OVERTIME APPLICATION MODULE

USER MANUAL

➕ **User Manual**

Overtime Application:

MAIN NAVIGATION

- 🏠 Home
- 🔄 Change Password
- ⊘ Online Approval(s)
- 🧮 **Payroll Inquiry** ⌄
- ↪ Payroll History
- 🕐 Overtime Form ⌄
  - 📄 Overtime Application
  - 📄 Pending & Archive OT
  - 📄 How To Use OT Form
- 📄 Payroll Inquiry Form ‹
- 📄 How To Use EMS
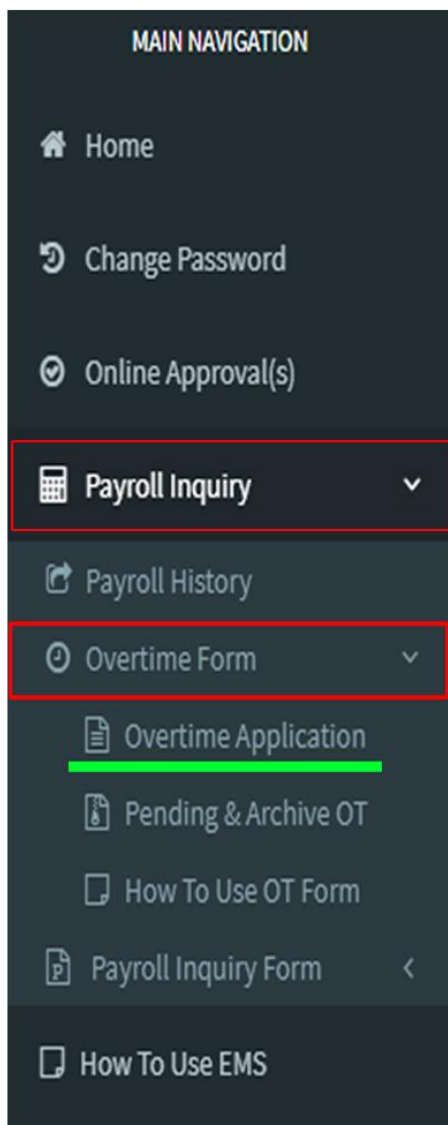
On the main page of the **Employee Management System**,

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**: *'Type'* valid **ID Number** on the box seen below and it will automatically get all employee's details.

Fill up the Information	
Date Today: 02/20/2019	Date Last Filed: 2019-02-19
ID Number:	**Employee Name:**

STEP **2**: *'Choose'* the overtime date on the date selection below.

Overtime Date:

📅

STEP **3**: *'Choose'* and set the time when the Overtime *Start* and *End* and also the shifting time of the employee.
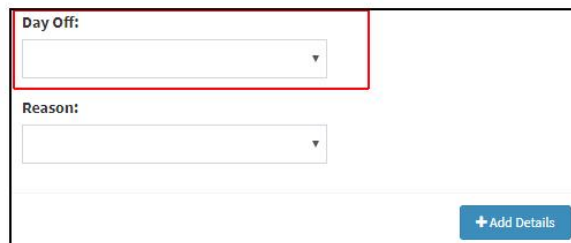
Overtime From:	**To:**
🕐 11:17 AM	🕐 11:17 AM
Shift From:	**To:**
🕐 11:17 AM	🕐 11:17 AM

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How to file *Overtime Application:*

STEP 4: *'Select'* and Set the *Day-off* of the employee.

Day Off:

[▼]

Reason:

[▼]

✚ Add Details

STEP 5: *'Select'* reason from the Reason List and *'Click' Add Details* to add it on queue.

Day Off:

[▼]

Reason:

[▼]

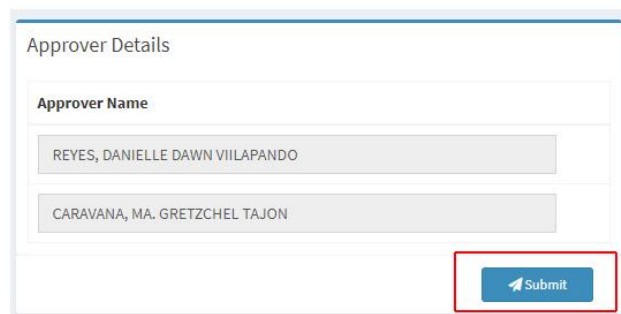**✚ Add Details**

STEP 6: *'Click' Submit Button* to send the Overtime application for Approval.

Approver Details

Approver Name

REYES, DANIELLE DAWN VIILAPANDO

CARAVANA, MA. GRETZCHEL TAJON

✈ Submit

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Late Filing of *Overtime Application:*

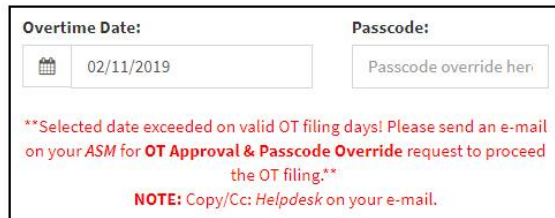STEP 1: *'Type'* valid **ID Number** on the box seen below and it will automatically get all employee's details.

Fill up the Information	
Date Today: 02/20/2019	Date Last Filed: 2019-02-19
ID Number:	**Employee Name:**

STEP 2: *'Choose'* the overtime date on the date selection seen below.

Overtime Date:	**Passcode:**
📅 02/11/2019	Passcode override here

Selected date exceeded on valid OT filing days! Please send an e-mail on your *ASM* for **OT Approval & Passcode Override request to proceed the OT filing.**
NOTE: Copy/Cc: *Helpdesk* on your e-mail.

NOTE :

Overtime application is validated by the system, and if **OT Date** exceeds on the allowed filing days (*Maximum of 2 working days*) the system will require **Passcode** to proceed the **OT Filing.**

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Late Filing of *Overtime Application:*

STEP 3: Once required *Passcode* been given by our ***Helpdesk Personnel***, the passcode needs to be entered on the textbox seen below.

Passcode:

> Passcode override here..

STEP 4: *'Choose'* and set the time when the Overtime *Start* and *End* and also the shifting time of the employee.

Overtime From:		To:	
⊙	11:00 AM	⊙	11:00 AM
Shift From:		**To:**	
⊙	11:00 AM	⊙	11:00 AM

STEP 5: *'Select'* and complete the required information before 'Clicking' *Add Details*

Day Off:

| ▾ |

Reason:

| ▾ |

➕ Add Details

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Late Filing of *Overtime Application:*
STEP 6: Once required information and details is completely filed-up,

'*Click*' *Submit Button* to send the overtime application for approval.

Approver Details
Approver Name
REYES, DANIELLE DAWN VIILAPANDO
CARAVANA, MA. GRETZCHEL TAJON

✈ Submit

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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. Overtime Application that *exceeds* on valid filing days needed an **E-mail Verification** from your designated **ASM** before our *Helpdesk personnel* issue the *Passcode*.

4. Always **CHECK** the *List of Approver* before submitting the Overtime Application.