



**Gulf Aluminium Rolling Mill B.S.C. (closed)**

# **Time & Attendance System**

# **Overtime Online Approval**

*User Guide Manual*

**Prepared by:**  
Ervin Brosas  
ICT Department  
*Ext. No: 3152*

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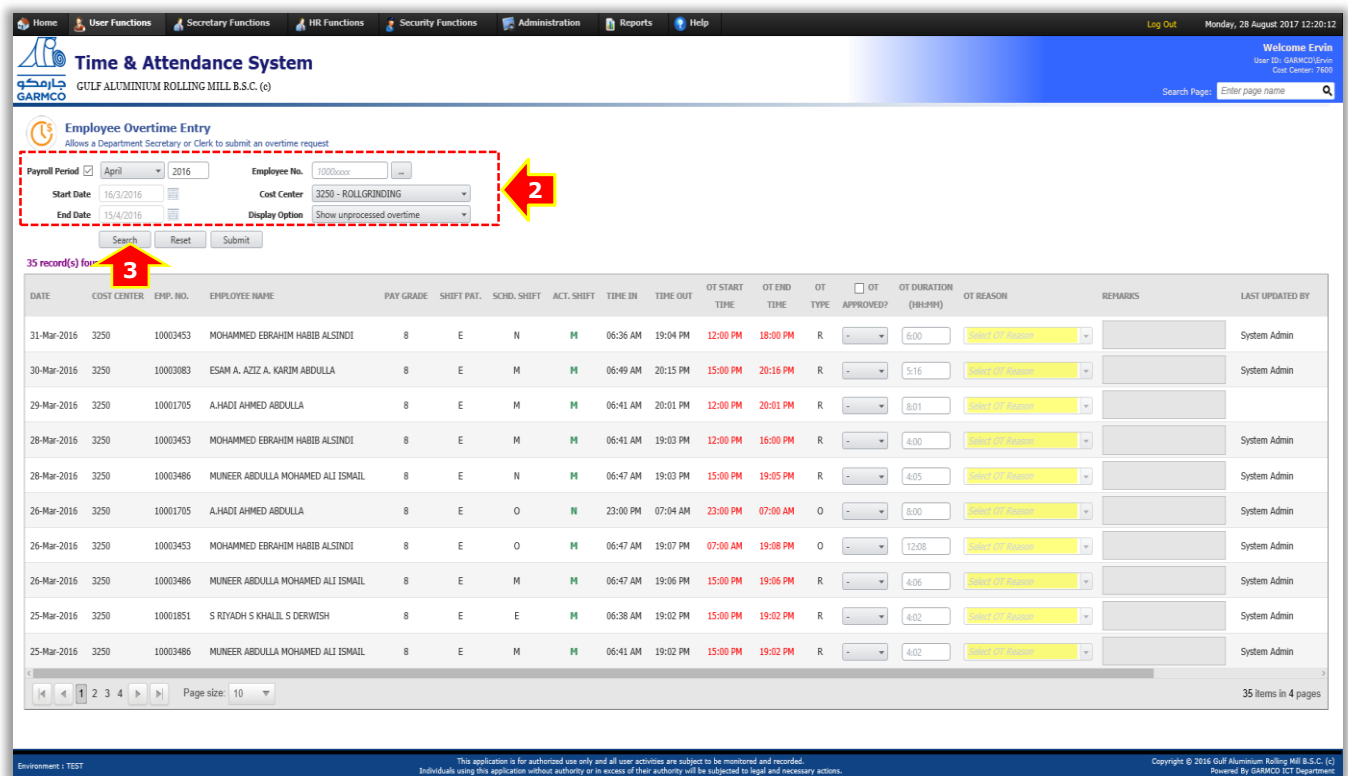
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## How to Create Employee Overtime Request and Submit for Approval?

1. Open the Time & Attendance System from the portal. From the Security Functions menu, click “Employee Overtime Entry” link as shown in the following screenshot.



2. Select the pay period, cost center and then select “Show unprocessed overtime” in the Display Option search criteria field.
3. Click the **Search** button.



- Select the employees whose overtime need to be approved or rejected and should undergo approval process.
- Click the **Submit** button.

**Employee Overtime Entry**  
Allows a Department Secretary or Clerk to submit an overtime request

Payroll Period: ☒ April 2016 Employee No.: 1000over Cost Center: 3250 - ROLLGRINDING Start Date: 16/3/2016 End Date: 15/4/2016 Display Option: Show unprocessed overtime

Search Reset Submit

35 record(s) found

DATE	COST CENTER	EMP. NO.	EMPLOYEE NAME	PAY GRADE	SHIFT PAT.	SCHD. SHIFT	ACT. SHIFT	TIME IN	TIME OUT	OT START TIME	OT END TIME	OT TYPE	OT APPROVED?	OT DURATION (HH:MM)	OT REASON	REMARKS	LAST UPDATED BY
31-Mar-2016	3250	10003453	MOHAMMED EBRAHIM HABIB ALSINDI	8	E	N	M	06:36 AM	19:04 PM	12:00 PM	18:00 PM	R	No	6:00	Project / Development		System Admin
30-Mar-2016	3250	10003083	ESAM A. AZIZ A. KARIM ABDULLA	8	E	M	M	06:49 AM	20:15 PM	15:00 PM	20:16 PM	R	No	5:16	Project / Development		System Admin
29-Mar-2016	3250	10001705	A-HADI AHMED ABDULLA	8	E	M	M	06:41 AM	20:01 PM	12:00 PM	20:01 PM	R	No	8:01	Project / Development		System Admin
28-Mar-2016	3250	10003453	MOHAMMED EBRAHIM HABIB ALSINDI	8	E	M	M	06:41 AM	19:03 PM	12:00 PM	16:00 PM	R	Yes	4:00	Break Down	Test #1	System Admin
28-Mar-2016	3250	10003486	MUNEER ABDULLA MOHAMED ALI ISMAIL	8	E	N	M	06:47 AM	19:03 PM	15:00 PM	19:05 PM	R	No	4:05	Project / Development		System Admin
26-Mar-2016	3250	10001705	A-HADI AHMED ABDULLA	8	E	O	N	23:00 PM	07:04 AM	23:00 PM	07:00 AM	O	Yes	8:00	Project / Development	Test #2	System Admin
26-Mar-2016	3250	10003453	MOHAMMED EBRAHIM HABIB ALSINDI	8	E	O	M	06:47 AM	19:07 PM	07:00 AM	19:08 PM	O	No	12:08	Project / Development		System Admin
26-Mar-2016	3250	10003486	MUNEER ABDULLA MOHAMED ALI ISMAIL	8	E	M	M	06:47 AM	19:06 PM	15:00 PM	19:06 PM	R	No	4:06	Remove OT-against last mont	Test #3	System Admin
25-Mar-2016	3250	10001851	S RIYADH S KHALIL S DERWISH	8	E	E	M	06:38 AM	19:02 PM	15:00 PM	19:02 PM	R	No	4:02	Project / Development		System Admin
25-Mar-2016	3250	10003486	MUNEER ABDULLA MOHAMED ALI ISMAIL	8	E	M	M	06:41 AM	19:02 PM	15:00 PM	19:02 PM	R	No	4:02	Project / Development		System Admin

Page size: 10 35 items in 4 pages

- The list of submitted overtime requisitions will be shown in the form. To view information about the Routine History, Approval and Workflow Process History; click the **View History** link from the desired record in the grid.

**Employee Overtime Entry**  
Allows a Department Secretary or Clerk to submit an overtime request

Payroll Period: ☒ April 2016 Employee No.: 1000over Cost Center: 3250 - ROLLGRINDING Start Date: 16/3/2016 End Date: 15/4/2016 Display Option: Show submitted overtime

Search Reset Submit

record(s) found

REQ. NO.	DATE	COST CENTER	EMP. NO.	EMPLOYEE NAME	PAY GRADE	SHIFT PAT.	SCHD. SHIFT	ACT. SHIFT	TIME IN	TIME OUT	OT START TIME	OT END TIME	OT TYPE	OT APPROVED?	OT DURATION (HH:MM)	OT REASON	REMARKS
<a href="#">View History</a> 9	26-Mar-2016	3250	10003486	MUNEER ABDULLA MOHAMED ALI ISMAIL	8	E	M	M	06:47 AM	19:06 PM	15:00 PM	19:06 PM	R	No	0	Remove OT-against last mont	Test #3
<a href="#">View History</a> 8	26-Mar-2016	3250	10001705	A-HADI AHMED ABDULLA	8	E	O	N	23:00 PM	07:04 AM	23:00 PM	07:00 AM	O	Yes	8:00	Project / Development	Test #2
<a href="#">View History</a> 7	28-Mar-2016	3250	10003453	MOHAMMED EBRAHIM HABIB ALSINDI	8	E	M	M	06:41 AM	19:03 PM	12:00 PM	16:00 PM	R	Yes	4:00	Break Down	Test #1

Page size: 10 1 items in 1 pages

7. Click **Back** button to go back to the “Employee Overtime Entry” form.

The screenshot displays the 'Time & Attendance System' interface for GULF ALUMINIUM ROLLING MILL B.S.C. (c). The user is logged in as Ervin, a Software Engineer. The main section is titled 'Overtime & Meal Voucher Approval History' and shows details for Employee No. 10001705, A.HADI AHMED ABDULLA, a ROLL SHOP MULTI - SKILL FITTER. The request is for 08:00 hours of overtime, submitted on 28-Aug-2017. The current status is 'Open - Waiting For Approval'. A red arrow points to the 'Back' button in the bottom left corner of the table area.

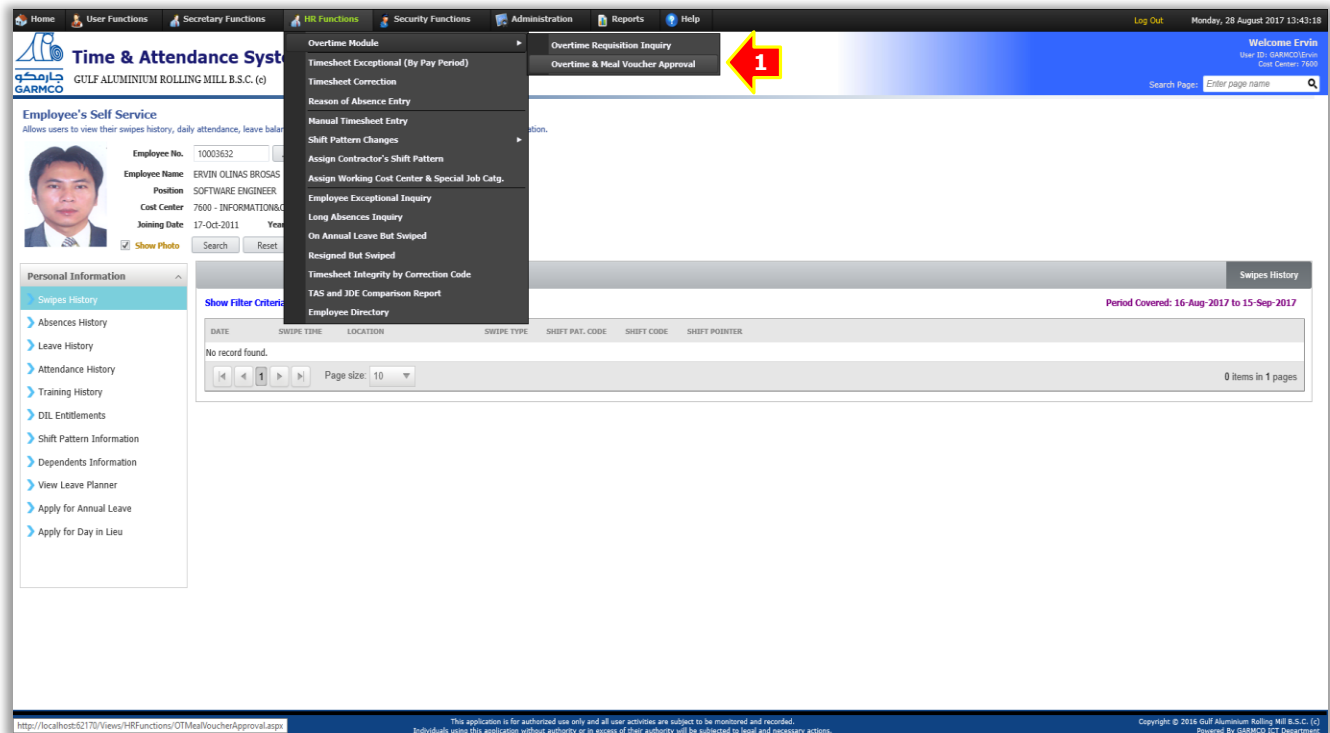
DATE	EMPLOYEE	DESCRIPTION
28-Aug-2017 1:24:15 PM	(10003307) EBRAHIM JASSIM EBRAHIM ABDULLA	Status Changed - Waiting For Approval (EBRAHIM JASSIM EBRAHIM ABDULLA)
28-Aug-2017 1:24:15 PM	(10001936) NASER S. SHUBBER ALI	Status Changed - Waiting For Approval (NASER S. SHUBBER ALI)
28-Aug-2017 1:24:15 PM	(10003632) ERVIN OLINAS BROSAS	Open - Request Sent

Page size: 10 | 3 items in 1 pages

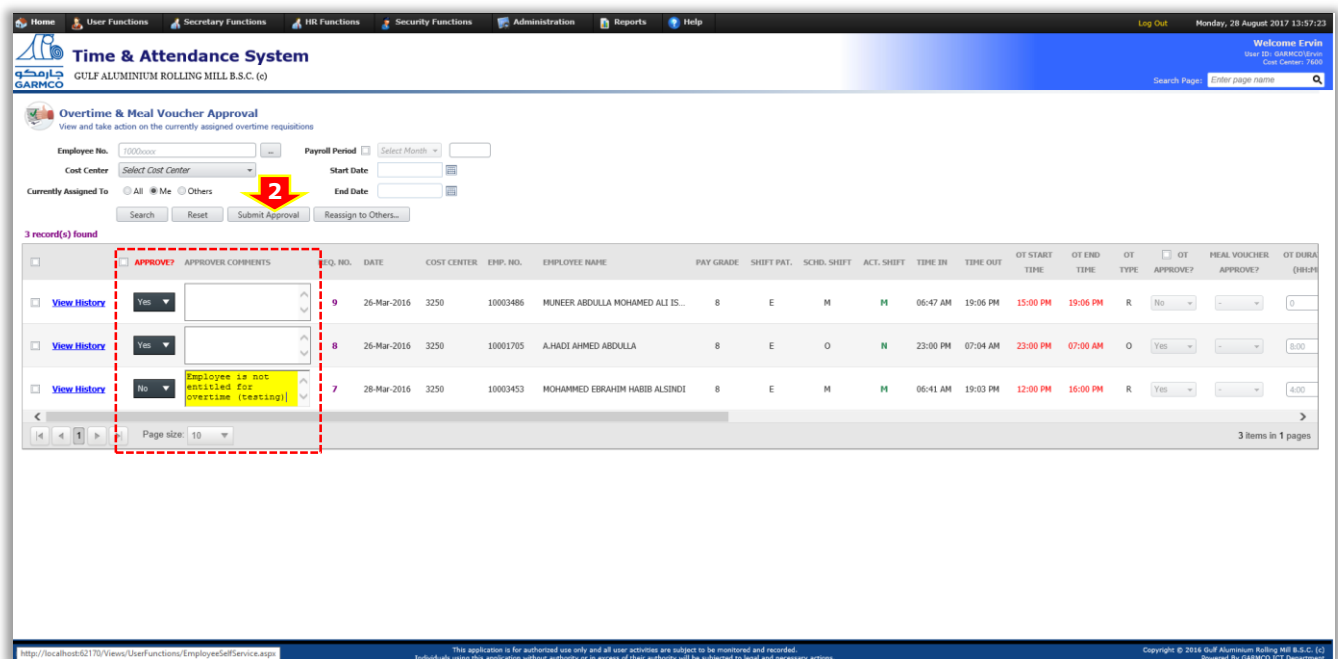
Refresh Data | << Back

## How to Approve an Assigned Overtime Requisitions?

1. Open the Time & Attendance System from the portal. From the HR Functions menu, click “Overtime & Meal Voucher Approval” link as shown in the following screenshot.

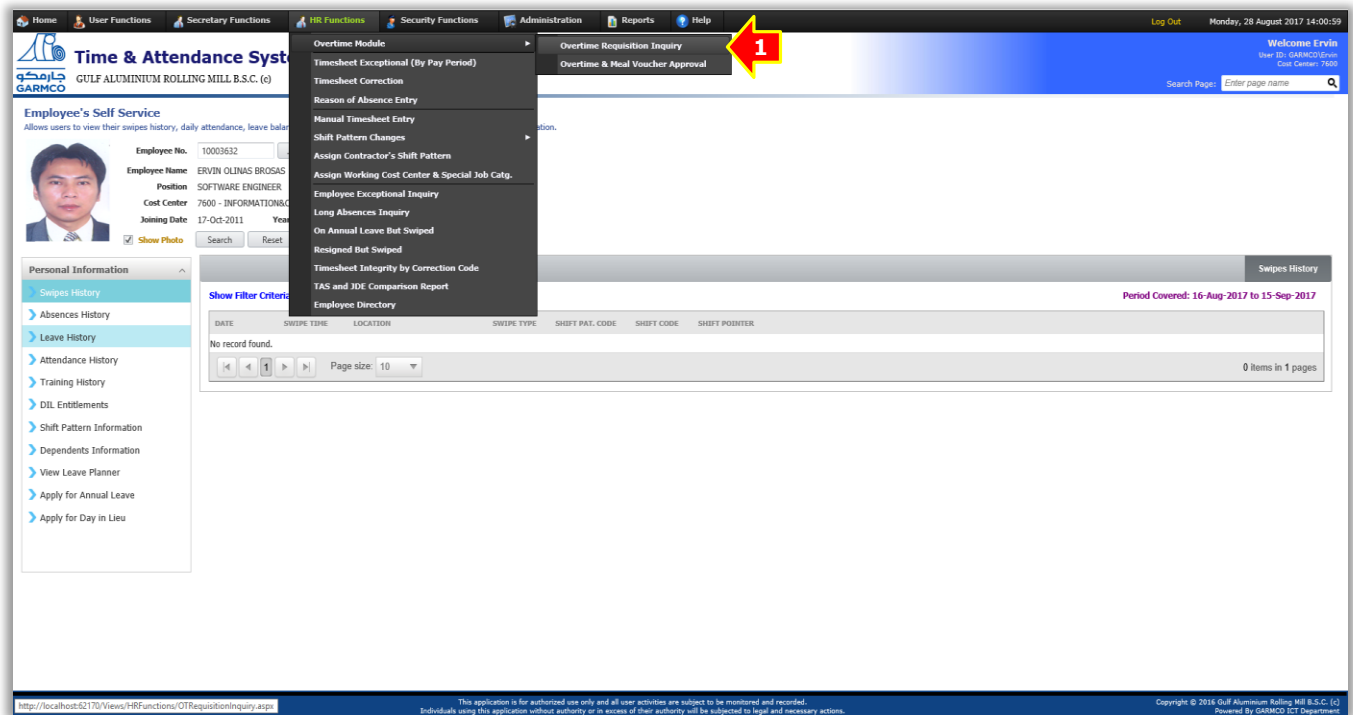


2. Select the overtime requisitions in the grid that need to be approved or rejected. Optionally, enter the comments then click the **Submit Approval** button. (Note: There are 3 approval choices which are the following: **[Yes]** the default selection which means the OT request will be approved; **[No]** means OT request will be rejected; **(-)** means no action to be taken on the selected OT request. When a particular OT request is to be rejected, then the Approver Comments field becomes mandatory.)



## How to Search for Overtime Requisitions?

1. Open the Time & Attendance System from the portal. From the HR Functions menu, click “**Overtime Requisition Inquiry**” link as shown in the following screenshot.



2. Specify the search criterias then click the **Search** button. Below summarizes the filter criteria fields and their meaning:

- Requisition No. – to search for specific record wherein the requisition no. is known, then enter it in this field
- Employee No. – to filter the search results by specific employee
- Cost Center – to filter the search results by specific cost center
- Created by Employee – to filter the search results by specific creator
- Assigned to Employee – to filter the search results by specific approver
- Payroll Period, Start Date, End Date – to search for overtime requisitions whose date falls between the specified date range
- Status – to search for overtime requisitions based on the selected status which consist of the following: Open, Approved, Rejected, Cancelled and All Status

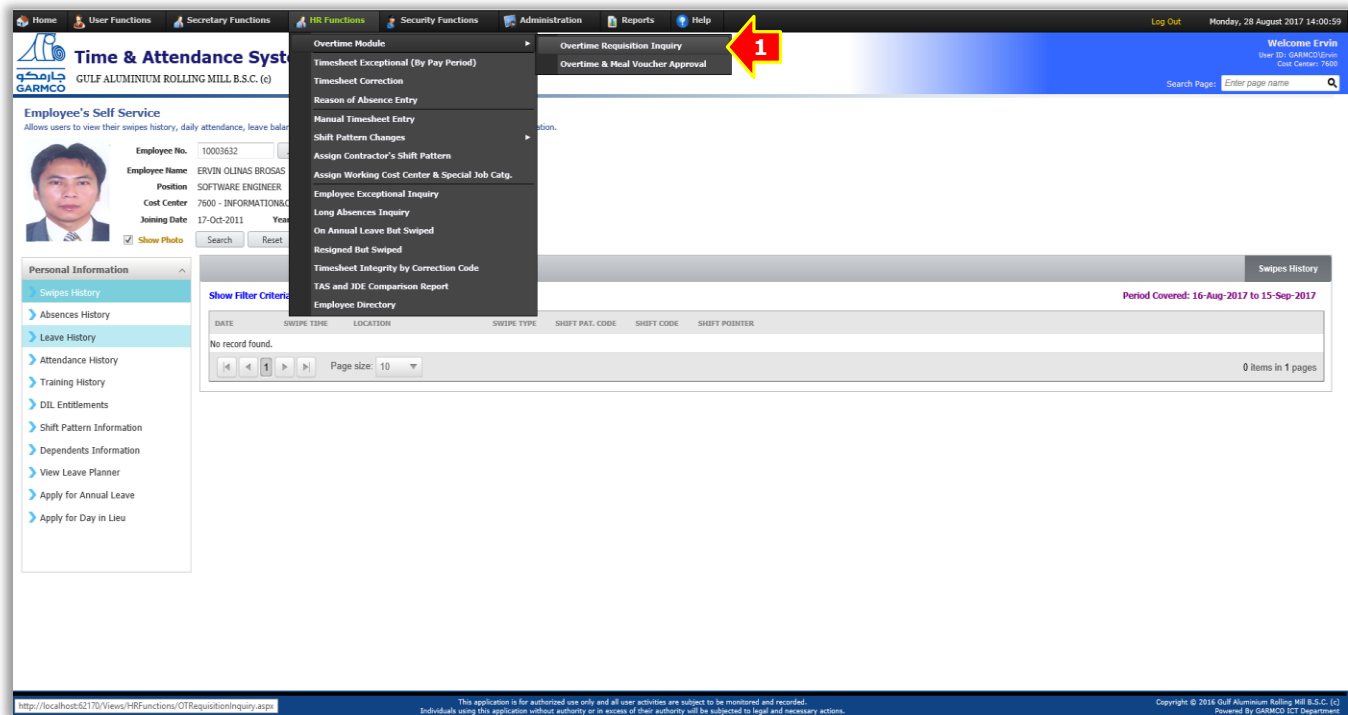
(Note: By default, all the search filter fields are not set except the for **Status** field wherein the selection is set to “Open”. This means that all pending overtime requisitions will be fetched from the database when opening the form.)



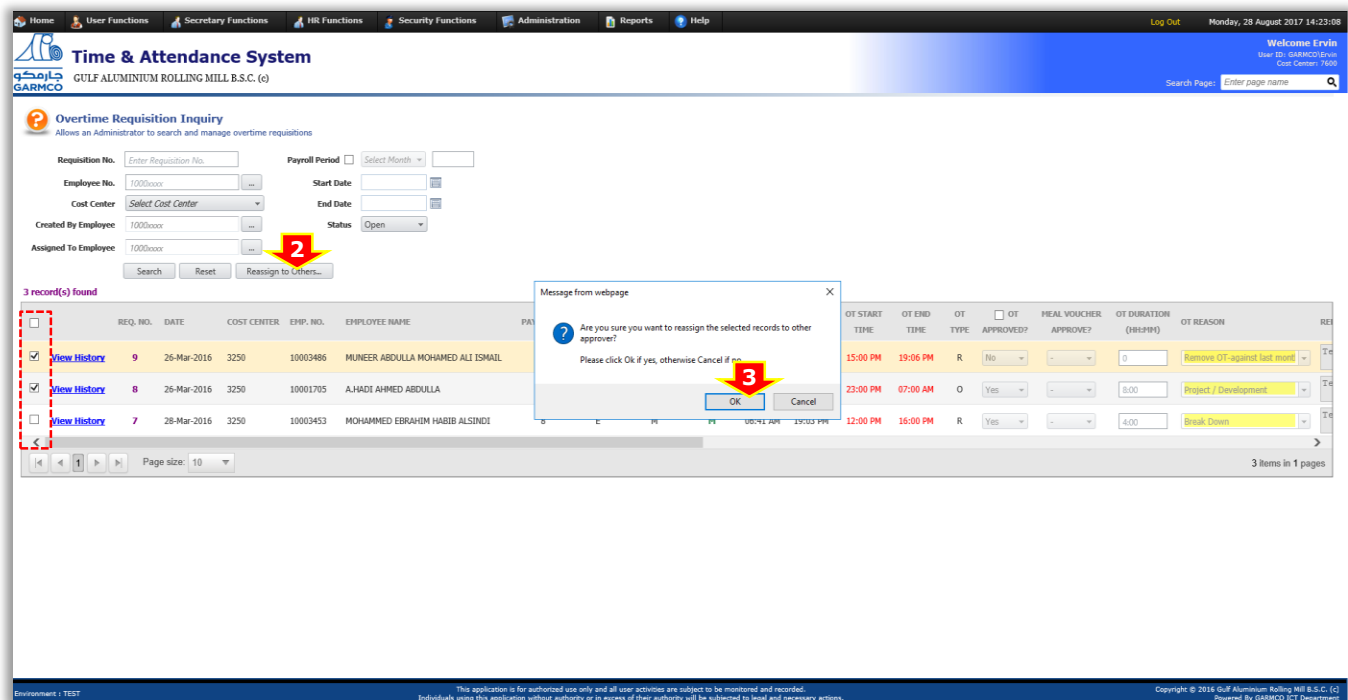


## How to Reassign Overtime Requisition to Other Approver?


1. Open the Time & Attendance System from the portal. From the HR Functions menu, click “**Overtime Requisition Inquiry**” link as shown in the following screenshot.



2. Search for pending overtime requisitions by specifying the filter criteria fields then clicking the Search button. Select the overtime requisitions that need to be reassigned by ticking the checkbox field in the grid then click the **Reassign to Others** button.
3. Click **Ok** in the confirmation popup window.



4. Enter the employee number of the person to whom the overtime requisitions will be reassigned. Put the justification then click the **Reassign** button. (Note: If the employee no. is not known, you can search for the desired employee by clicking the button beside the **Reassign To** field.)



Home User Functions Secretary Functions HR Functions Security Functions Administration Reports Help Log Out Monday, 28 August 2017 14:25:35

**Time & Attendance System**  
GULF ALUMINIUM ROLLING MILL B.S.C. (c)

Welcome, Ervin  
Position: Software Engineer  
Cost Center: 7605

Search Page: Enter page name

**Overtime Approval Reassignment**  
Allows the currently assigned person or the System Administrator to reassign an overtime request to other approver

Reassign To: 10003653

Justification: Testing only

4

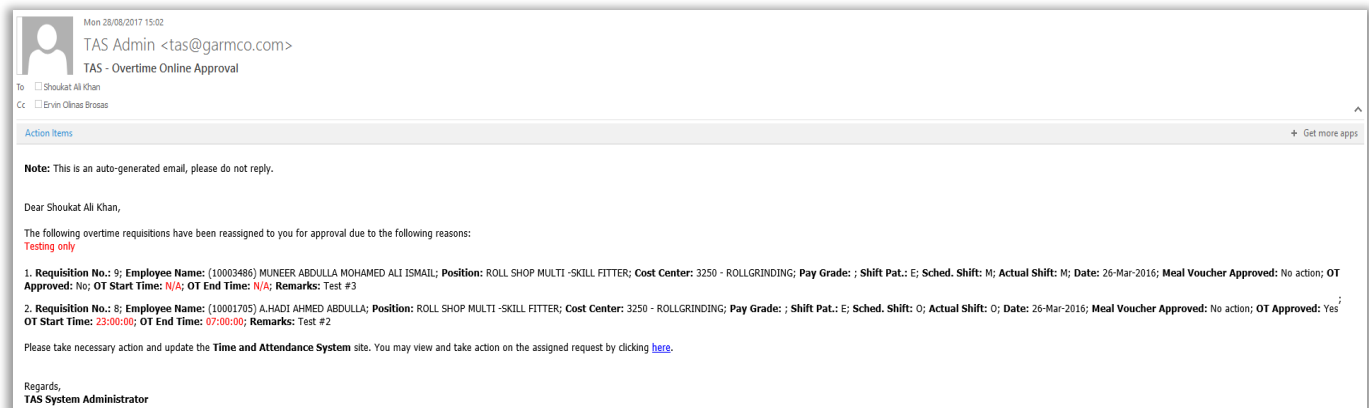
Re-assign Reset << Back

Environment: TEST

This application is for authorized use only and all user activities are subject to be monitored and recorded.  
Individuals using this application without authority or in excess of their authority will be subjected to legal and necessary actions.

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The system will send notification to the new approver about the reassigned overtime requisitions as shown below:



Mon 28/08/2017 15:02

TAS Admin <tas@garmco.com>  
TAS - Overtime Online Approval

To: Shoukat Ali Khan

Cc: Ervin Olinas Brosas

Action Items

Note: This is an auto-generated email, please do not reply.

Dear Shoukat Ali Khan,

The following overtime requisitions have been reassigned to you for approval due to the following reasons:

Testing only

1. Requisition No.: 9; Employee Name: (10003486) MUNEEB ABDULLA MOHAMED ALI ISMAIL; Position: ROLL SHOP MULTI -SKILL FITTER; Cost Center: 3250 - ROLLGRINDING; Pay Grade: ; Shift Pat.: E; Sched. Shift: M; Actual Shift: M; Date: 26-Mar-2016; Meal Voucher Approved: No action; OT Approved: No; OT Start Time: N/A; OT End Time: N/A; Remarks: Test #3

2. Requisition No.: 8; Employee Name: (10001705) A.HADI AHMED ABDULLA; Position: ROLL SHOP MULTI -SKILL FITTER; Cost Center: 3250 - ROLLGRINDING; Pay Grade: ; Shift Pat.: E; Sched. Shift: O; Actual Shift: O; Date: 26-Mar-2016; Meal Voucher Approved: No action; OT Approved: Yes; OT Start Time: 23:00:00; OT End Time: 07:00:00; Remarks: Test #2

Please take necessary action and update the **Time and Attendance System** site. You may view and take action on the assigned request by clicking [here](#).

Regards,  
TAS System Administrator