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
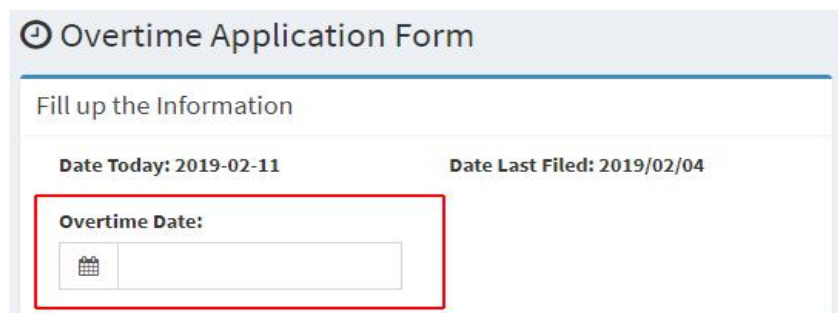   - 🗋 How To Use OT Form
  - 🅿 Payroll Inquiry Form ‹
- 🗋 How To Use EMS
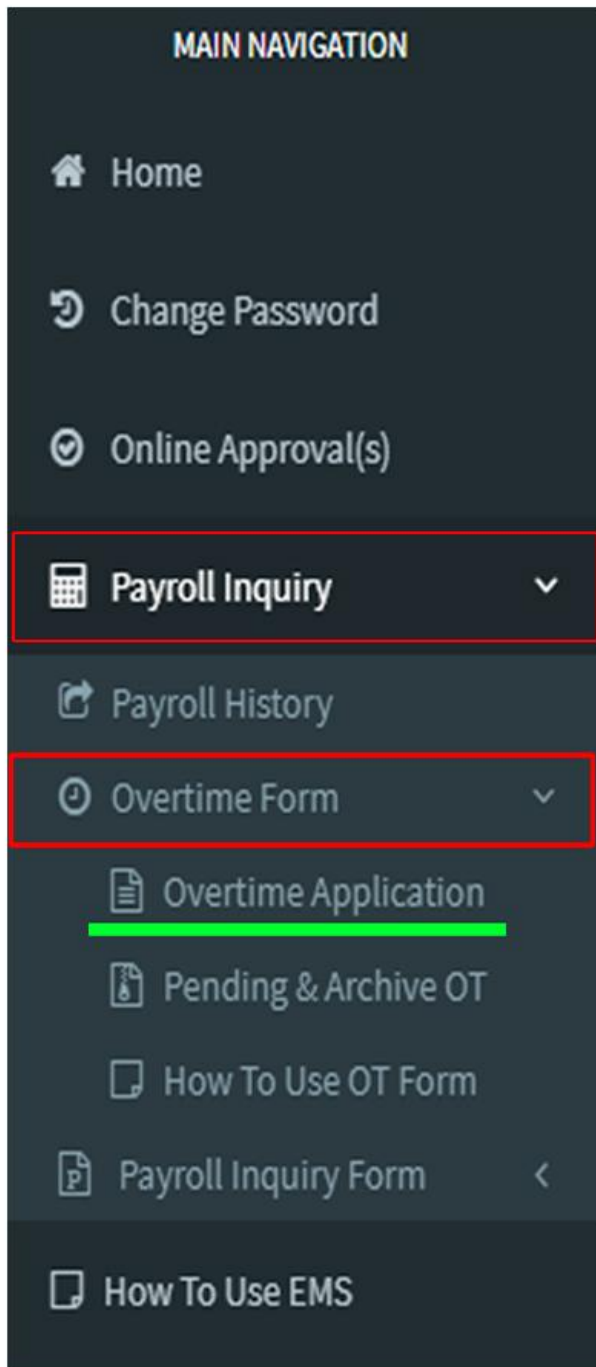
On the main page of the **Employee Management System**,

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

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How to file *Overtime Application:*

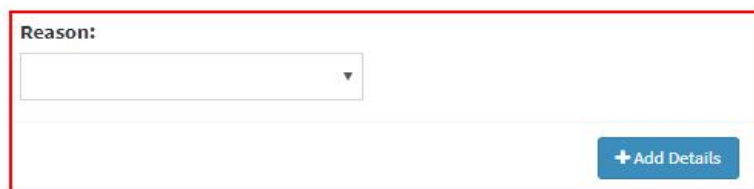STEP 1: 'Choose' the date of overtime from the date picker as seen below.

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

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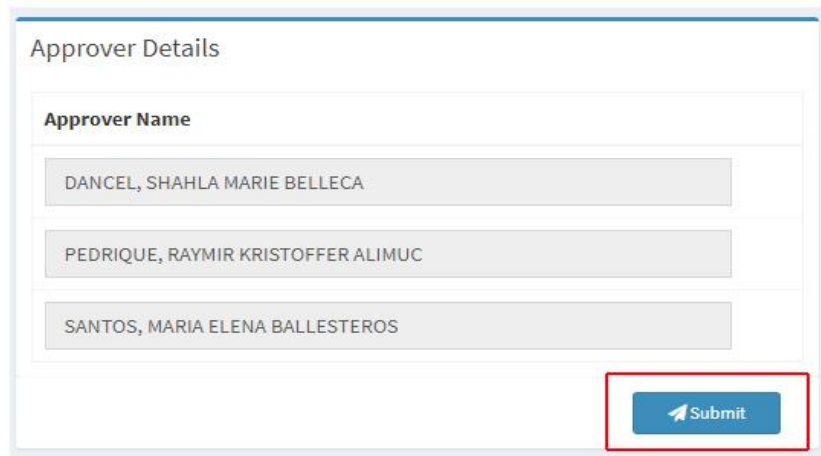
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How to file *Overtime Application:*

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

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.