Automating Overtime entry & approval.

**Production**

Approval route:

1) Department clerk should do the entry of the OT

2) Head of the department / Shift Supervisor

3) Department manager

4) Senior Production Manager

5) GM Operations

**Engineering Electrical & Mechanical + Utility + Roll grinding**

Department clerk should do the entry of the OT

Approval route:

1) Head of the department / Shift Supervisor

2) Department manager

3) Senior Engineering Manager

4) GM Operations

**QC & LAB**

Department clerk should do the entry of the OT

Approval route:

1) Head of the department / Shift Supervisor

2) Department manager

3) Senior QC Manager

4) GM Operations

**Security**

Department clerk should do the entry of the OT

Approval route:

1) Supervisor

2) Department manager

3) Snr. HR & Admin manager

**Medical**

1) Dept. Secretary

2) Department manager

3) Snr. HR & Admin manager

**Safety**

1) Clerk

2) Head of the dept.

3) Snr. HR & Admin manager

**Stores**

1) Dept. sec.

2) Head of the dept.

3) Department Manager

**Validation process**

HR emp. 10001988 – Mustafa Abul (any change done in the request a notification email should go to everyone involved)

**Final approver**

Head of HR emp. no. 3636 Mohamed Fakhroo.

**Note: the option to add a meal voucher needs to also be part of the system**

**Justification:**

To increase accuracy and record keeping, and to save time and printing costs