Date Last Filed: 2019/02/04'. The 'Overtime Date:' field, which includes a calendar icon and a text input box, is highlighted with a red rectangular border.

STEP 2: 'Choose' and set the time when the Overtime *Start* and *End*.



The screenshot shows the 'From:' and 'To:' time selection fields. The 'From:' field has a clock icon and is set to '10:00 AM'. The 'To:' field has a clock icon and is set to '05:00 PM'. Both fields are highlighted with a red rectangular border.

STEP 3: Select reason from the Reason List and 'Click' *Add Details* to add it on queue.

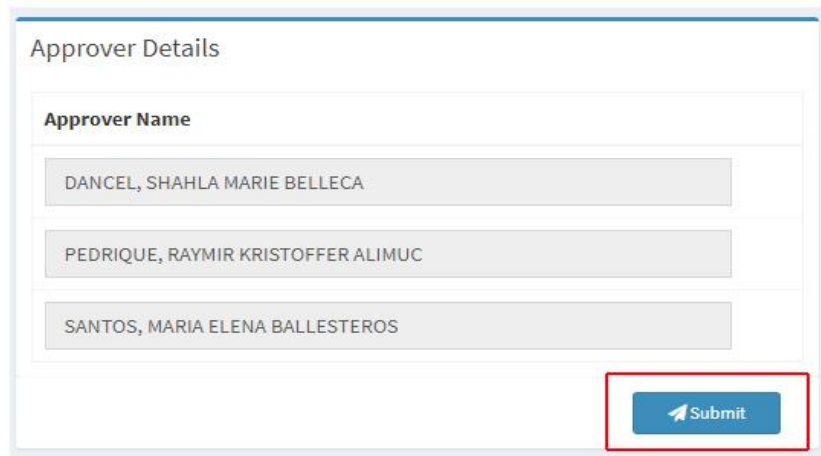


The screenshot shows the 'Reason:' dropdown menu, which is currently empty. Below the dropdown is a blue button labeled '+ Add Details'. The entire section is highlighted with a red rectangular border.

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How to file *Overtime Application*:

STEP 4: Always ensure the list of Approver(s) is set-up before submitting the Overtime Application.



The screenshot shows a web form titled "Approver Details". It contains a section labeled "Approver Name" with three text input fields. The first field contains "DANCEL, SHAHLA MARIE BELLECA", the second contains "PEDRIQUE, RAYMIR KRISTOFFER ALIMUC", and the third contains "SANTOS, MARIA ELENA BALLESTEROS". At the bottom right of the form is a blue "Submit" button with a right-pointing arrow icon. The button is highlighted with a red rectangular border.

Approver Name
DANCEL, SHAHLA MARIE BELLECA
PEDRIQUE, RAYMIR KRISTOFFER ALIMUC
SANTOS, MARIA ELENA BALLESTEROS

Submit

STEP 5: 'Click' *Submit Button* to send the Overtime application for Approval.

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Overtime Application Notes:

1. The system limitates *Overtime Filing* until **5PM Only**.
2. Always ensure that filed *Overtime Application* will be **Approved** by **All Selected Approver(s)** on the day application is being filed.
3. Always **CHECK** the *List of Approver* before submitting the Overtime Application.