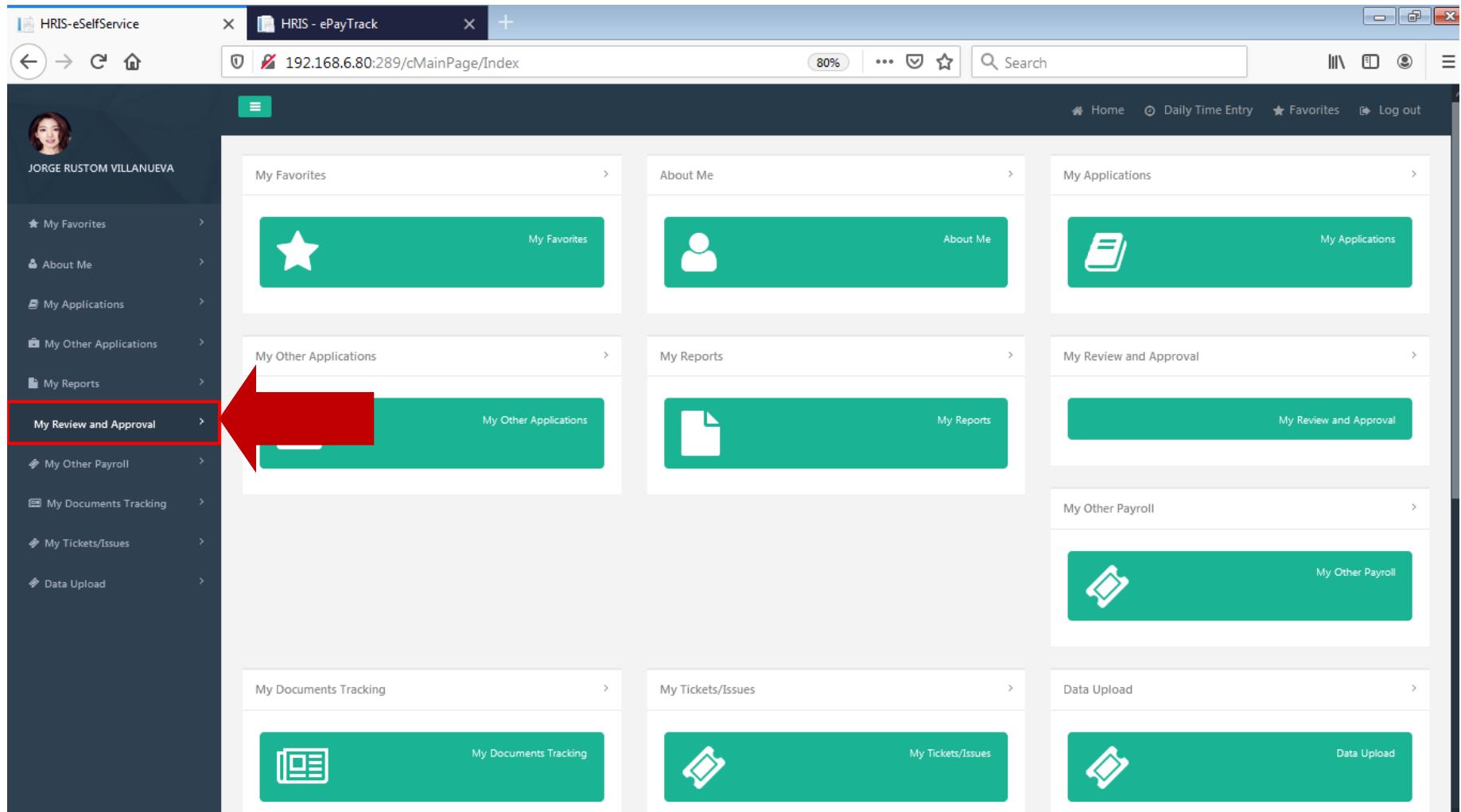


OverTime Request(OT)

REVIEW & APPROVAL PROCESS
- (RE, CE & JO)

Navigate to My Review and Approval -> Overtime Request (OT)



The screenshot shows the HRIS-eSelfService application interface with the ePayTrack module active. The top navigation bar includes tabs for 'HRIS - eSelfService' and 'HRIS - ePayTrack'. The main content area displays various user navigation links arranged in a grid:

- My Favorites**: Represented by a star icon.
- About Me**: Represented by a person icon.
- My Applications**: Represented by a document icon.
- My Other Applications**: Represented by a briefcase icon.
- My Reports**: Represented by a document icon.
- My Review and Approval**: Represented by a green box.
- Authorization Slip (AS)**: Represented by a green box.
- Travel Order**: Represented by a green box.
- OverTime Request**: Represented by a green box, highlighted with a red border and a red arrow pointing to it from the left sidebar.
- Leave Application**: Represented by a green box.
- Force Leave Plan**: Represented by a green box.
- COC Application**: Represented by a green box.
- Employee Time Schedule**: Represented by a green box.
- My Other Payroll**: Represented by a green box.
- My Documents Tracking**: Represented by a document icon.
- My Tickets/Issues**: Represented by a ticket icon.
- Data Upload**: Represented by a document icon.

HRIS-eSelfService X HRIS - ePayTrack X +

192.168.6.80:289/cATSOTRequestAppr 80% ... Search

JORGE RUSTOM VILLANUEVA

OverTime Request

Search

Show 10 entries O.T Year: 2021 O.T Month: January Employment Type: --Select Here--

Department: --Select Here--

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

OverTime Request

Leave Application

Force Leave Plan

COC Application

Employee Time Schedule

My Other Payroll

My Documents Tracking

My Tickets/Issues

Data Upload



Note: You can also navigate to main page expandable menu buttons. To navigate click the **My Review and Approval** dropdown list will be visible click **Overtime Request (OT)** to continue.

The screenshot shows the HRIS-eSelfService application interface. At the top, there are two tabs: "HRIS-eSelfService" and "HRIS - ePayTrack". The main content area displays a grid of menu items. A large red arrow points from the "My Other Applications" section towards the "My Review and Approval" section. The "My Review and Approval" section is highlighted with a red border. The menu items include:

- My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval (highlighted)
- Authorization Slip (A5)
- Travel Order
- Overtime Request (OT) (highlighted)
- Leave Application
- Force Leave Plan
- COC Application
- Employee Time Schedule
- My Other Payroll
- My Documents Tracking
- My Tickets/Issues
- Data Upload

HRIS-eSelfService

HRIS - ePayTrack

192.168.6.80:289/cMainPage/Index

80% Search

Home Daily Time Entry Favorites Log out

JORGE RUSTOM VILLANUEVA

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

My Other Payroll

My Documents Tracking

My Tickets/Issues

Data Upload

My Favorites

About Me

My Applications

My Other Applications

My Reports

OverTime Request

Leave Application

Travel Order

Force Leave Plan

COC Application

Employee Time Schedule

My Documents Tracking

My Tickets/Issues

Data Upload

80% Search

Home Daily Time Entry Favorites Log out

How to Review
submitted
OT application?

Note:

In reviewing the submitted overtime request application identify first in **application reference** if it needs to be reviewed click drop down **YES** (1 reviewer only) meaning application must be reviewed and if **NO** there's no need to review and can go directly to the next level of approval. Second, **application approver** who is the reviewer of the said application that is allowed to access and review application.

Note:

In order to review submitted Overtime Request application please Login using Username and Password. The given sample application has reviewer. If ever upon reviewing application no submitted application found open **Overtime Request (Regular, Casual & Job Order) Manual** to submit application in order for you to be able to review application.

Step 1: Select specific O.T Year, O.T Month, Employment Type and Department by clicking available drop list in order for you to review application. **For review button** main grid will be visible.

The screenshot shows the HRIS-eSelfService application interface. The left sidebar contains a navigation menu with categories like My Favorites, About Me, My Applications, My Other Applications, My Reports, and various approval requests. The main content area is titled "OverTime Request" and features a search bar. Below the search bar are four dropdown menus: "O.T Year" (highlighted with a red box), "O.T Month" (highlighted with a red box), "Employment Type" (highlighted with a red box), and "Department" (highlighted with a red box). A table below these dropdowns has columns for APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE REQUESTOR, STATUS, and WORKLIST ACTION. A message indicates "No data available in table". At the bottom, it says "Showing 0 to 0 of 0 entries" and includes navigation links for Previous and Next.

Step 2: While on the main page of **Overtime Request** select specific record that you want to review submitted application.

The screenshot shows the HRIS-eSelfService application interface. On the left is a navigation sidebar with various menu items. The main content area is titled "OverTime Request". It displays a table of three overtime application records. The third record, with Application NBR 0000000023 and Employee Requestor ROLONA, CYLEN G. LPT, has its row highlighted with a red border. The "Status" column for this record shows "Submitted". The "Worklist Action" column for this record shows "For Review".

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000019	2161	2021-01-15	VILLANUEVA, JORGE RUSTOM G.	Disapproved	<button>View Details</button>
0000000020	2161	2021-01-16	VILLANUEVA, JORGE RUSTOM G.	Disapproved	<button>View Details</button>
0000000023	2396	2021-01-18	ROLONA, CYLEN G. LPT	Submitted	<button>For Review</button>

Step 3: Once you have selected specific record that you want to review. Click the **For Review** button under **action** column to review the record.

The screenshot shows a web-based HRIS application interface titled "HRIS-eSelfService". The main content area is titled "OverTime Request". A red arrow points to the "For Review" button in the "WORKLIST ACTION" column of the third row of the data table. The data table has columns: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE REQUESTOR, STATUS, and WORKLIST ACTION. The third row shows an application with Application NBR 0000000023, ID NBR 2396, Date Applied 2021-01-18, Employee Requestor ROLONA, CYLEN G. LPT, Status Submitted, and WORKLIST ACTION button labeled "For Review".

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000019	2161	2021-01-15	VILLANUEVA, JORGE RUSTOM G.	Disapproved	<button>View Details</button>
0000000020	2161	2021-01-16	VILLANUEVA, JORGE RUSTOM G.	Disapproved	<button>View Details</button>
0000000023	2396	2021-01-18	ROLONA, CYLEN G. LPT	Submitted	<button>For Review</button>

HRIS-eSelfService

HRIS

192.168.6.80:289/cATSOTRequestAppr

80%

Search

Home Daily Time Entry Favorites Log out

JORGE RUSTOM VILLANUEVA

OverTime Request

Show 10

APPLICATIONS

Fund Charges: 00000001

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. MPA Thru: ALLONES, VIRGINIA S.

From: Year: 2021 Month: 1

Overtime Request cover the following:

- Weekdays Start Time: 08:00 End Time: 08:00 AM/PM: AM
- Weekend Start Time: 08:00 End Time: 08:00 AM/PM: AM
- Holidays Start Time: 08:00 End Time: 08:00 AM/PM: AM
- Dayoff Start Time: 08:00 End Time: 08:00 AM/PM: AM

Subject: PAYROLL Justification:

Remarks: HVJTGH

Cancel Pending Disapprove Review

Job Order Employees

STATUS	WORKLIST ACTION
Disapproved	View Details
Disapproved	View Details
Submitted	For Review

Previous 1 Next

Note:

For review overtime request review main page will open OT request nbr., OT date filed, Fund Charges and Requesting Department already have values except Sub department, Division and Section since this field is disabled, not required and was not field with details before it is submitted.

Non-key fields:

- Sub department
- Division
- Section
- Fund Charges
- Compensatory Time Off (CTO) Credit?

Request Information Tab:

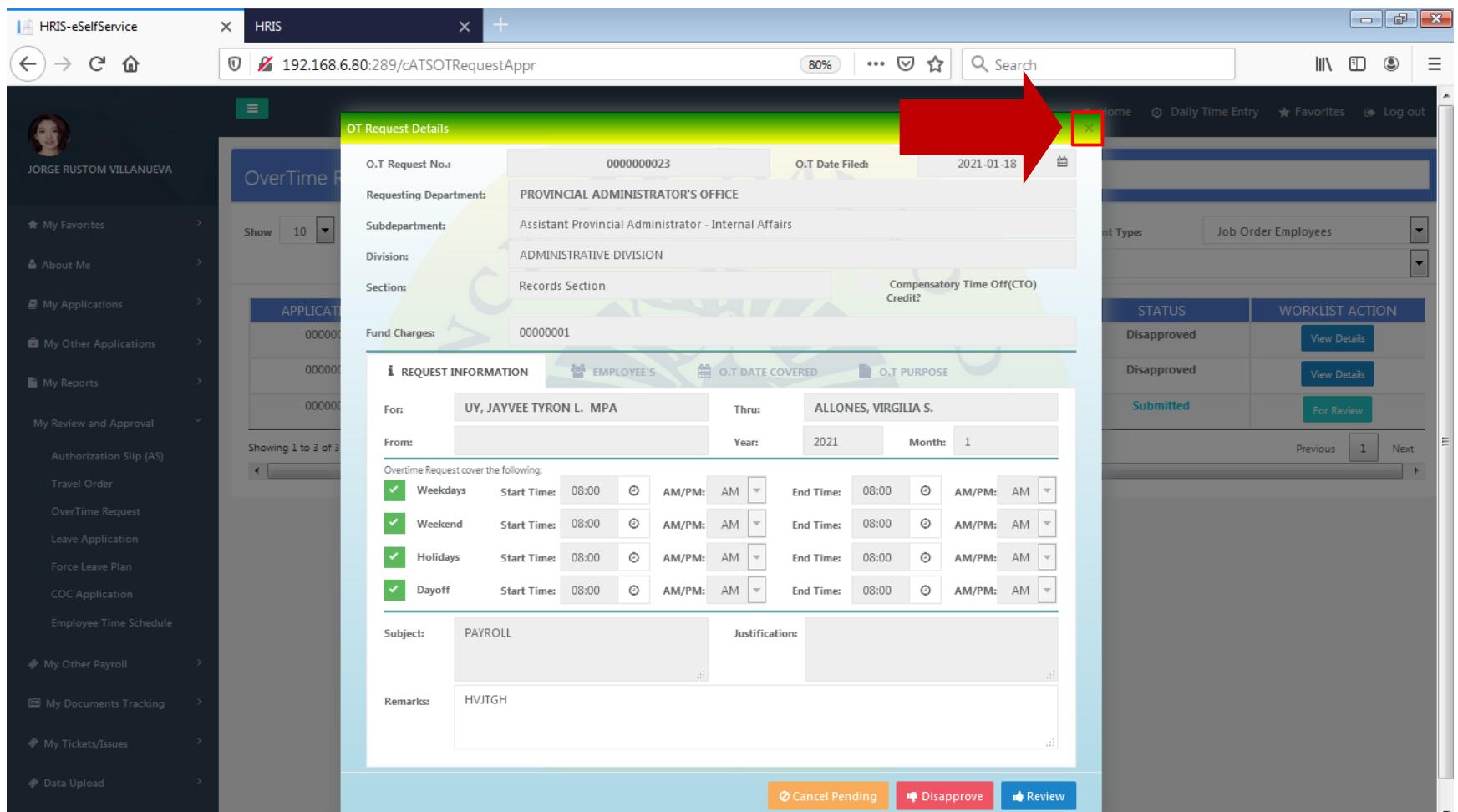
- For
- From
- Thru
- Year
- Month

**Overtime Request cover
the following:**

- Weekdays
 - Start Time
 - End Time
 - AM
 - PM
- Weekend
 - Start Time
 - End Time
 - AM
 - PM
- Holidays
 - Start Time
 - End Time
 - AM
 - PM

- Day Off
 - Start Time
 - End Time
 - AM
 - PM
- Justification
- Remarks
- **Employees Tab:**
 - Employee's Name
 - Position
- **O.T Date Covered Tab:**
 - Date From/To
 - Start Time - AM/PM
 - End Time - AM/PM
- **O.T Purpose Tab:**
 - Purpose Description

Step 4: If you don't want to review submitted application click close icon to go back on main page.



Step 5: Repeat step 3 if you want to continue on reviewing the submitted application.

Screenshot of the HRIS-eSelfService application interface showing the OT Request Details page.

The main title bar shows "HRIS-eSelfService" and "HRIS". The address bar displays "192.168.6.80:289/cATSOTRequestAppr".

The left sidebar menu includes:

- My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval
 - Authorization Slip (AS)
 - Travel Order
 - Overtime Request
 - Leave Application
 - Force Leave Plan
 - COC Application
- Employee Time Schedule
- My Other Payroll
- My Documents Tracking
- My Tickets/Issues
- Data Upload

The central content area displays the "OT Request Details" form:

O.T Request No.:	000000023	O.T Date Filed:	2021-01-18
Requesting Department:	PROVINCIAL ADMINISTRATOR'S OFFICE		
Subdepartment:	Assistant Provincial Administrator - Internal Affairs		
Division:	ADMINISTRATIVE DIVISION		
Section:	Records Section		
Fund Charges:	00000001		

REQUEST INFORMATION

For:	UY, JAYVEE TYRON L. MPA	Thru:	ALLONES, VIRGINIA S.		
From:	Year: 2021 Month: 1				
Overtime Request cover the following:					
<input checked="" type="checkbox"/>	Weekdays	Start Time: 08:00	AM/PM: AM	End Time: 08:00	AM/PM: AM
<input checked="" type="checkbox"/>	Weekend	Start Time: 08:00	AM/PM: AM	End Time: 08:00	AM/PM: AM
<input checked="" type="checkbox"/>	Holidays	Start Time: 08:00	AM/PM: AM	End Time: 08:00	AM/PM: AM
<input checked="" type="checkbox"/>	Dayoff	Start Time: 08:00	AM/PM: AM	End Time: 08:00	AM/PM: AM

Subject: PAYROLL **Justification:**

Remarks: HVJTGH

Buttons at the bottom:

- Cancel Pending
- Disapprove
- Review

The right sidebar shows a "WORKLIST ACTION" table:

STATUS	WORKLIST ACTION
Disapproved	View Details
Disapproved	View Details
Submitted	For Review

Step 6: If you want to view Employee's tab details click **Employee's tab** to view information.

The screenshot shows the HRIS-eSelfService application interface. On the left, there is a sidebar with various menu items such as My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval, Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule, My Other Payroll, My Documents Tracking, My Tickets/Issues, and Data Upload. The main content area is titled 'OT Request Details'. It contains fields for O.T Request No. (000000023), Requesting Department (PROVINCIAL ADMINISTRATOR'S OFFICE), Subdepartment (Assistant Provincial Administrator - Internal Affairs), Division (ADMINISTRATIVE DIVISION), Section (Records Section), Fund Charges (00000001), and a 'Compensatory Time Off(CTO) Credit?' section. Below these, there is a table for 'O.T DATE COVERED' and 'O.T PURPOSE' with rows for 'For:' (UY, JAYVEE TYRON L. MPA) and 'Thru:' (ALLONES, VIRGINIA S.). The 'From:' field shows Year: 2021 and Month: 1. Under 'Overtime Request cover the following:', there are four checked options: Weekdays, Weekend, Holidays, and Dayoff, each with start and end time fields set to 08:00 AM/PM. At the bottom, there are fields for Subject (PAYROLL), Justification, Remarks (HVJTGH), and buttons for Cancel Pending, Disapprove, and Review.

HRIS-eSelfService

HRIS

192.168.6.80:289/cATSOTRequestAppr 80% Search

Home Daily Time Entry Favorites Log out

JORGE RUSTOM VILLANUEVA

My Favorites About Me My Applications My Other Applications My Reports

My Review and Approval

Authorization Slip (A5)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Employee Time Schedule

My Other Payroll

My Documents Tracking

My Tickets/Issues

OT Request Details

O.T Request No.: 0000000023 O.T Date Filed: 2021-01-18

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Subdepartment: Assistant Provincial Administrator - Internal Affairs

Division: ADMINISTRATIVE DIVISION

Section: Records Section

Fund Charges: 00000001

Compensatory Time Off(CTO) Credit?

REQUEST INFORMATION EMPLOYEE'S O.T DATE COVERED O.T PURPOSE

Employee's Name: Select employee name... Position:

ID NBR	EMPLOYEE NAME	POSITION	ACTIONS
2396	ROLONA, CYLEN G.	Clerk I	

Previous 1 Next

Cancel Pending Disapprove Review

Type: Job Order Employees

STATUS	WORKLIST ACTION
Disapproved	View Details
Disapproved	View Details
Submitted	For Review

Previous 1 Next

Step 7: If you want to view OT date covered tab details click OT date covered tab to view information.

The screenshot shows the HRIS-eSelfService application interface. On the left, there's a sidebar with various menu items like My Favorites, About Me, My Applications, etc. The main content area is titled 'OT Request Details' and displays the following information:

- O.T Request No.: 0000000023
- O.T Date Filed: 2021-01-18
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Subdepartment: Assistant Provincial Administrator - Internal Affairs
- Division: ADMINISTRATIVE DIVISION
- Section: Records Section
- Fund Charges: 00000001

Below this, there are tabs for REQUEST INFORMATION, O.T DATE COVERED (which is highlighted with a red arrow), and O.T PURPOSE.

The O.T DATE COVERED tab contains fields for For: UY, JAYVEE TYRON L. MPA, Thru: ALLONES, VIRGINIA S., From: (empty), Year: 2021, Month: 1, and a section for Overtime Request cover the following with checkboxes for Weekdays, Weekend, Holidays, and Dayoff, each with start and end time fields.

At the bottom, there are fields for Subject: PAYROLL, Justification: (empty), and Remarks: HVJTGH. At the very bottom are buttons for Cancel Pending, Disapprove, and Review.

HRIS-eSelfService

HRIS

192.168.6.80:289/cATSOTRequestAppr

80%

Search

Home Daily Time Entry Favorites Log out

JORGE RUSTOM VILLANUEVA

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Employee Time Schedule My Other Payroll My Documents Tracking My Tickets/Issues

OT Request Details

O.T Request No.: 0000000023 O.T Date Filed: 2021-01-18

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Subdepartment: Assistant Provincial Administrator - Internal Affairs

Division: ADMINISTRATIVE DIVISION

Section: Records Section Compensatory Time Off(CTO) Credit?

Fund Charges: 00000001

REQUEST INFORMATION EMPLOYEE'S O.T DATE COVERED O.T PURPOSE

Date from: to Start Time: End Time: AM/PM: AM/PM:

DATE FROM DATE TO START TIME END TIME ACTIONS

2021-01-19 2021-01-19 08:00AM 05:00AM

Previous 1 Next

Cancel Pending Disapprove Review

Type: Job Order Employees

STATUS	WORKLIST ACTION
Disapproved	<button>View Details</button>
Disapproved	<button>View Details</button>
Submitted	<button>For Review</button>

Previous 1 Next

Step 8: If you want to view OT Purpose tab details click OT Purpose tab to view information.

The screenshot shows the HRIS-eSelfService application interface. On the left, there is a sidebar with various menu items such as My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval, Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule, My Other Payroll, My Documents Tracking, My Tickets/Issues, and Data Upload. The main content area is titled "OT Request Details" and displays the following information:

O.T Request No.:	0000000023	O.T Date Filed:	2021-01-18
Requesting Department:	PROVINCIAL ADMINISTRATOR'S OFFICE		
Subdepartment:	Assistant Provincial Administrator - Internal Affairs		
Division:	ADMINISTRATIVE DIVISION		
Section:	Records Section		
Fund Charges:	00000001		

Below this, there are tabs for REQUEST INFORMATION, EMPLOYEE'S, and O.T PURPOSE. The O.T PURPOSE tab is highlighted with a red box and a red arrow pointing to it from the left. The REQUEST INFORMATION tab is active. The EMPLOYEE'S tab is also visible. At the bottom of the main content area, there is a table with columns: DATE FROM, DATE TO, START TIME, END TIME, and ACTIONS. The table contains one row with the values: 2021-01-19, 2021-01-19, 08:00AM, 05:00AM, and a link labeled "For Review".

On the right side of the screen, there is a sidebar with sections for Types (Job Order Employees), STATUS (Disapproved, Disapproved, Submitted), and WORKLIST ACTION (View Details, View Details, For Review). There are also buttons for Previous, Next, and a search bar at the top of the sidebar.

HRIS-eSelfService

192.168.6.80:289/cATSOTRequestAppr

80% Search

Home Daily Time Entry Favorites Log out

JORGE RUSTOM VILLANUEVA

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Employee Time Schedule My Other Payroll My Documents Tracking My Tickets/Issues Data Upload

OverTime Request

OT Request Details

Show 10

O.T Request No.: 000000023 O.T Date Filed: 2021-01-18

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
Subdepartment: Assistant Provincial Administrator - Internal Affairs
Division: ADMINISTRATIVE DIVISION
Section: Records Section
Fund Charges: 00000001

Compensatory Time Off(CTO) Credit?

APPLICATION 00000001 00000002 00000003

Showing 1 to 3 of 3 entries

REQUEST INFORMATION EMPLOYEE'S O.T DATE COVERED O.T PURPOSE

Purpose Description:

SEQ. NBR	PURPOSE DETAILS	ACTIONS
1	FOR TESTING	

Previous 1 Next

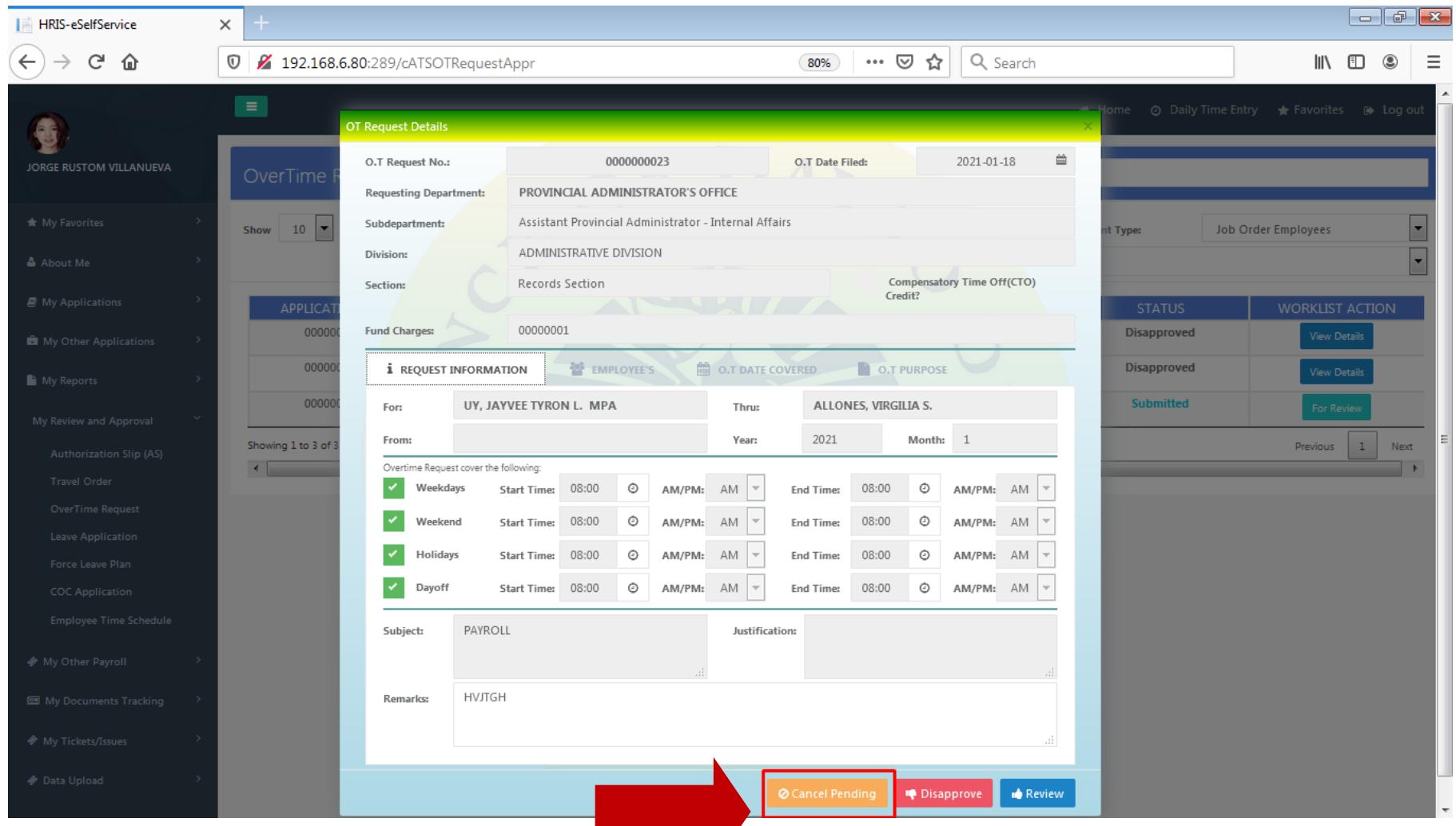
Cancel Pending Disapprove Review

Type: Job Order Employees

STATUS	WORKLIST ACTION
Disapproved	View Details
Disapproved	View Details
Submitted	For Review

Previous 1 Next

Step 9: If you want to cancel try to click **Cancel Pending** button to cancel application from being reviewed.



Note: Field that needs to be filled will automatically generate a verification message of “**required field!**” if you click **Cancel Pending** button without inputting values in reviewer remarks.

The screenshot shows the HRIS-eSelfService application interface. The main window displays the 'OT Request Details' form. A red box highlights the 'Remarks:' field, which contains the text 'Required Field!'. The form includes fields for O.T Request No., Requesting Department, Subdepartment, Division, Section, Fund Charges, and various time and purpose details. On the right, there is a status table and a navigation bar.

OT Request Details

O.T Request No.: 0000000023 O.T Date Filed: 2021-01-18

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Subdepartment: Assistant Provincial Administrator - Internal Affairs

Division: ADMINISTRATIVE DIVISION

Section: Records Section

Fund Charges: 00000001

Compensatory Time Off(CTO) Credit?

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. MPA Thru: ALLONES, VIRGINIA S.

From: Year: 2021 Month: 1

Overtime Request cover the following:

Weekdays Start Times: 08:00 End Times: 08:00 AM/PM: AM

Weekend Start Times: 08:00 End Times: 08:00 AM/PM: AM

Holidays Start Times: 08:00 End Times: 08:00 AM/PM: AM

Dayoff Start Times: 08:00 End Times: 08:00 AM/PM: AM

Subject: PAYROLL Justification:

Remarks:

Required Field!

Status Table:

STATUS	WORKLIST ACTION
Disapproved	View Details
Disapproved	View Details
Submitted	For Review

Buttons at the bottom: Cancel Pending, Disapprove, Review

Step 10: Input comment in Remarks for suggestions and improvement if there is.

HRIS-eSelfService

OT Request Details

O.T Request No.: 000000023 O.T Date Filed: 2021-01-18

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Subdepartment: Assistant Provincial Administrator - Internal Affairs

Division: ADMINISTRATIVE DIVISION

Section: Records Section

Fund Charges: 00000001

Compensatory Time Off(CTO) Credit?

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. MPA Thru: ALLONES, VIRGINIA S.

From: Year: 2021 Month: 1

Overtime Request cover the following:

<input checked="" type="checkbox"/> Weekdays	Start Times: 08:00	AM/PM: AM	End Times: 08:00	AM/PM: AM
<input checked="" type="checkbox"/> Weekend	Start Times: 08:00	AM/PM: AM	End Times: 08:00	AM/PM: AM
<input checked="" type="checkbox"/> Holidays	Start Times: 08:00	AM/PM: AM	End Times: 08:00	AM/PM: AM
<input checked="" type="checkbox"/> Dayoff	Start Times: 08:00	AM/PM: AM	End Times: 08:00	AM/PM: AM

Subject: PAYROLL Justification:

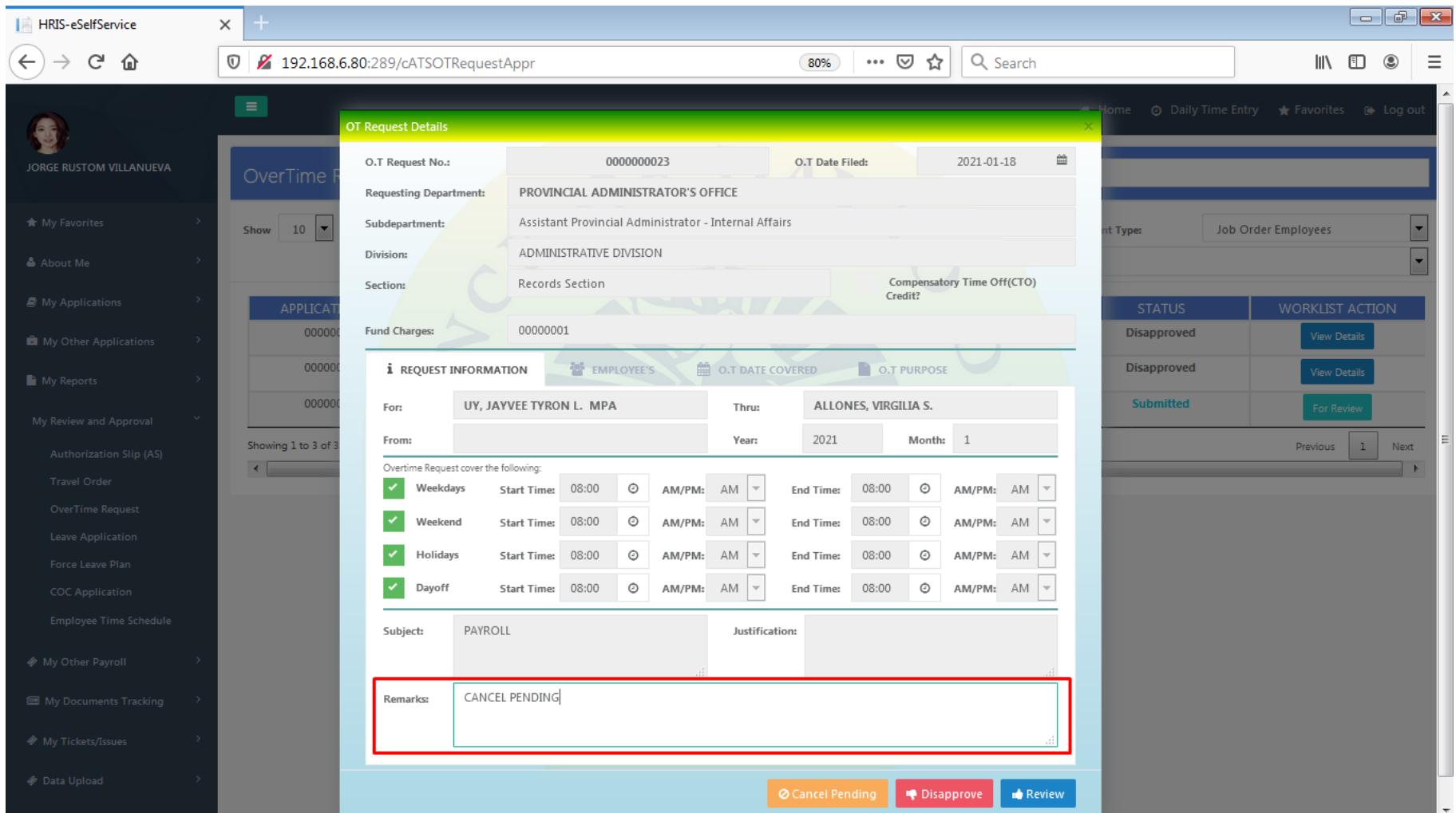
Remarks: CANCEL PENDING

STATUS WORKLIST ACTION

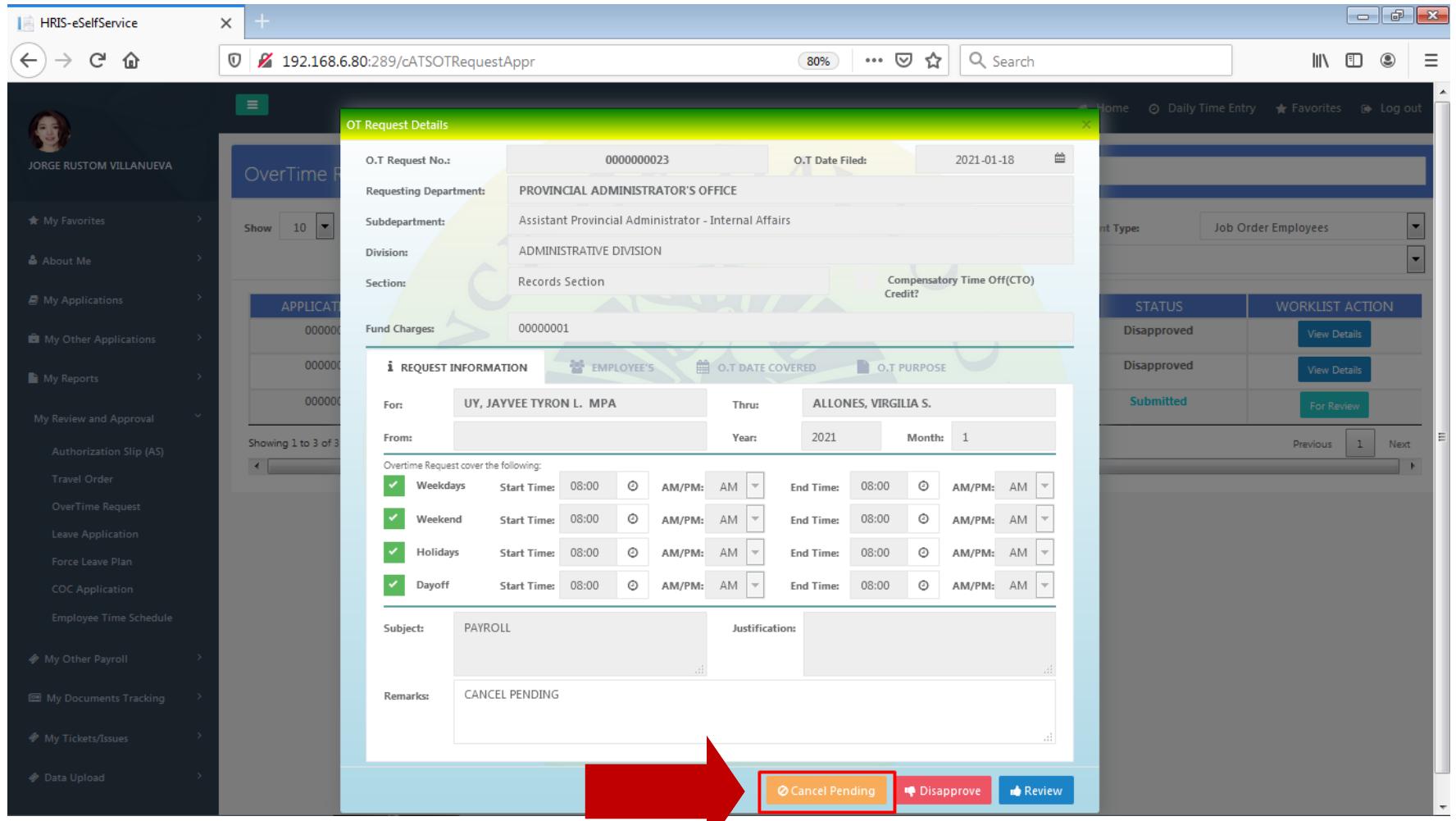
STATUS	WORKLIST ACTION
Disapproved	View Details
Disapproved	View Details
Submitted	For Review

Previous 1 Next

[Cancel Pending](#) [Disapprove](#) [Review](#)



Step 11: Click Cancel Pending button if you want to cancel application from being reviewed.



Note: A pop-up confirmation window will appear that application successfully Cancel Pending! and status will be **Cancel Pending**.

Screenshot of the HRIS-eSelfService application interface showing the OverTime Request screen.

The OverTime Request screen displays a table of applications with the following columns: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE REQUESTOR, STATUS, and WORKLIST ACTION.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000019	2161			Disapproved	<button>View Details</button>
0000000020	2161			Disapproved	<button>View Details</button>
0000000023	2396			Cancel Pending	<button>View Details</button>

A modal dialog box is displayed in the center of the screen, containing a green checkmark icon and the message "Application Successfully Cancel Pending!" with an "OK" button.

The left sidebar shows the user profile of JORGE RUSTOM VILLANUEVA and a list of menu items including My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval (with sub-options like Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule), My Other Payroll, My Documents Tracking, My Tickets/Issues, and Data Upload.

The top navigation bar includes the title "HRIS-eSelfService", the URL "192.168.6.80:289/cATSOTRequestAppr", a search bar, and standard browser controls.

Step 12: Click OK button if you want to continue.

The screenshot shows the HRIS-eSelfService application interface. On the left is a sidebar with various menu items. The main content area displays an "OverTime Request" grid. A modal dialog box is overlaid on the grid, containing a green checkmark icon, the message "Application Successfully Cancel Pending!", and a blue "OK" button. The "OK" button is highlighted with a red rectangle.

HRIS-eSelfService

192.168.6.80:289/cATSOTRequestAppr

Home Daily Time Entry Favorites Log out

JORGE RUSTOM VILLANUEVA

OverTime Request

Search

Show 10 entries O.T Years: 2021 O.T Months: January Employment Type: Job Order Employees

Department: PROVINCIAL ADMINISTRATOR'S OFFICE

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000019	2161			Disapproved	<button>View Details</button>
0000000020	2161			Disapproved	<button>View Details</button>
0000000023	2396			Cancel Pending	<button>View Details</button>

Showing 1 to 3 of 3 entries

OK

Note:

If you want to view **Cancelled Pending** application click **view details button** to view application. Only the reviewer who can view the information of the cancelled pending application once page is refresh automatic cancel pending application will not be visible in **overtime request** approval main page.

Step 13. Click View Details if you want to view the cancel pending application in review main page.

The screenshot shows the HRIS-eSelfService OverTime Request application interface. On the left is a navigation sidebar with various menu items. The main area displays an 'OverTime Request' grid with columns for Application NBR, ID NBR, Date Applied, Employee Requestor, Status, and Worklist Action. The grid contains three entries. The third entry, with Application NBR 0000000023 and Employee Requestor ROLONA, CYLEN G. LPT, has a status of 'Cancel Pending'. A red arrow points to the 'View Details' button in the Worklist Action column for this row. The grid also includes filters for O.T Year (2021), O.T Month (January), Employment Type (Job Order Employees), and Department (PROVINCIAL ADMINISTRATOR'S OFFICE). The bottom of the grid shows pagination with 'Showing 1 to 3 of 3 entries' and buttons for Previous, Next, and page number 1.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000019	2161	2021-01-15	VILLANUEVA, JORGE RUSTOM G.	Disapproved	View Details
0000000020	2161	2021-01-16	VILLANUEVA, JORGE RUSTOM G.	Disapproved	View Details
0000000023	2396	2021-01-18	ROLONA, CYLEN G. LPT	Cancel Pending	View Details

HRIS-eSelfService

192.168.6.80:289/cATSOTRequestAppr

80%

Search

Home Daily Time Entry Favorites Log out

JORGE RUSTOM VILLANUEVA

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Employee Time Schedule

My Other Payroll My Documents Tracking My Tickets/Issues Data Upload

OT Request Details

O.T Request No.: 0000000023 O.T Date Filed: 2021-01-18

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Subdepartment: Assistant Provincial Administrator - Internal Affairs

Division: ADMINISTRATIVE DIVISION

Section: Records Section Compensatory Time Off(CTO) Credit?

Fund Charges: General Fund

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. MPA Thru: ALLONES, VIRGILIA S.

From: Year: 2021 Month: 1

Overtime Request cover the following:

<input checked="" type="checkbox"/> Weekdays	Start Time: 08:00	AM/PM: AM	End Time: 08:00	AM/PM: AM
<input checked="" type="checkbox"/> Weekend	Start Time: 08:00	AM/PM: AM	End Time: 08:00	AM/PM: AM
<input checked="" type="checkbox"/> Holidays	Start Time: 08:00	AM/PM: AM	End Time: 08:00	AM/PM: AM
<input checked="" type="checkbox"/> Dayoff	Start Time: 08:00	AM/PM: AM	End Time: 08:00	AM/PM: AM

Subject: PAYROLL Justification:

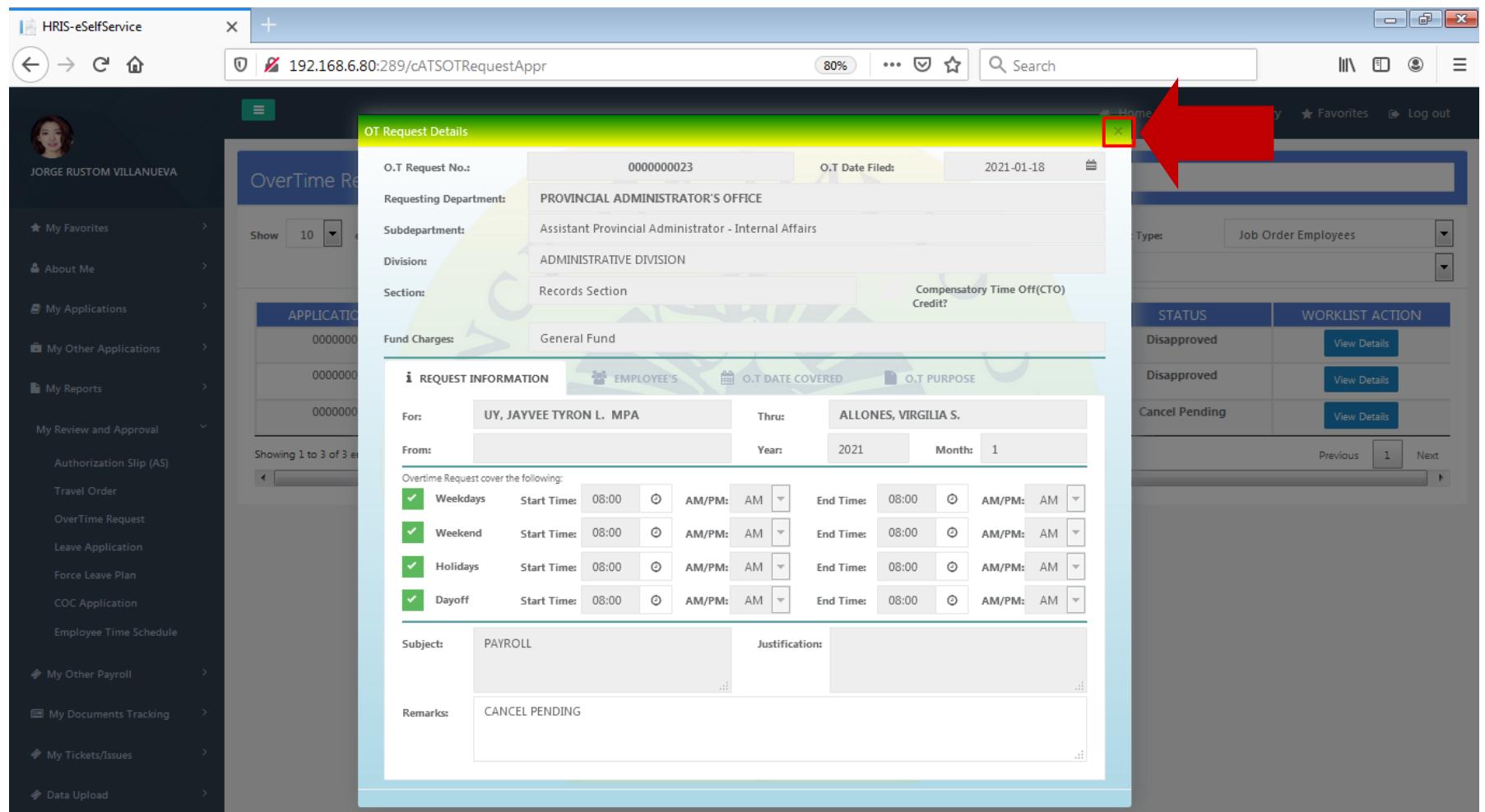
Remarks: CANCEL PENDING

Type: Job Order Employees

STATUS	WORKLIST ACTION
Disapproved	View Details
Disapproved	View Details
Cancel Pending	View Details

Previous 1 Next

Step 14: Click **Close icon** if you want to close application and go back on main page.



Step 15. Press **CTRL +F5** on your keyboard if you want to refresh the page.

The screenshot shows a web-based application titled "OverTime Request" within the "HRIS-eSelfService" portal. The URL in the browser is 192.168.6.80:289/cATSOTRequestAppr. The interface includes a sidebar with user profile information and various menu items, and a main content area displaying a list of overtime requests.

User Profile: JORGE RUSTOM VILLANUEVA

Menu Sidebar:

- My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval
 - Authorization Slip (AS)
 - Travel Order
 - OverTime Request
 - Leave Application
 - Force Leave Plan
 - COC Application
 - Employee Time Schedule
- My Other Payroll
- My Documents Tracking
- My Tickets/Issues
- Data Upload

Main Content Area:

OverTime Request

Search

Show 10 entries O.T Year: 2021 O.T Month: January Employment Type: Job Order Employees

Department: PROVINCIAL ADMINISTRATOR'S OFFICE

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000019	2161	2021-01-15	VILLANUEVA, JORGE RUSTOM G.	Disapproved	<button>View Details</button>
0000000020	2161	2021-01-16	VILLANUEVA, JORGE RUSTOM G.	Disapproved	<button>View Details</button>

Showing 1 to 2 of 2 entries

Previous 1 Next

Note:

If you wish to continue and **Disapproved** application let the requestor resubmit the **Cancelled Pending** application to do that open **Overtime Request (Regular, Casual and Job Order)** **Manual** to resubmit application by clicking the **Resubmit** button in order to disapproved application. Only the requestor who can resubmit the cancelled pending application only if he is allowed to access overtime request application. As well as only the **reviewer, level 1 approver, level 2 approver** and **final approver** are allowed to disapproved application.

Step 16: Repeat step 3 if you want to continue and disapproved application.

The screenshot shows the HRIS-eSelfService application interface. On the left, there's a sidebar with various menu items like My Favorites, About Me, My Applications, etc. The main area is titled 'OT Request Details' and displays the following information:

- O.T Request No.: 0000000023
- O.T Date Filed: 2021-01-18
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Subdepartment: Assistant Provincial Administrator - Internal Affairs
- Division: ADMINISTRATIVE DIVISION
- Section: Records Section
- Fund Charges: General Fund

Below this, there are tabs for REQUEST INFORMATION, EMPLOYEE'S, O.T DATE COVERED, and O.T PURPOSE. Under REQUEST INFORMATION, the details are:

- For: UY, JAYVEE TYRON L. MPA
- Thru: ALLONES, VIRGINIA S.
- From: (empty)
- Year: 2021
- Month: 1

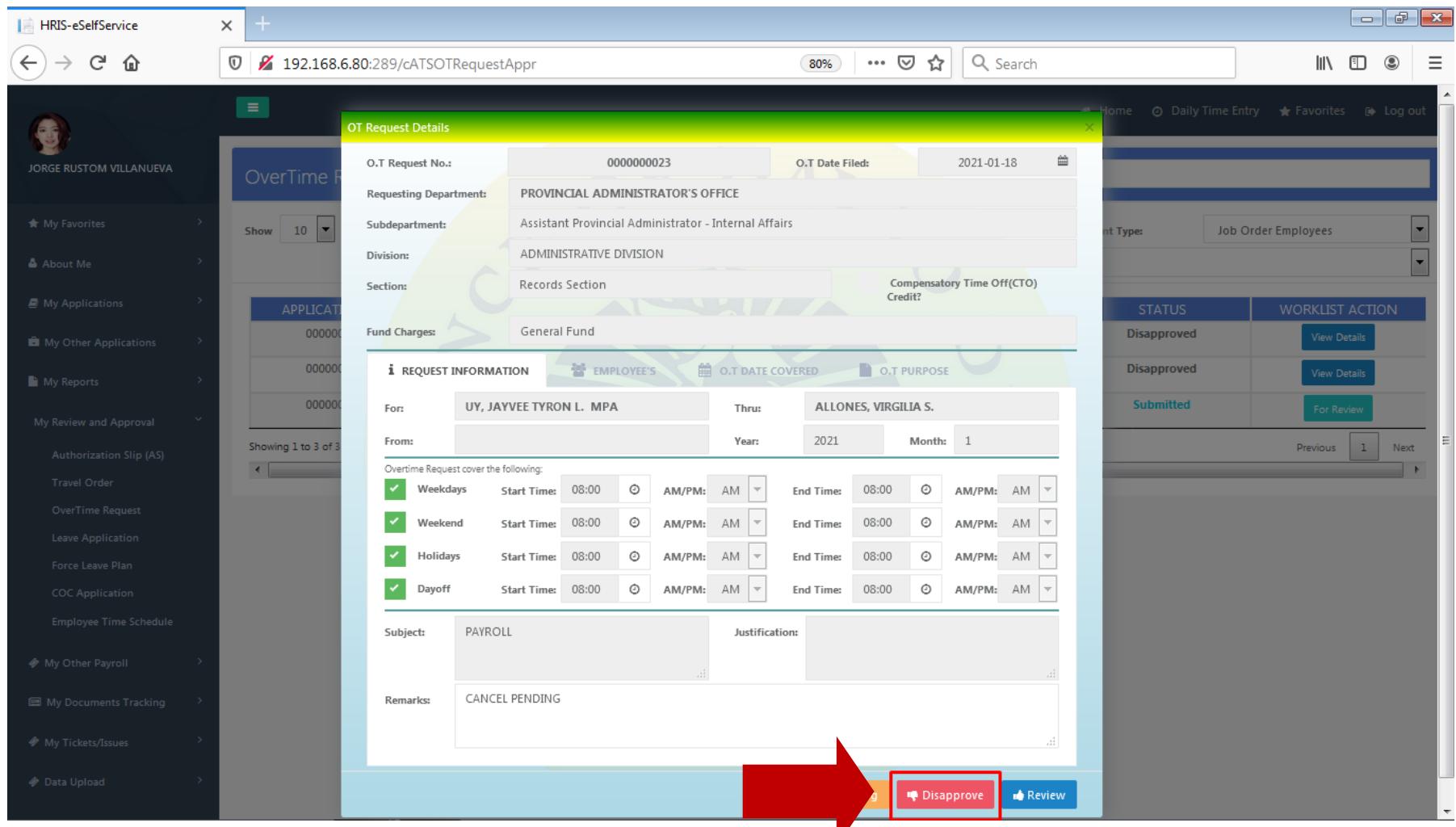
It also lists Overtime Request cover the following:

- Weekdays: Start Time 08:00, End Time 08:00, AM/PM: AM
- Weekend: Start Time 08:00, End Time 08:00, AM/PM: AM
- Holidays: Start Time 08:00, End Time 08:00, AM/PM: AM
- Dayoff: Start Time 08:00, End Time 08:00, AM/PM: AM

Under the Justification section, it says PAYROLL. Remarks say CANCEL PENDING.

At the bottom right of the form, there are three buttons: 'Cancel Pending' (orange), 'Disapprove' (red with a thumbs-down icon), and 'Review' (blue).

Step 17: Click Disapproved button to successfully disapproved application.



Note: Field that needs to be filled will automatically generate a verification message of “**required field!**” if you click **Disapproved** button without inputting values in reviewer remarks.

The screenshot shows the HRIS-eSelfService application interface. On the left, there's a navigation sidebar with various menu items like 'My Favorites', 'About Me', 'My Applications', etc. The main content area is titled 'OT Request Details'. It displays details such as O.T Request No.: 000000023, Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE, and Subdepartment: Assistant Provincial Administrator - Internal Affairs. The 'REQUEST INFORMATION' section shows the request is for UY, JAYVEE TYRON L. MPA, from ALLONES, VIRGILIA S., starting on 2021-01-18. The 'Remarks:' field is empty and highlighted with a red border, with the error message 'Required Field!' displayed below it. At the bottom, there are three buttons: 'Cancel Pending' (yellow), 'Disapprove' (red, highlighted with a red box), and 'Review' (blue).

Step 18: Input comment in **remarks** for suggestions and improvement if there is, click **disapproved button** for you to disapproved application.

The screenshot shows the HRIS-eSelfService application interface. On the left, a sidebar lists various menu items such as My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval, Authorization Slip (A5), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule, My Other Payroll, My Documents Tracking, My Tickets/Issues, and Data Upload. The main content area displays the 'OT Request Details' page. The request details include:

- O.T Request No.: 0000000023
- O.T Date Filed: 2021-01-18
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Subdepartment: Assistant Provincial Administrator - Internal Affairs
- Division: ADMINISTRATIVE DIVISION
- Section: Records Section
- Fund Charges: General Fund
- Compensatory Time Off(CTO) Credit?

The 'REQUEST INFORMATION' section shows:

- For: UY, JAYVEE TYRON L. MPA
- Thru: ALLONES, VIRGINIA S.
- From: (empty)
- Year: 2021
- Month: 1

The 'OVERTIME REQUEST COVER THE FOLLOWING:' section has four checked options:

- Weekdays: Start Time 08:00, End Time 08:00, AM/PM: AM
- Weekend: Start Time 08:00, End Time 08:00, AM/PM: AM
- Holidays: Start Time 08:00, End Time 08:00, AM/PM: AM
- Dayoff: Start Time 08:00, End Time 08:00, AM/PM: AM

The 'Subject' field is PAYROLL and the 'Justification' field is empty.

The 'Remarks' field contains the text "DISAPPROVED".

At the bottom right, there are two buttons: a red 'Disapprove' button with a thumbs-down icon and a blue 'Review' button with a thumbs-up icon.

Note: A pop-up confirmation window will appear that application successfully disapproved!

The screenshot shows a web-based application interface for HRIS-eSelfService. The main page displays an 'OverTime Request' list with three entries. The columns include APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE REQUESTOR, STATUS, and WORKLIST ACTION. All three entries are marked as 'Disapproved'. A large green checkmark icon is overlaid on the list. A central modal dialog box is displayed, stating 'Application Successfully Disapproved!' with an 'OK' button.

HRIS-eSelfService

192.168.6.80:289/cATSOTRequestAppr

80%

Search

Home Daily Time Entry Favorites Log out

JORGE RUSTOM VILLANUEVA

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Employee Time Schedule My Other Payroll My Documents Tracking My Tickets/Issues Data Upload

OverTime Request

Search

Show 10 entries O.T Year: 2021 O.T Month: January Employment Type: Job Order Employees Department: PROVINCIAL ADMINISTRATOR'S OFFICE

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000019	2161			Disapproved	<button>View Details</button>
0000000020	2161			Disapproved	<button>View Details</button>
0000000023	2396			Disapproved	<button>View Details</button>

Showing 1 to 3 of 3 entries

Previous 1 Next

Application Successfully Disapproved!

OK

Step 19: Repeat step 12 to exit or go back on main page.

The screenshot shows a web-based application titled "OverTime Request" within the "HRIS-eSelfService" portal. The user, Jorge Rustom Villanueva, is logged in. The interface includes a search bar, filter options for O.T Year (2021), O.T Month (January), Employment Types (Job Order Employees), and Department (PROVINCIAL ADMINISTRATOR'S OFFICE). A table displays three entries, all of which are marked as "Disapproved". Each entry includes a "View Details" button. Navigation buttons for "Previous" (page 1) and "Next" are visible at the bottom of the table. The left sidebar lists various menu items such as My Favorites, About Me, My Applications, My Other Applications, My Reports, and several review/approval tasks like Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Employee Time Schedule. There are also sections for My Other Payroll, My Documents Tracking, My Tickets/Issues, and Data Upload.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000019	2161	2021-01-15	VILLANUEVA, JORGE RUSTOM G.	Disapproved	<button>View Details</button>
0000000020	2161	2021-01-16	VILLANUEVA, JORGE RUSTOM G.	Disapproved	<button>View Details</button>
0000000023	2396	2021-01-18	ROLONA, CYLEN G. LPT	Disapproved	<button>View Details</button>

Note:

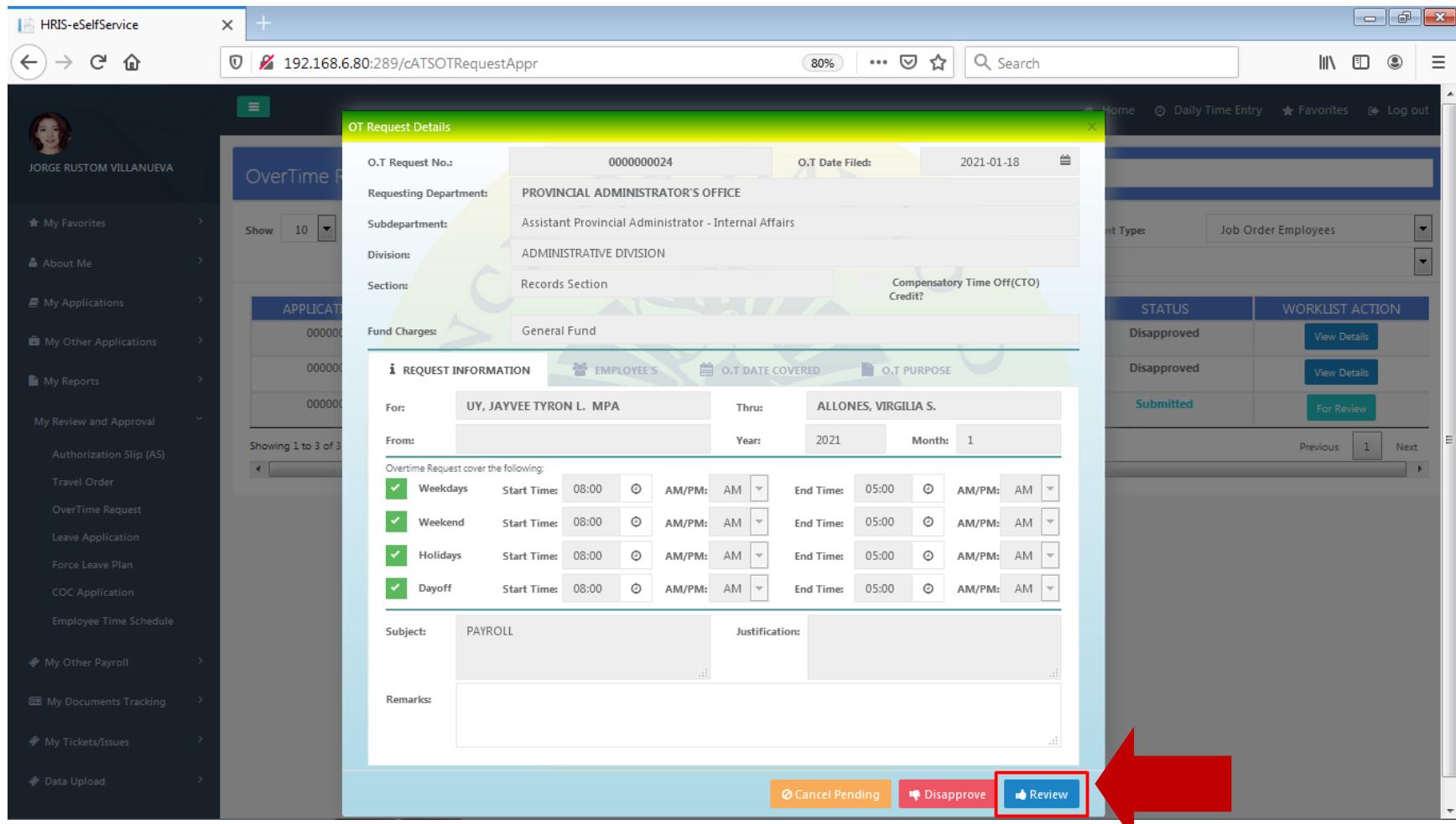
If ever application is not yet disapproved and you want to review the submitted application repeat **step 3** to continue. If application status is **cancel pending** let the requestor resubmit the **cancelled pending** application to do that open **overtime request (Regular, Casual & Job Order) Manual** to resubmit application by clicking the **resubmit button** in order to review application. Only the requestor who can resubmit the cancelled pending application only if he is allowed to access overtime request application.

Step 20: If ever you want to review application repeat **step 3** to review submitted application.

The screenshot shows the HRIS-eSelfService interface for managing OverTime Requests. On the left, a sidebar lists various menu items under 'My Applications'. The main content area is titled 'OverTime Request' and displays a grid of three applications. The columns are labeled: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE REQUESTOR, STATUS, and WORKLIST ACTION. The third application in the list has a status of 'Submitted' and a 'For Review' button in the WORKLIST ACTION column, which is highlighted with a red box. The grid also includes buttons for 'View Details' for other applications.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000019	2161	2021-01-15	VILLANUEVA, JORGE RUSTOM G.	Disapproved	<button>View Details</button>
0000000020	2161	2021-01-16	VILLANUEVA, JORGE RUSTOM G.	Disapproved	<button>View Details</button>
0000000024	2396	2021-01-18	ROLONA, CYLEN G. LPT	Submitted	<button>For Review</button>

Step 21: Click review button to successfully review application.



Note: A pop-up confirmation window will appear that application successfully reviewed!

Screenshot of the HRIS-eSelfService application interface showing the OverTime Request screen.

The main screen displays an "OverTime Request" table with the following data:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000019	2161	2021-01-15	VILLANUEVA, JORGE RUSTOM G.	Disapproved	<button>View Details</button>
0000000020	2161			Disapproved	<button>View Details</button>
0000000024	2396			Reviewed	<button>View Details</button>

A modal dialog box is displayed in the center, indicating the application was successfully reviewed:

 Application Successfully Reviewed!

OK

The left sidebar contains a navigation menu with the following items:

- My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval
 - Authorization Slip (A5)
 - Travel Order
 - OverTime Request
 - Leave Application
 - Force Leave Plan
 - COC Application
 - Employee Time Schedule
- My Other Payroll
- My Documents Tracking
- My Tickets/Issues
- Data Upload

Step 22: Repeat step 12 to exit or go back on main page.

The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:289/cATSOTRequestAppr". The main content area is titled "OverTime Request" and displays a table of overtime requests. The table has columns: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE REQUESTOR, STATUS, and WORKLIST ACTION. There are three entries in the table. The third entry, with Application NBR 0000000024 and Employee Requestor ROLONA, CYLEN G. LPT, has a red box around it and is labeled "Reviewed" in the Status column. The "View Details" button for this row is also highlighted with a red box. The sidebar on the left contains links for various HRIS modules like My Favorites, About Me, My Applications, etc.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000019	2161	2021-01-15	VILLANUEVA, JORGE RUSTOM G.	Disapproved	View Details
0000000020	2161	2021-01-16	VILLANUEVA, JORGE RUSTOM G.	Disapproved	View Details
0000000024	2396	2021-01-18	ROLONA, CYLEN G. LPT	Reviewed	View Details

Note: If ever you have refresh the page expected that the reviewed application record will not be visible in overtime request approval process main page.

The screenshot shows the HRIS-eSelfService application window titled "OverTime Request". The left sidebar contains a navigation menu with items like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval" (which is expanded to show "Authorization Slip (A5)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"), "My Other Payroll", "My Documents Tracking", "My Tickets/Issues", and "Data Upload". The main content area has a search bar and filters for "O.T Year: 2021", "O.T Month: January", "Employment Type: Job Order Employees", and "Department: PROVINCIAL ADMINISTRATOR'S OFFICE". A table lists two entries:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000019	2161	2021-01-15	VILLANUEVA, JORGE RUSTOM G.	Disapproved	<button>View Details</button>
0000000020	2161	2021-01-16	VILLANUEVA, JORGE RUSTOM G.	Disapproved	<button>View Details</button>

At the bottom, it says "Showing 1 to 2 of 2 entries" and has navigation buttons for "Previous", "1", and "Next".

Step 23: Click **View Details** button if you want to view the reviewed application in review main page.

The screenshot shows the HRIS-eSelfService OverTime Request application interface. On the left is a navigation sidebar with various menu items. The main area displays an 'OverTime Request' grid with columns for Application NBR, ID NBR, Date Applied, Employee Requestor, Status, and Worklist Action. The third row in the grid has a status of 'Reviewed' and a 'View Details' button in the Worklist Action column, which is highlighted with a red box and a red arrow pointing to it. The grid also shows two other rows with 'Disapproved' status.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000019	2161	2021-01-15	VILLANUEVA, JORGE RUSTOM G.	Disapproved	View Details
0000000020	2161	2021-01-16	VILLANUEVA, JORGE RUSTOM G.	Disapproved	View Details
0000000024	2396	2021-01-18	ROLONA, CYLEN G. LPT	Reviewed	View Details

HRIS-eSelfService

OT Request Details

O.T Request No.:	0000000024	O.T Date Filed:	2021-01-18
Requesting Department:	PROVINCIAL ADMINISTRATOR'S OFFICE		
Subdepartment:	Assistant Provincial Administrator - Internal Affairs		
Division:	ADMINISTRATIVE DIVISION		
Section:	Records Section	Compensatory Time Off(CTO) Credit?	
Fund Charges:	General Fund		

REQUEST INFORMATION

For:	UY, JAYVEE TYRON L. MPA	Thru:	ALLONES, VIRGILIA S.
From:		Year:	2021
		Month:	1

Overtime Request cover the following:

- Weekdays Start Time: 08:00 End Time: 05:00 AM/PM: AM
- Weekend Start Time: 08:00 End Time: 05:00 AM/PM: AM
- Holidays Start Time: 08:00 End Time: 05:00 AM/PM: AM
- Dayoff Start Time: 08:00 End Time: 05:00 AM/PM: AM

Subject: PAYROLL Justification:

Remarks:

Home Daily Time Entry Favorites Log out

Type: Job Order Employees

STATUS	WORKLIST ACTION
Disapproved	<button>View Details</button>
Disapproved	<button>View Details</button>
Reviewed	<button>View Details</button>

Previous | 1 | Next

How to Approve
reviewed OT
Request
application?

Note 1:

If you want to **Approved** application make sure that you have a reviewed application by a reviewer. If no reviewed application let the reviewer review first the submitted application for you to have data to approve. In approval there are three (3) levels of approval process and only allowed approver is allowed to access and approve the reviewed application. In order to approve application please login using username and password.

The approval process depends on the levels of approval.

- **Level 1**
- **Level 2**
- **Level 3 or Final Approval**

Note 2:

In approving submitted application identify first in **application reference** the level of approval and who is the **level 1, 2 and 3 approver** (final approver) in **application approvers**. If ever in application reference the level of approval is level 1 and no reviewer it means that submitted data when successfully approved in level 1 automatically application status is **finally approved**.

On the other hand, if approval level is 2 basically application will undergo level 1 and 2 process and **level 2** is now the **final approval stage**. If application is **finally approved** you cannot resubmit application any longer or even **disapproved** or **cancelled** application. However, if application is disapproved or cancelled, application cannot be deleted. So be careful in taking actions upon approving application.

Note 3:

Also, if reviewer drop down **YES** (1 reviewer only) is clicked expected that application must be reviewed and if **NO** there's no need to review and can go directly to the next level of approval. The given sample application has a **reviewer** and **level 1, 2 and 3 approval**. For instance different person is assign as level approver compared to reviewer. All you have to do is to repeat the **overtime request application** navigation process in order to proceed in step 1.

Final Approval

Step 1: Select specific O.T Year, O.T Month, Employment Type and Department by clicking available drop list in order for you to approve application. **For Final approval button** – main grid will be visible.

The screenshot shows the HRIS-eSelfService interface for OverTime Request. On the left is a navigation sidebar with links like My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval (with sub-links for Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Employee Time Schedule), and My Documents Tracking. The main content area has a title 'OverTime Request' and a search bar. Below it is a table header with columns: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE REQUESTOR, STATUS, and WORKLIST ACTION. A message 'No data available in table' is displayed above the table. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries'. Above the table, there are four dropdown menus with red boxes around them: 'O.T Year: Select Year', 'O.T Month: --Select Month--', 'Employment Type: --Select Here--', and 'Department: --Select Here--'. To the left of these dropdowns is a 'Show' button followed by a dropdown menu set to '10 entries'. The URL in the browser is 192.168.6.80:289/cATSOTRequestAppr.

Step 2: While on the main page of Overtime Request approval process select specific record that you want to approve reviewed application.

The screenshot shows the HRIS-eSelfService OverTime Request approval interface. The top navigation bar includes links for Home, Daily Time Entry, Favorites, and Log out. The main content area is titled "OverTime Request" and features a search bar. Filter options include "Show 10 entries", "O.T Year: 2021", "O.T Month: January", "Employment Type: Job Order Employees", and a "Department: PROVINCIAL ADMINISTRATOR'S OFFICE" dropdown. A table lists one application entry:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000024	2396	2021-01-18	ROLONA, CYLEN G. LPT	Reviewed	For Final Approval

The "WORKLIST ACTION" column for the application row is highlighted with a red box. Below the table, a message indicates "Showing 1 to 1 of 1 entries". Navigation buttons for Previous, Next, and a page number (1) are also visible.

Step 3: Once you have selected specific record that you want to approve. Click the **For Final approval button** – under **action** column to approve the record.

The screenshot shows a web-based HRIS application interface. The title bar reads "HRIS-eSelfService" and "HRIS". The URL in the address bar is "192.168.6.80:289/cATSOTRequestAppr". The main content area is titled "OverTime Request". It displays a table with one entry:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000020	2161	2021-01-16	VILLANUEVA, JORGE RUSTOM G.	Revised	For Final Approval

A large red arrow points to the "For Final Approval" button in the "WORKLIST ACTION" column. On the left side, there is a sidebar with a user profile for "LYNETH DIEZ" and a list of menu items under "My Review and Approval".

HRIS-eSelfService

192.168.6.80:289/cATSOTRequestAppr

80% Search

Home Daily Time Entry Favorites Log out

OT Request Details

O.T Request No.: 0000000024 O.T Date Filed: 2021-01-18

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Subdepartment: Assistant Provincial Administrator - Internal Affairs

Division: ADMINISTRATIVE DIVISION

Section: Records Section Compensatory Time Off(CTO) Credit?

Fund Charges: General Fund

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. MPA Thru: ALLONES, VIRGINIA S.

From: Year: 2021 Month: 1

Overtime Request cover the following:

<input checked="" type="checkbox"/> Weekdays	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: AM
<input checked="" type="checkbox"/> Weekend	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: AM
<input checked="" type="checkbox"/> Holidays	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: AM
<input checked="" type="checkbox"/> Dayoff	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: AM

Subject: PAYROLL Justification:

Remarks:

STATUS WORKLIST ACTION

Reviewed For Final Approval

Previous 1 Next

Cancel Pending Disapprove Final Approve

Note:

For approval overtime request review main page will open OT request nbr., OT date filed, Fund Charges and Requesting Department already have values except Sub department, Division and Section since this field is disabled, not required and was not field with details before it is submitted.

Non-key fields:

- Sub department
- Division
- Section
- Fund Charges
- Compensatory Time Off
(CTO) Credit?

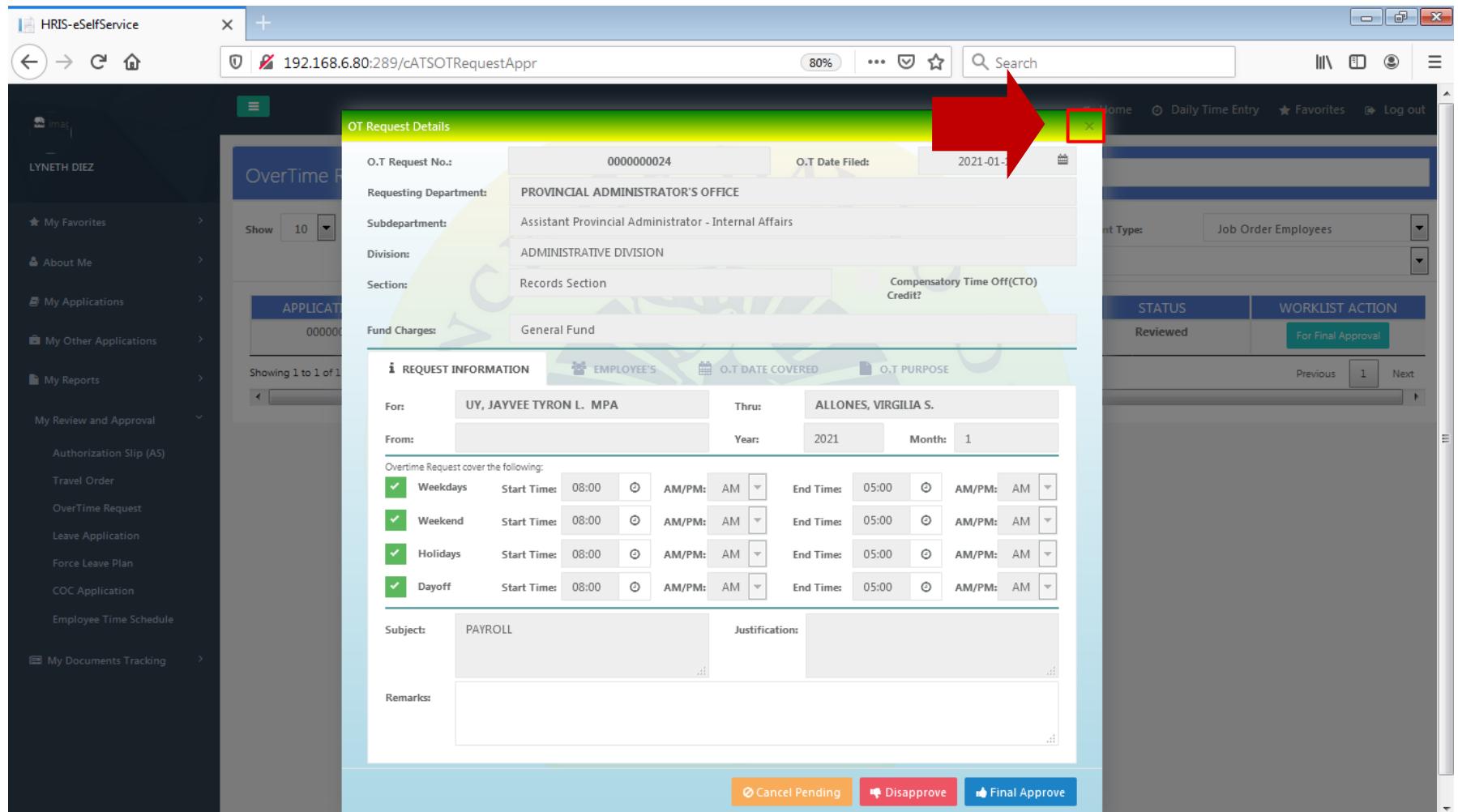
Request Information Tab:

- For
- From
- Thru
- Year
- Month

**Overtime Request cover
the following:**

- Weekdays
 - Start Time
 - End Time
 - AM
 - PM
- Weekend
 - Start Time
 - End Time
 - AM
 - PM
- Holidays
 - Start Time
 - End Time
 - AM
 - PM
- Day Off
 - Start Time
 - End Time
 - AM
 - PM
- Justification
- Remarks
- **Employees Tab:**
 - Employee's Name
 - Position
- **O.T Date Covered Tab:**
 - Date From/To
 - Start Time – AM/PM
 - End Time – AM/PM
- **O.T Purpose Tab:**
 - Purpose Description

Step 4: If you don't want to approve submitted application click **Close** icon to go back on main page.



Step 5: Repeat step 3 if you want to continue on approve the submitted application.

The screenshot shows the HRIS-eSelfService application interface for managing overtime requests. The main window displays the 'OT Request Details' for a specific application. Key information includes:

- O.T Request No.: 0000000024
- O.T Date Filed: 2021-01-18
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Subdepartment: Assistant Provincial Administrator - Internal Affairs
- Division: ADMINISTRATIVE DIVISION
- Section: Records Section
- Fund Charges: General Fund

The 'REQUEST INFORMATION' section details the request for UY, JAYVEE TYRON L. MPA, from ALLONES, VIRGILIA S., spanning the period from January 2021. It specifies Overtime Request cover the following:

- Weekdays: Start Time 08:00 AM/PM: AM End Time 05:00 AM/PM: AM
- Weekend: Start Time 08:00 AM/PM: AM End Time 05:00 AM/PM: AM
- Holidays: Start Time 08:00 AM/PM: AM End Time 05:00 AM/PM: AM
- Dayoff: Start Time 08:00 AM/PM: AM End Time 05:00 AM/PM: AM

Other fields include Subject: PAYROLL, Justification: (empty), and Remarks: (empty). At the bottom, there are three buttons: 'Cancel Pending' (orange), 'Disapprove' (red), and 'Final Approve' (blue, highlighted with a red border and a red arrow pointing to it).

Step 6. If you want to cancel try to click **Cancel Pending** button to cancel application from being approved.

The screenshot shows the HRIS-eSelfService application interface. The main window is titled "OT Request Details" and displays the following information:

- O.T Request No.: 000000024
- O.T Date Filed: 2021-01-18
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Subdepartment: Assistant Provincial Administrator - Internal Affairs
- Division: ADMINISTRATIVE DIVISION
- Section: Records Section
- Fund Charges: General Fund

The "REQUEST INFORMATION" section includes fields for:

- For: UY, JAYVEE TYRON L. MPA
- Thru: ALLONES, VIRGILIA S.
- From: (empty)
- Year: 2021
- Month: 1

The "Overtime Request cover the following:" section contains four items, each with a checked checkbox:

- Weekdays: Start Time 08:00, AM/PM: AM, End Time 05:00, AM/PM: AM
- Weekend: Start Time 08:00, AM/PM: AM, End Time 05:00, AM/PM: AM
- Holidays: Start Time 08:00, AM/PM: AM, End Time 05:00, AM/PM: AM
- Dayoff: Start Time 08:00, AM/PM: AM, End Time 05:00, AM/PM: AM

The "Subject" field is PAYROLL and the "Justification" field is empty. The "Remarks" field is also empty.

At the bottom of the page, there are three buttons:

- Cancel Pending (highlighted with a red box and arrow)
- Disapprove
- Final Approve

The left sidebar shows the user's profile (LYNETH DIEZ) and a list of applications and reports. The top navigation bar has tabs for "HRIS-eSelfService", "HRIS - ePayTrack", and "HRIS".

Note: Field that needs to be fill will automatically generate a verification message of “**required field!**” if you click **Cancel Pending** button without inputting values in approver remarks.

The screenshot shows a web-based application interface for HRIS-ePayTrack. The main window displays an 'OverTime Request' form. Key fields include:

- O.T Request No.: 0000000024
- O.T Date Filed: 2021-01-18
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Subdepartment: Assistant Provincial Administrator - Internal Affairs
- Division: ADMINISTRATIVE DIVISION
- Section: Records Section
- Fund Charges: General Fund

The 'REQUEST INFORMATION' section contains fields for:

- For: UY, JAYVEE TYRON L. MPA
- Thru: ALLONES, VIRGILIA S.
- From: (empty)
- Year: 2021
- Month: 1

Below these are four time entry fields for Overtime Request cover the following:

- Weekdays: Start Time: 08:00 AM/PM: AM End Time: 05:00 AM/PM: AM
- Weekend: Start Time: 08:00 AM/PM: AM End Time: 05:00 AM/PM: AM
- Holidays: Start Time: 08:00 AM/PM: AM End Time: 05:00 AM/PM: AM
- Dayoff: Start Time: 08:00 AM/PM: AM End Time: 05:00 AM/PM: AM

Subject: PAYROLL

Justification: (empty)

Remarks: (empty, highlighted with a red border and 'Required Field!' message)

At the bottom of the form are three buttons: **Cancel Pending**, **Disapprove**, and **Final Approve**.

Step 7: Input comment in **remarks for suggestions and improvement if there is.**

The screenshot shows the HRIS-ePayTrack application interface. The main window displays the 'OT Request Details' for an overtime request. The 'Remarks' field at the bottom of the form is highlighted with a red border and contains the text 'CANCEL PENDING'.

OT Request Details

OverTime Request

O.T Request No.: 0000000024 O.T Date Filed: 2021-01-18

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Subdepartment: Assistant Provincial Administrator - Internal Affairs

Division: ADMINISTRATIVE DIVISION

Section: Records Section Compensatory Time Off(CTO) Credit?

Fund Charges: General Fund

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. MPA Thru: ALLONES, VIRGINIA S.

From: Year: 2021 Month: 1

Overtime Request cover the following:

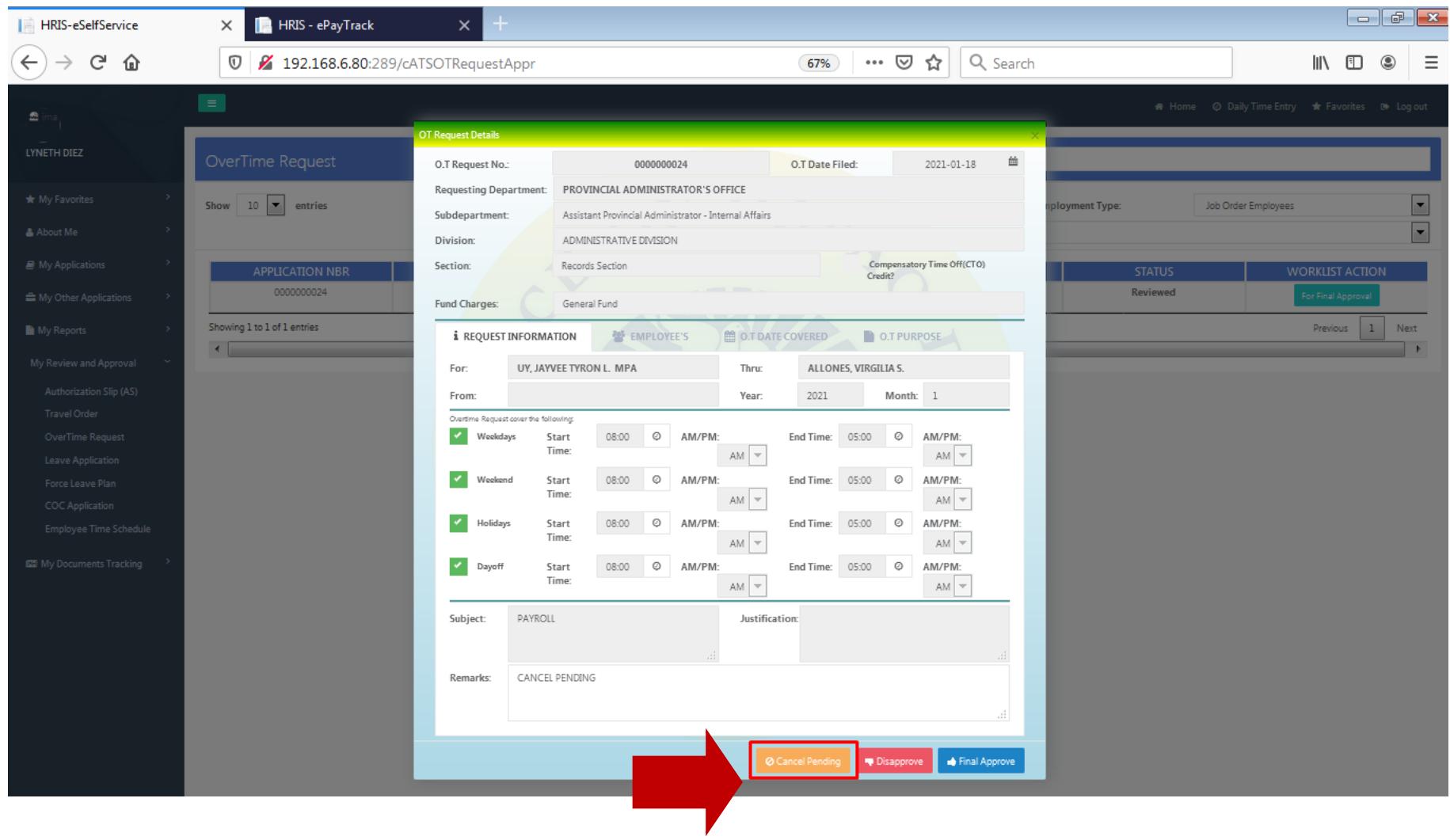
- Weekdays Start Time: 08:00 AM/PM: AM End Time: 05:00 AM/PM: AM
- Weekend Start Time: 08:00 AM/PM: AM End Time: 05:00 AM/PM: AM
- Holidays Start Time: 08:00 AM/PM: AM End Time: 05:00 AM/PM: AM
- Dayoff Start Time: 08:00 AM/PM: AM End Time: 05:00 AM/PM: AM

Subject: PAYROLL Justification:

Remarks: CANCEL PENDING

Buttons: Cancel Pending, Disapprove, Final Approve

Step 8. Click **Cancel Pending** button if you want to cancel application from being approved.

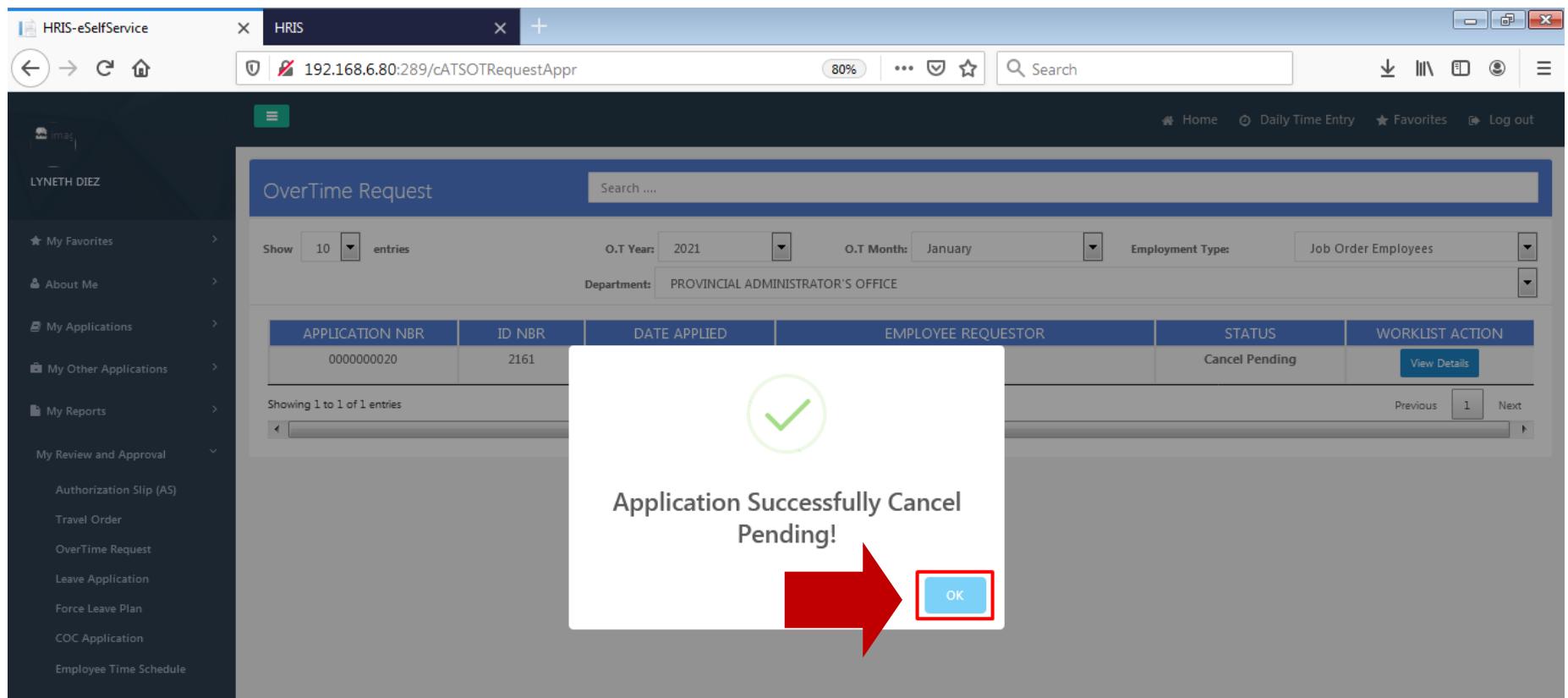


Note: A pop-up confirmation window will appear that application successfully cancel pending! and **status** will be **Cancel Pending**.

The screenshot shows a web-based application titled "OverTime Request" within the "HRIS - ePayTrack" tab. The URL in the address bar is 192.168.6.80:289/cATSOTRequestAppr. The left sidebar contains a navigation menu with items like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval", "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule". The main content area displays an "OverTime Request" grid with columns: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE REQUESTOR, STATUS, and WORKLIST ACTION. One row is visible with values: 0000000024, 2396, 2021-01-18, ROLONA, CYLEN G. LPT, Cancel Pending, and a "View Details" button. A search bar at the top right includes fields for O.T Year (2021), O.T Month (January), Employment Type (Job Order Employees), and Department (PROVINCIAL ADMINISTRATOR'S OFFICE). A confirmation dialog box is overlaid on the page, containing a green checkmark icon and the text "Application Successfully Cancel Pending!" with an "OK" button.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000024	2396	2021-01-18	ROLONA, CYLEN G. LPT	Cancel Pending	<button>View Details</button>

Step 9: Click OK button if you want to continue.



Note:

If you want to view **Cancel Pending** application click **View Details button** to view application. Only the final approver who can view the information of the cancel pending application once page is refresh automatic cancel pending application will not be visible in **Overtime Request** approval main page.

Step 10. Click **View Details** button if you want to view the cancel pending application in approval main page.

The screenshot shows a web-based application interface for managing overtime requests. The title bar indicates the application is 'HRIS - ePayTrack' running at '192.168.6.80:289/cATSOTRequestAppr'. The left sidebar shows a navigation menu with items like 'My Favorites', 'About Me', 'My Applications', 'My Other Applications', 'My Reports', 'My Review and Approval' (which is expanded to show 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', and 'Employee Time Schedule'), and 'My Documents Tracking'. The main content area is titled 'OverTime Request' and displays a single row of data in a table:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000024	2396	2021-01-18	ROLONA, CYLEN G. LPT	Cancel Pending	View Details

The 'View Details' button in the 'WORKLIST ACTION' column is highlighted with a red box. Below the table, a message says 'Showing 1 to 1 of 1 entries'. Navigation buttons for 'Previous' (with page number 1), 'Next', and a search bar are also visible.

HRIS-eSelfService

HRIS - ePayTrack

192.168.6.80:289/cATSOTRequestAppr

80% Search

Home Daily Time Entry Favorites Log out

OT Request Details

O.T Request No.: 0000000024 O.T Date Filed: 2021-01-18

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Subdepartment: Assistant Provincial Administrator - Internal Affairs

Division: ADMINISTRATIVE DIVISION

Sections: Records Section Compensatory Time Off(CTO) Credit?

Fund Charges: General Fund

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. MPA Thru: ALLONES, VIRGINIA S.

From: Year: 2021 Month: 1

Overtime Request cover the following:

<input checked="" type="checkbox"/> Weekdays	Start Time: 08:00	AM/PM: AM	End Times: 05:00	AM/PM: AM
<input checked="" type="checkbox"/> Weekend	Start Time: 08:00	AM/PM: AM	End Times: 05:00	AM/PM: AM
<input checked="" type="checkbox"/> Holidays	Start Time: 08:00	AM/PM: AM	End Times: 05:00	AM/PM: AM
<input checked="" type="checkbox"/> Dayoff	Start Time: 08:00	AM/PM: AM	End Times: 05:00	AM/PM: AM

EMPLOYEE'S O.T DATE COVERED O.T PURPOSE

Subject: PAYROLL Justification:

Remarks: CANCEL PENDING

Types: Job Order Employees

STATUS WORKLIST ACTION

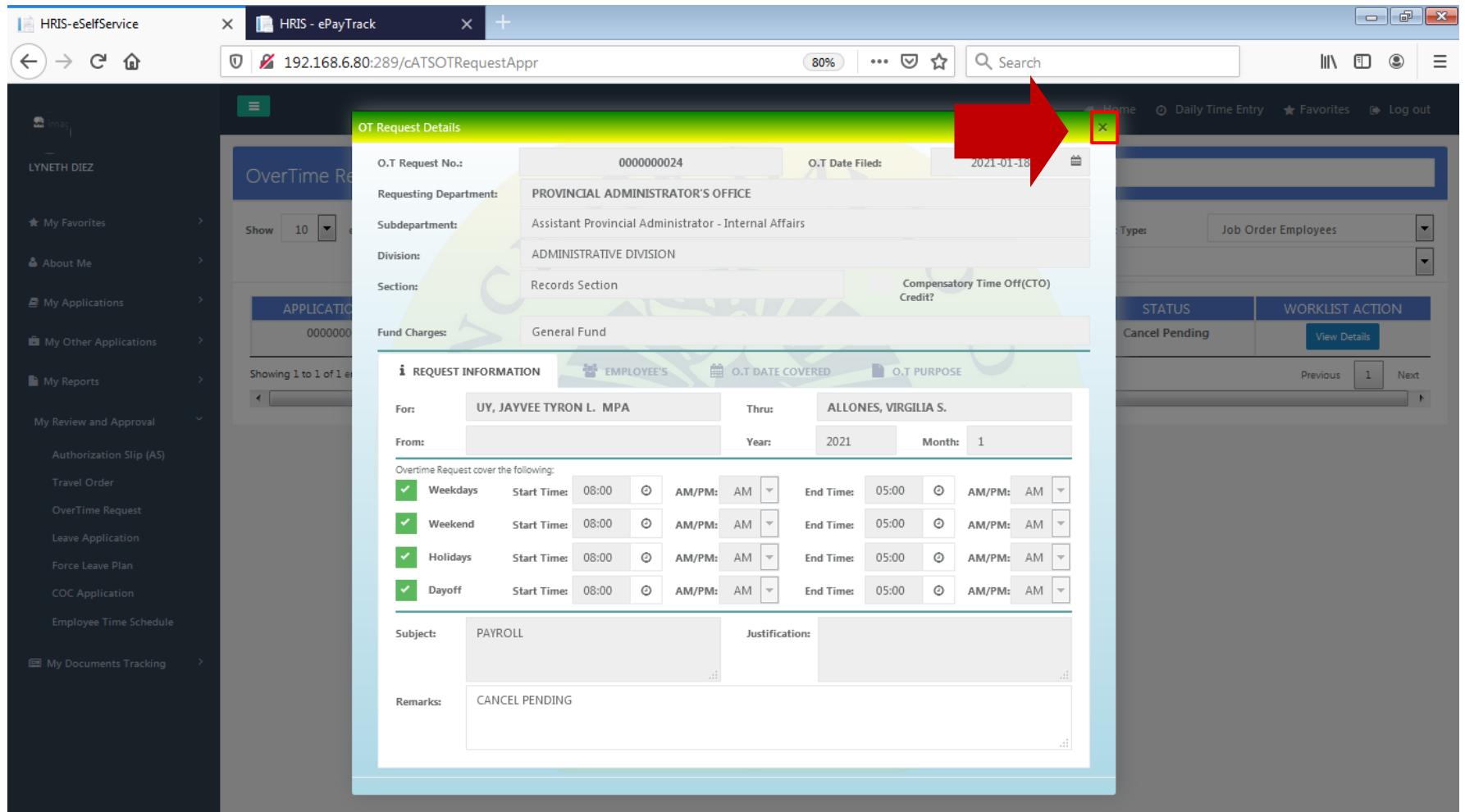
Cancel Pending View Details

Previous 1 Next

LYNETH DIEZ

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (A5) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Employee Time Schedule My Documents Tracking

Step 11: Click Close icon if you want to close application and go back on main page.



Step 12. Press **CTRL +F5** on your keyboard if you want to refresh the page.

The screenshot shows a web-based application interface titled "OverTime Request". The top navigation bar includes links for "Home", "Daily Time Entry", "Favorites", and "Log out". On the left, there is a sidebar menu with items like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval", "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", "Employee Time Schedule", and "My Documents Tracking". The main content area has a search bar labeled "Search" and filters for "Show 10 entries", "O.T Year: 2021", "O.T Month: January", "Employment Type: Job Order Employees", and "Department: PROVINCIAL ADMINISTRATOR'S OFFICE". A table header with columns "APPLICATION NBR", "ID NBR", "DATE APPLIED", "EMPLOYEE REQUESTOR", "STATUS", and "WORKLIST ACTION" is present, followed by a message "No data available in table". Below the table, it says "Showing 0 to 0 of 0 entries".

Note:

If you wish to continue and **Disapproved** application let the final approver cancelled pending the application then let the requestor resubmit the **cancelled pending** application to do that open **overtime request (Regular, Casual & Job Order) Manual** to resubmit application by clicking the **resubmit all button** in order to disapproved application. Only the requestor who can resubmit the cancelled pending application only if he is allowed to access overtime request application. As well as only the **reviewer** and **final approver** are allowed to disapproved application.

Step 15: Repeat step 3 if you want to continue and disapproved application.

HRIS-eSelfService HRIS - ePayTrack

192.168.6.80:289/cATSOTRequestAppr

80% Search

LYNETH DIEZ

OverTime Request

APPLICATIONS

Showing 1 to 1 of 1

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. MPA Thru: ALLONES, VIRGINIA S.

From: Year: 2021 Month: 1

Overtime Request cover the following:

- Weekdays Start Time: 08:00 AM/PM: AM End Time: 05:00 AM/PM: AM
- Weekend Start Time: 08:00 AM/PM: AM End Time: 05:00 AM/PM: AM
- Holidays Start Time: 08:00 AM/PM: AM End Time: 05:00 AM/PM: AM
- Dayoff Start Time: 08:00 AM/PM: AM End Time: 05:00 AM/PM: AM

Subject: PAYROLL Justifications:

Remarks:

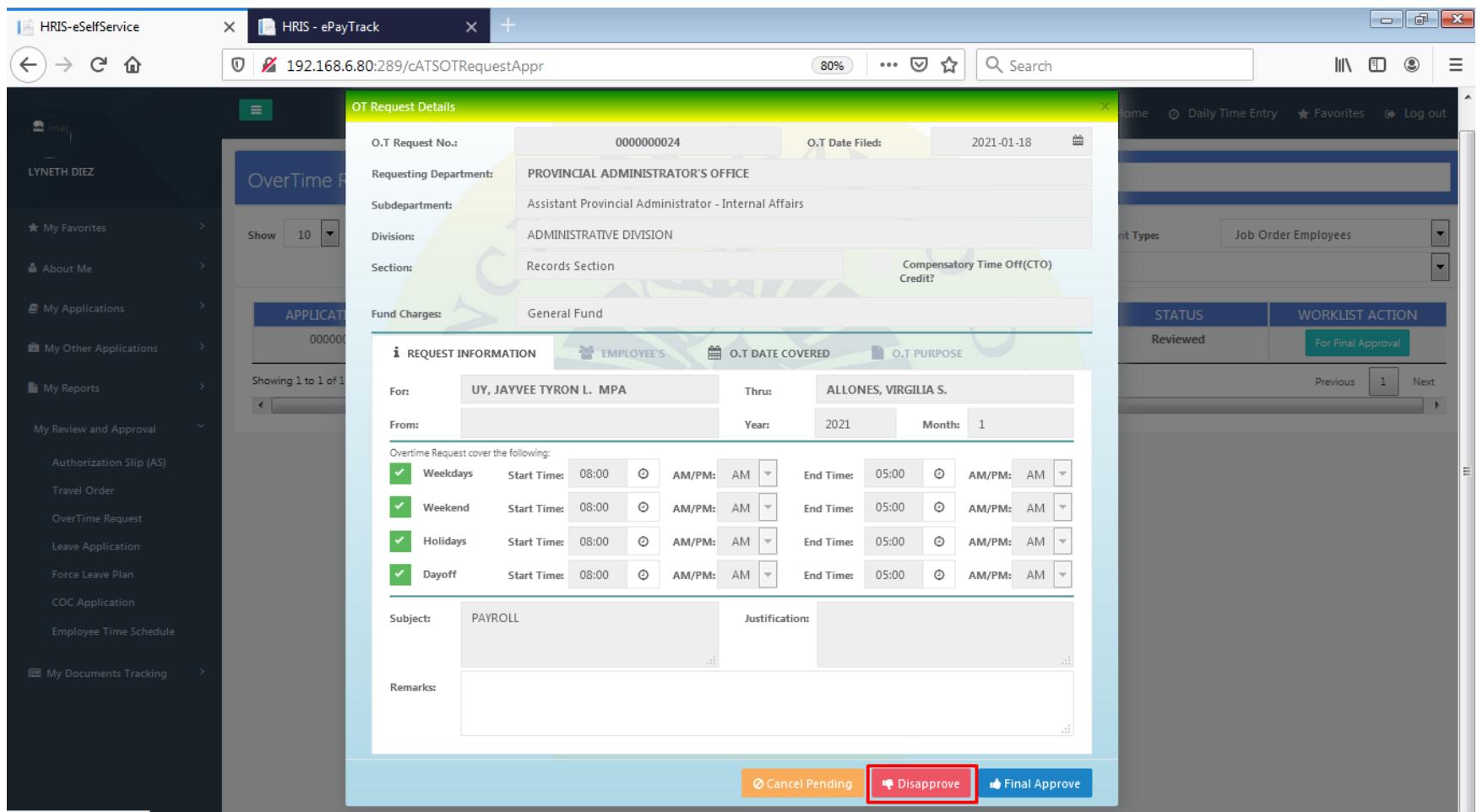
STATUS: Reviewed WORKLIST ACTION: For Final Approval

Cancel Pending Disapprove Final Approve

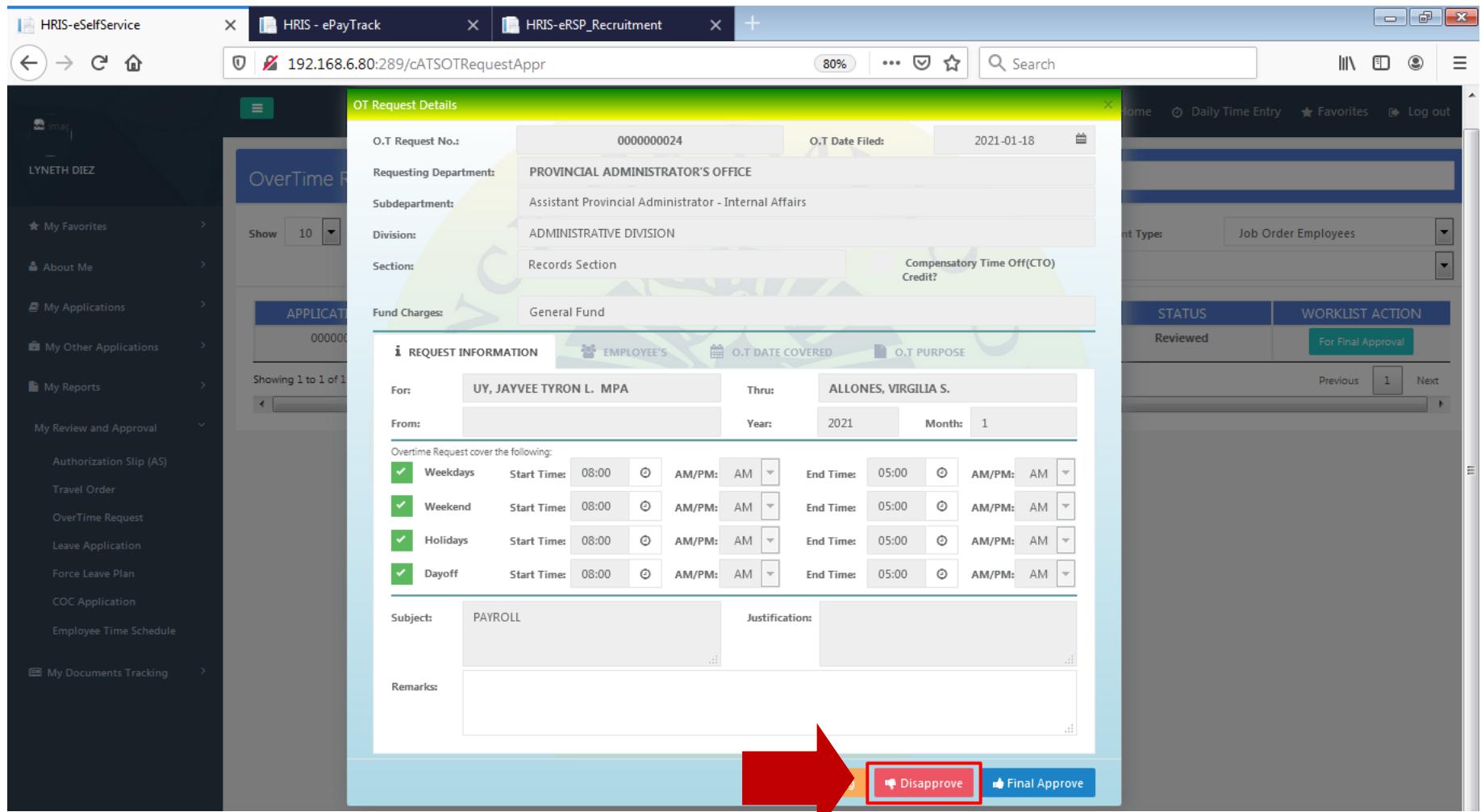
Home Daily Time Entry Favorites Log out

Job Order Employees

Previous 1 Next



Step 16: Click Disapproved button to successfully disapproved application.



Note: Field that needs to be fill will automatically generate a verification message of “**required field!**” if you click **Disapproved** button without inputting values in reviewer remarks.

The screenshot shows a web-based application interface for managing overtime requests. The main window is titled "OT Request Details" and displays the following information:

- O.T Request No.: 0000000024
- O.T Date Filed: 2021-01-18
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Subdepartment: Assistant Provincial Administrator - Internal Affairs
- Division: ADMINISTRATIVE DIVISION
- Section: Records Section
- Fund Charges: General Fund

Below this, there are tabs for "REQUEST INFORMATION", "EMPLOYEE'S", "O.T DATE COVERED", and "O.T PURPOSE". The "REQUEST INFORMATION" tab is active, showing:

- For: UY, JAYVEE TYRON L. MPA
- Thru: ALLONES, VIRGINIA S.
- From: (empty)
- Year: 2021
- Month: 1

Under "REQUEST INFORMATION", it says "Overtime Request cover the following:" followed by four checkboxes:

- Weekdays: checked, Start Time: 08:00, End Time: 05:00, AM/PM: AM
- Weekend: checked, Start Time: 08:00, End Time: 05:00, AM/PM: AM
- Holidays: checked, Start Time: 08:00, End Time: 05:00, AM/PM: AM
- Dayoff: checked, Start Time: 08:00, End Time: 05:00, AM/PM: AM

At the bottom of the form, there is a "Remarks:" field which is currently empty and highlighted with a red border. A validation message "Required Field!" is displayed below the field.

At the bottom right of the main window, there are three buttons: "Cancel Pending" (orange), "Disapprove" (red), and "Final Approve" (blue).

The top navigation bar shows three tabs: "HRIS-eSelfService", "HRIS - ePayTrack", and "HRIS-eSPR_Recruitment". The address bar shows the URL: 192.168.6.80:289/cATSOTRequestAppr. The right side of the screen shows a sidebar with navigation links like "Home", "Daily Time Entry", "Favorites", and "Log out", along with a "STATUS" section showing "Reviewed" and a "WORKLIST ACTION" section with a "For Final Approval" button.

Step 17: Input comment in **Remarks** for suggestions and improvement if there is, click **Disapproved button** for you to disapproved application.

The screenshot shows the HRIS-eRSP_Recruitment application interface. The main window displays 'OT Request Details' for an application with Request No. 000000024, filed on 2021-01-18. The request is from UY, JAYVEE TYRON L. MPA, to ALLONES, VIRGINIA S., spanning from January 2021. The 'REQUEST INFORMATION' section includes checkboxes for Weekdays, Weekend, Holidays, and Dayoff, each with start and end times set to 08:00 AM. The 'Subject' is PAYROLL. The 'Remarks' field contains the text 'DISAPPROVED', which is highlighted with a red box. At the bottom, three buttons are visible: 'Cancel Pending' (orange), 'Disapprove' (red, also highlighted with a red box), and 'Final Approve' (blue).

Note: A pop-up confirmation window will appear that application disapproved successfully!

The screenshot shows a web-based application interface for HRIS-eSelfService. The top navigation bar includes tabs for 'HRIS-eSelfService', 'HRIS - ePayTrack', and 'HRIS-eRSP_Recruitment'. The main content area is titled 'OverTime Request' and displays a table of application entries. One entry is highlighted with a green checkmark icon and the status 'Disapproved'. A modal dialog box is overlaid on the page, containing the text 'Application Successfully Disapproved!' and an 'OK' button. The left sidebar contains a navigation menu with various links such as 'My Favorites', 'About Me', 'My Applications', 'My Other Applications', 'My Reports', 'My Review and Approval' (which is expanded to show 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', and 'Employee Time Schedule'), and 'My Documents Tracking'.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000024	2396			Disapproved	<button>View Details</button>

Showing 1 to 1 of 1 entries

OK

Step 18: Repeat step 9 to exit or go back on main page.

The screenshot shows the HRIS-eSelfService application interface. The title bar reads "HRIS-eSelfService" and the address bar shows the URL "192.168.6.80:289/cATSOTRequestAppr". The main content area is titled "OverTime Request" and displays a single entry in a table:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000003	2396	2021-01-18	ROLONA, CYLEN G. LPT	Disapproved	View Details

The left sidebar contains a navigation menu with the following items:

- My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval
 - Authorization Slip (AS)
 - Travel Order
 - OverTime Request
 - Leave Application
 - Force Leave Plan
 - COC Application
 - Employee Time Schedule
- My Documents Tracking

Note:

If ever application is not yet Disapproved and you want to approve the reviewed application repeat **Step 3** to continue. If application status is **Cancel Pending** let the requestor resubmit the **cancelled pending** application to do that open **overtime request (Regular, Casual & Job Order) Manual** to resubmit application by clicking the **Re-submit all button** in order to approve application. Only the requestor who can resubmit the cancelled pending application only if he is allowed to access overtime request application.

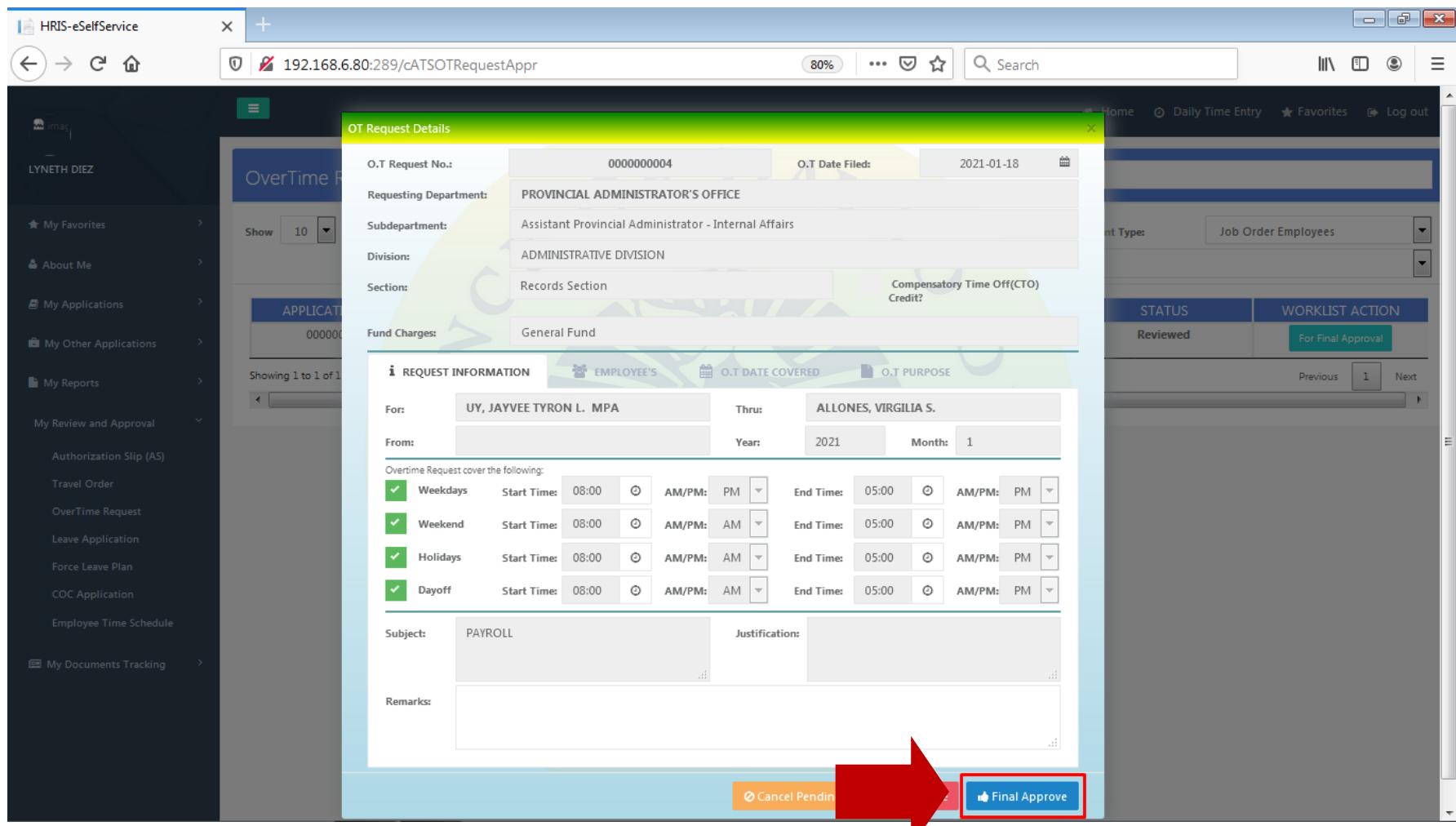
Step 19: If ever you want to approve application repeat step 3 to approve reviewed application.

The screenshot shows the HRIS-eSelfService application interface. On the left, there's a sidebar with various menu items like My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval, Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule, and My Documents Tracking. The main content area is titled 'OT Request Details'. It displays the following information:

- O.T Request No.: 000000004
- O.T Date Filed: 2021-01-18
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Subdepartment: Assistant Provincial Administrator - Internal Affairs
- Division: ADMINISTRATIVE DIVISION
- Section: Records Section
- Fund Charges: General Fund

Below this, there's a section for 'REQUEST INFORMATION' with fields for 'For:' (UY, JAYVEE TYRON L. MPA) and 'Thru:' (ALLONES, VIRGINIA S.). It also shows 'From:' (empty), 'Year:' (2021), and 'Month:' (1). A note says 'Overtime Request cover the following:' followed by four checkboxes: Weekdays, Weekend, Holidays, and Dayoff. Each checkbox has 'Start Times' (08:00), 'AM/PM:' (PM), and 'End Times' (05:00). The 'Justification:' field contains 'PAYROLL'. At the bottom, there are three buttons: 'Cancel Pending', 'Disapprove', and 'Final Approve' (which is highlighted with a red box).

Step 20: Click Final Approve button to successfully review application.



Note: A pop-up confirmation window will appear that final approved successfully!

The screenshot shows a web-based application interface for HRIS-eSelfService. The main page title is "OverTime Request". On the left, there is a sidebar with various menu items such as "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", "Employee Time Schedule"), and "My Documents Tracking". The main content area displays an "OverTime Request" grid with columns: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE REQUESTOR, STATUS, and WORKLIST ACTION. One row is visible with the following data: APPLICATION NBR 000000004, ID NBR 2396, DATE APPLIED (empty), EMPLOYEE REQUESTOR (empty), STATUS Final Approved, and WORKLIST ACTION View Details. Below the grid, a message says "Showing 1 to 1 of 1 entries". A large white pop-up window is centered over the grid, containing a green checkmark icon, the text "Application Successfully Final Approved!", and a blue "OK" button.

Step 21: Repeat step 9 to exit or go back on main page.

The screenshot shows a web-based application titled "OverTime Request" within the "HRIS-eSelfService" portal. The URL in the browser is 192.168.6.80:289/cATSOTRequestAppr. The interface includes a left sidebar with user navigation links such as "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval" (which is expanded to show "Authorization Slip (A5)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"), and "My Documents Tracking". The main content area displays search filters for "O.T Year: 2021", "O.T Month: January", "Employment Type: Job Order Employees", and "Department: PROVINCIAL ADMINISTRATOR'S OFFICE". A table lists one OverTime Request entry: APPLICATION NBR 000000004, ID NBR 2396, DATE APPLIED 2021-01-18, EMPLOYEE REQUESTOR ROLONA, CYLEN G. LPT, STATUS Final Approved, and WORKLIST ACTION with a "View Details" button. The status "Final Approved" is highlighted in blue. The bottom of the table shows pagination with "Showing 1 to 1 of 1 entries" and buttons for "Previous", "1", and "Next".

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
000000004	2396	2021-01-18	ROLONA, CYLEN G. LPT	Final Approved	View Details

Note:

If you want to view **cancelled pending** application **view details button** to view application. Only the reviewer who can view the information of the cancelled pending application once page is refresh automatic cancel pending application will not be visible in **overtime request** approval main page.

Step 22: Click view details button if you want to view the final approved application in approval main page.

The screenshot shows the HRIS-eSelfService OverTime Request application interface. On the left is a navigation sidebar with links like My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval (with Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule), and My Documents Tracking. The main content area has a title 'OverTime Request' and a search bar. It displays a grid of application details with columns: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE REQUESTOR, STATUS, and WORKLIST ACTION. One row is shown with values: 0000000004, 2396, 2021-01-18, ROLONA, CYLEN G. LPT, Final Approved, and a green 'View Details' button. A red arrow points to the 'View Details' button. The bottom of the grid shows pagination: Showing 1 to 1 of 1 entries, Previous, 1, Next.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000004	2396	2021-01-18	ROLONA, CYLEN G. LPT	Final Approved	<button>View Details</button>

HRIS-eSelfService

192.168.6.80:289/cATSOTRequestAppr

80% Search

Home Daily Time Entry Favorites Log out

LYNETH DIEZ

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Employee Time Schedule My Documents Tracking

OverTime Request Details

O.T Request No.: 000000004 O.T Date Filed: 2021-01-18

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Subdepartment: Assistant Provincial Administrator - Internal Affairs

Division: ADMINISTRATIVE DIVISION

Section: Records Section Compensatory Time Off(CTO) Credit?

Fund Charges: General Fund

REQUEST INFORMATION EMPLOYEE'S O.T DATE COVERED O.T PURPOSE

For: UY, JAYVEE TYRON L. MPA Thru: ALLONES, VIRGILIA S.

From: Year: 2021 Month: 1

Overtime Request cover the following:

Weekdays Start Times: 08:00 End Times: 05:00 AM/PM: PM

Weekend Start Times: 08:00 End Times: 05:00 AM/PM: AM

Holidays Start Times: 08:00 End Times: 05:00 AM/PM: AM

Dayoff Start Times: 08:00 End Times: 05:00 AM/PM: PM

Subject: PAYROLL Justification:

Remarks:

Cancel OT

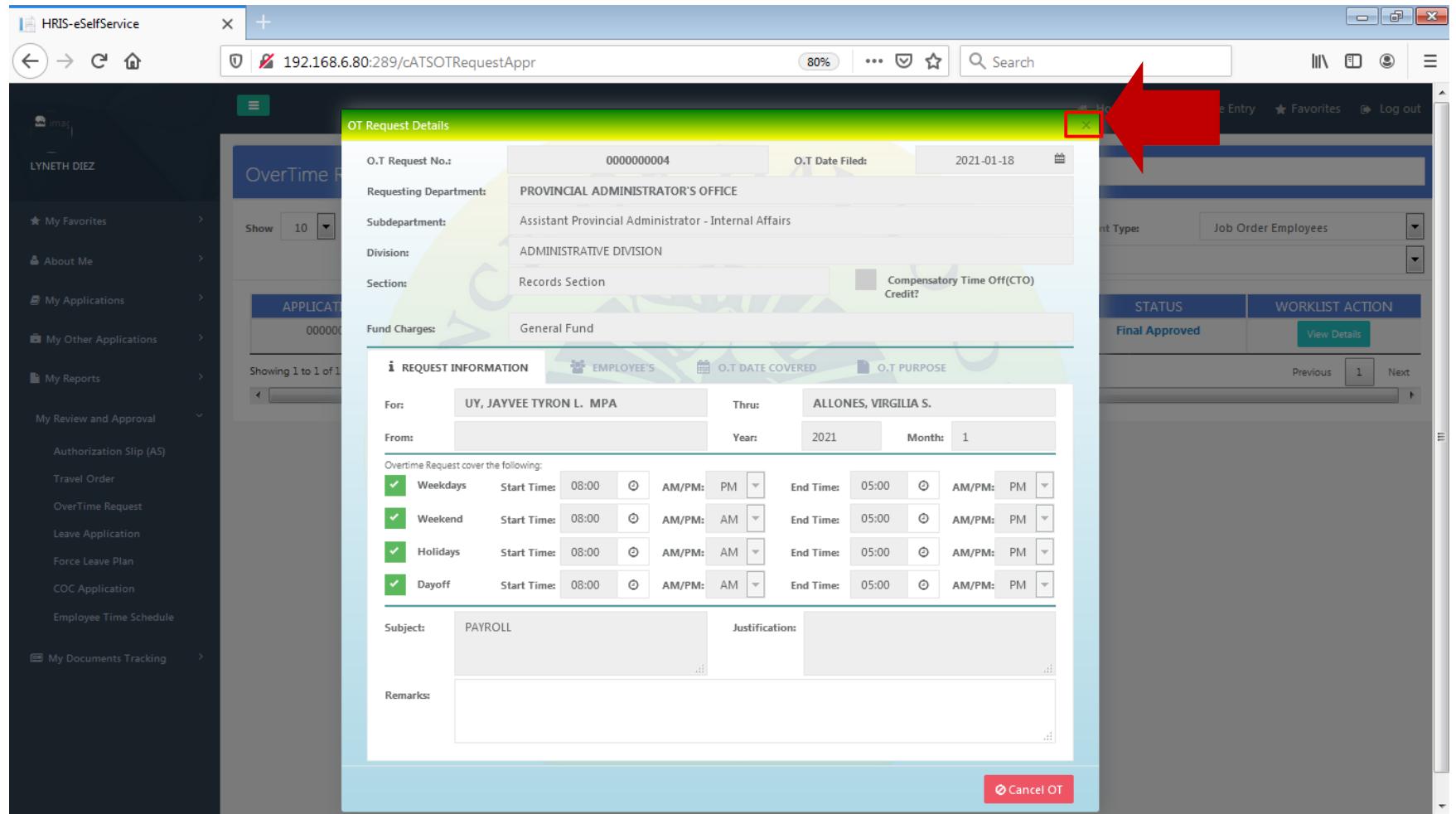
Job Order Employees

STATUS WORKLIST ACTION

Final Approved View Details

Previous 1 Next

Step 23. Click close icon if you want to close application and go back on main page.



Note: If ever you have refresh the page expected that the final approved application record will be visible in overtime request approval process main page.

The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:289/cATSOTRequestAppr". The page header includes a search bar and navigation links for Home, Daily Time Entry, Favorites, and Log out. On the left, a sidebar menu lists various application types: My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval (with sub-options like Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule), and My Documents Tracking. The main content area is titled "OverTime Request" and displays a table of one entry. The table columns are APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE REQUESTOR, STATUS, and WORKLIST ACTION. The data in the table is as follows:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000004	2396	2021-01-18	ROLONA, CYLEN G. LPT	Final Approved	View Details

Below the table, a message indicates "Showing 1 to 1 of 1 entries". Navigation buttons for Previous, Next, and a page number input field (set to 1) are also present.

Note:

In final approval process if you want to final approved application you may follow the final approval process to successfully approved application. In final approval process only the final approval stage has the **cancelation** of application where once application is being **cancelled** the application status will become **cancelled** that the approver cannot **cancel pending** the application nor **disapproved** application once cancelled.

Furthermore, the requestor cannot resubmit or edit application but if the requestor wants to submit application for approval he needs to apply new overtime request and submit for approval.

How to cancelled
Final Approve a
pplication?

Step 1: Select specific O.T year, O.T month, Employment type and department by clicking available drop list in order for you to cancel final approved application. **View details button** main grid will be visible.

The screenshot shows the 'OverTime Request' page within the HRIS-eSelfService application. The URL in the browser is 192.168.6.80:289/cATSOTRequestAppr. The page includes a search bar and several dropdown menus for filtering results. A red box highlights the four filter dropdowns: 'O.T Year' (Select Year), 'O.T Month' (--Select Month--), 'Employment Type' (--Select Here--), and 'Department' (--Select Here--). Below these filters is a table header with columns: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE REQUESTOR, STATUS, and WORKLIST ACTION. A message indicates 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' with navigation links for 'Previous' and 'Next'. On the left, a sidebar lists various application categories under 'My Review and Approval'.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
No data available in table					

Step 2: While on the main page of overtime request approval process select specific record that you want to cancelled.

The screenshot shows a web-based application titled "OverTime Request" within the "HRIS-eSelfService" portal. The URL in the browser is 192.168.6.80:289/cATSOTRequestAppr. The interface includes a search bar and filters for "O.T Year" (2021), "O.T Month" (January), and "Employment Type" (Job Order Employees). A dropdown for "Department" is set to "PROVINCIAL ADMINISTRATOR'S OFFICE". The main table displays one entry with the following details:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000004	2396	2021-01-18	ROLONA, CYLEN G. LPT	Final Approved	View Details

The row for the application number 0000000004 is highlighted with a red border. The status "Final Approved" is also highlighted in blue. The "View Details" button is located at the bottom right of the table row. The sidebar on the left lists various application types: Authorization Slip (A5), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule, and My Documents Tracking.

Step 3: Once you have selected specific record that you want to cancel. Click the **View Details** button under **action** column to cancel the final approved application.

The screenshot shows a web browser window for the HRIS-eSelfService application. The URL is 192.168.6.80:289/cATSOTRequestAppr. The main content area is titled "OverTime Request". A table displays a single application record:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000004	2396	2021-01-18	ROLONA, CYLEN G. LPT	Final Approval	View Details

A large red arrow points to the "View Details" link in the "WORKLIST ACTION" column. The left sidebar contains a navigation menu with various links such as "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval", "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", "Employee Time Schedule", and "My Documents Tracking".

HRIS-eSelfService

192.168.6.80:289/cATSOTRequestAppr

80% Search

Home Daily Time Entry Favorites Log out

OT Request Details

O.T Request No.: 0000000004 O.T Date Filed: 2021-01-18

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Subdepartment: Assistant Provincial Administrator - Internal Affairs

Division: ADMINISTRATIVE DIVISION

Section: Records Section Compensatory Time Off(CTO) Credit?

Fund Charges: General Fund

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. MPA Thru: ALLONES, VIRGINIA S.

From: Year: 2021 Month: 1

Overtime Request cover the following:

Weekdays Start Time: 08:00 AM/PM: PM End Time: 05:00 AM/PM: PM

Weekend Start Time: 08:00 AM/PM: AM End Time: 05:00 AM/PM: PM

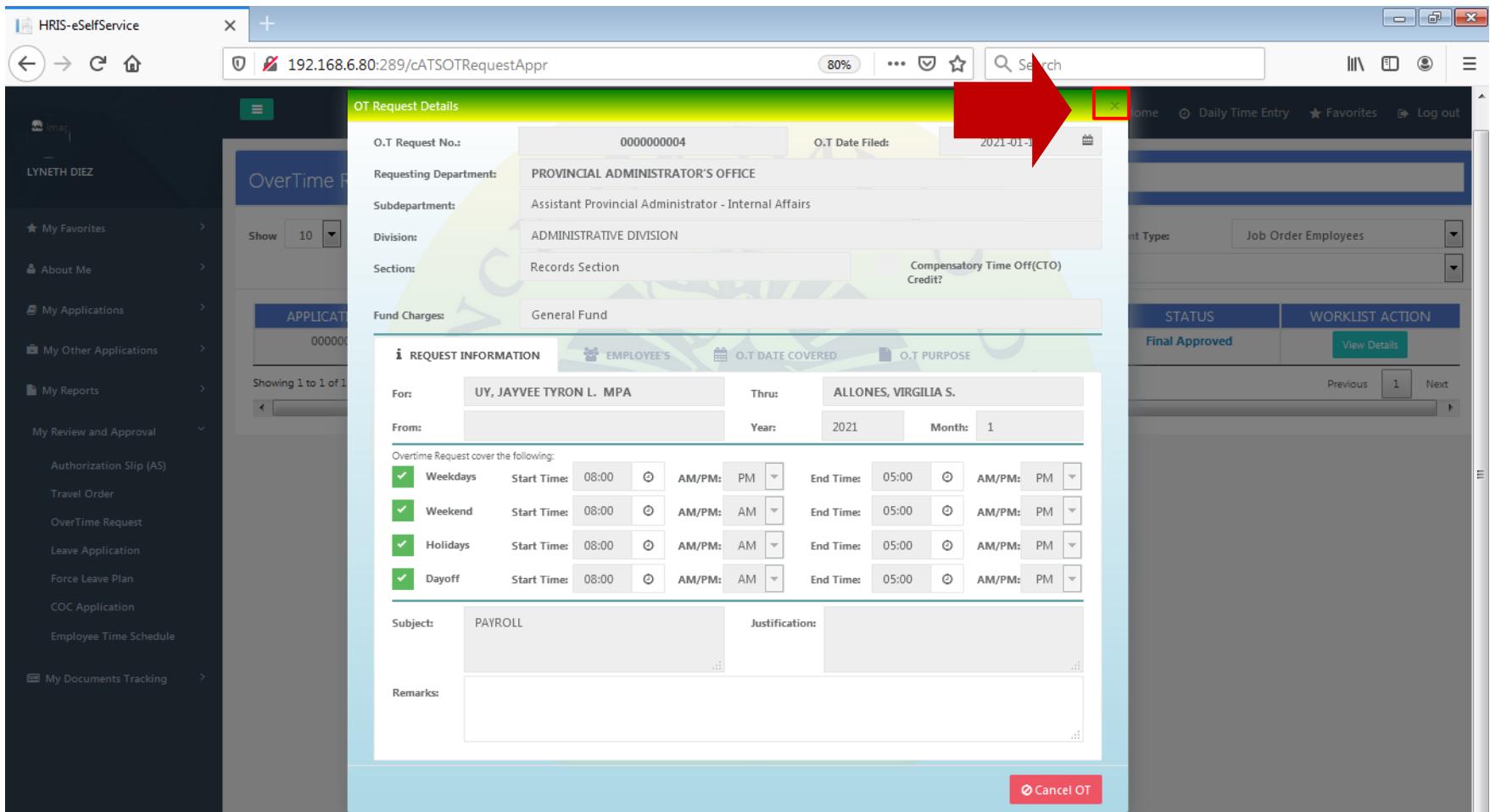
Holidays Start Time: 08:00 AM/PM: AM End Time: 05:00 AM/PM: PM

Dayoff Start Time: 08:00 AM/PM: AM End Time: 05:00 AM/PM: PM

Subject: PAYROLL Justification:

Remarks:

Step 4: If you don't want to cancel the final approve application click close icon to close information.



Step 5: Repeat step 3 to continue and cancel final approve application.

The screenshot shows a web-based application titled "OverTime Request" within the "HRIS-eSelfService" interface. The URL in the browser is 192.168.6.80:289/cATSOTRequestAppr. The left sidebar contains a navigation menu with items like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"), and "My Documents Tracking". The main content area displays an "OverTime Request" search form with filters for "O.T Year: 2021", "O.T Month: January", "Employment Type: Job Order Employees", and "Department: PROVINCIAL ADMINISTRATOR'S OFFICE". A table lists one entry: APPLICATION NBR 0000000004, ID NBR 2396, DATE APPLIED 2021-01-18, EMPLOYEE REQUESTOR ROLONA, CYLEN G. LPT, STATUS Final Approved, and WORKLIST ACTION with a "View Details" button. The status "Final Approved" is highlighted in blue. The bottom of the page shows pagination controls for "Previous", "1", and "Next".

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000004	2396	2021-01-18	ROLONA, CYLEN G. LPT	Final Approved	View Details

Step 6. If you want to view O.T type details click **View details** button to view information.

The screenshot shows the HRIS-eSelfService interface for managing OverTime Requests. On the left, there's a sidebar with various menu items like 'My Favorites', 'About Me', 'My Applications', etc. The main content area is titled 'OverTime Request' and displays a single application entry in a table:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
000000004	2396	2021-01-18	ROLONA, CYLEN G. LPT	Finalized	View Details

A large red arrow points to the 'View Details' button in the 'WORKLIST ACTION' column. The URL in the browser address bar is 192.168.6.80:289/cATSOTRequestAppr.

HRIS-eSelfService

192.168.6.80:289/cATSOTRequestAppr

80% Search

Home Daily Time Entry Favorites Log out

OT Request Details

O.T Request No.: 000000004 O.T Date Filed: 2021-01-18

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Subdepartment: Assistant Provincial Administrator - Internal Affairs

Division: ADMINISTRATIVE DIVISION

Section: Records Section Compensatory Time Off(CTO) Credit?

Fund Charges: General Fund

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. MPA Thru: ALLONES, VIRGINIA S.

From: Year: 2021 Month: 1

Overtime Request cover the following:

Weekdays Start Time: 08:00 End Time: 05:00 AM/PM: PM

Weekend Start Time: 08:00 End Time: 05:00 AM/PM: AM

Holidays Start Time: 08:00 End Time: 05:00 AM/PM: AM

Dayoff Start Time: 08:00 End Time: 05:00 AM/PM: PM

Subject: PAYROLL Justification:

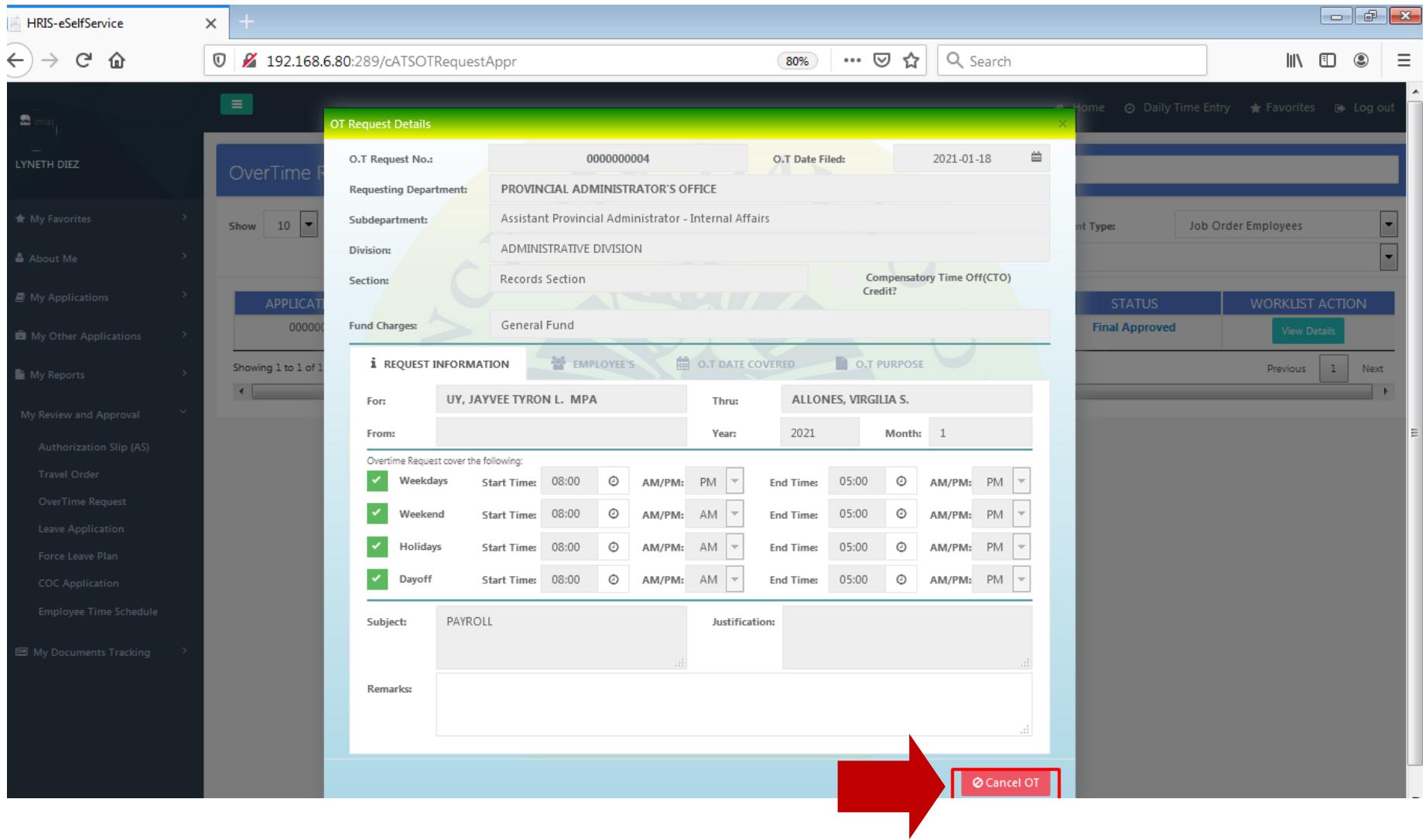
Remarks:

Cancel OT

Note:

If you want to view information in **employee's tab** and **O.T date covered tab** you can repeat **Final approve step 6** process before canceling the final approved application. If ever you still want to cancel the application to continue click the **Cancel O.T button**.

Step 7: Click Cancel O.T button for you to enable cancel application.



Note:

Input comment or not in **approver remarks comment box** only if necessary, then click **cancel application button** in order to successfully cancelled application. Once application is cancelled it means that application will not be cancel pending, editable, delete or resubmit. If you want to final approve application let the requestor create new entry of overtime request application and submit in order for you to finally approved application.

Note: remarks. Field that needs to be fill will automatically generate a verification message of “**required field!**” if you click **Cancel O.T** button without inputting values in reviewer

HRIS-eSelfService

OT Request Details

OT Request No.: 000000004 O.T Date Filed: 2021-01-18

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Subdepartment: Assistant Provincial Administrator - Internal Affairs

Division: ADMINISTRATIVE DIVISION

Section: Records Section

Fund Charges: General Fund

Compensatory Time Off(CTO) Credit:

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. MPA Thru: ALLONES, VIRGINIA S.

From: Year: 2021 Month: 1

Overtime Request cover the following:

<input checked="" type="checkbox"/> Weekdays	Start Time: 08:00	AM/PM: PM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Weekend	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Holidays	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Dayoff	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM

Subject: PAYROLL Justification:

Remarks:

Required Field!

Cancel OT

Step 7: Input comment in **remarks** the reason why, click **Cancel OT** button to cancelled application even if application is final approved.

The screenshot shows the HRIS-eSelfService application interface. The main window is titled "OT Request Details". Key fields visible include:

- O.T Request No.: 0000000004
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Subdepartment: Assistant Provincial Administrator - Internal Affairs
- Division: ADMINISTRATIVE DIVISION
- Section: Records Section
- Fund Charges: General Fund

Below these, under "REQUEST INFORMATION", the details are:

- For: UY, JAYVEE TYRON L. MPA
- Thru: ALLONES, VIRGINIA S.
- From: (empty)
- Year: 2021
- Month: 1

The "Overtime Request cover the following:" section contains four entries, all checked:

- Weekdays: Start Time 08:00, End Time 05:00, AM/PM: PM
- Weekend: Start Time 08:00, End Time 05:00, AM/PM: PM
- Holidays: Start Time 08:00, End Time 05:00, AM/PM: PM
- Dayoff: Start Time 08:00, End Time 05:00, AM/PM: PM

Under "Subject": PAYROLL

Under "Justification": (empty)

Under "Remarks": CANCELLED APPLICATION

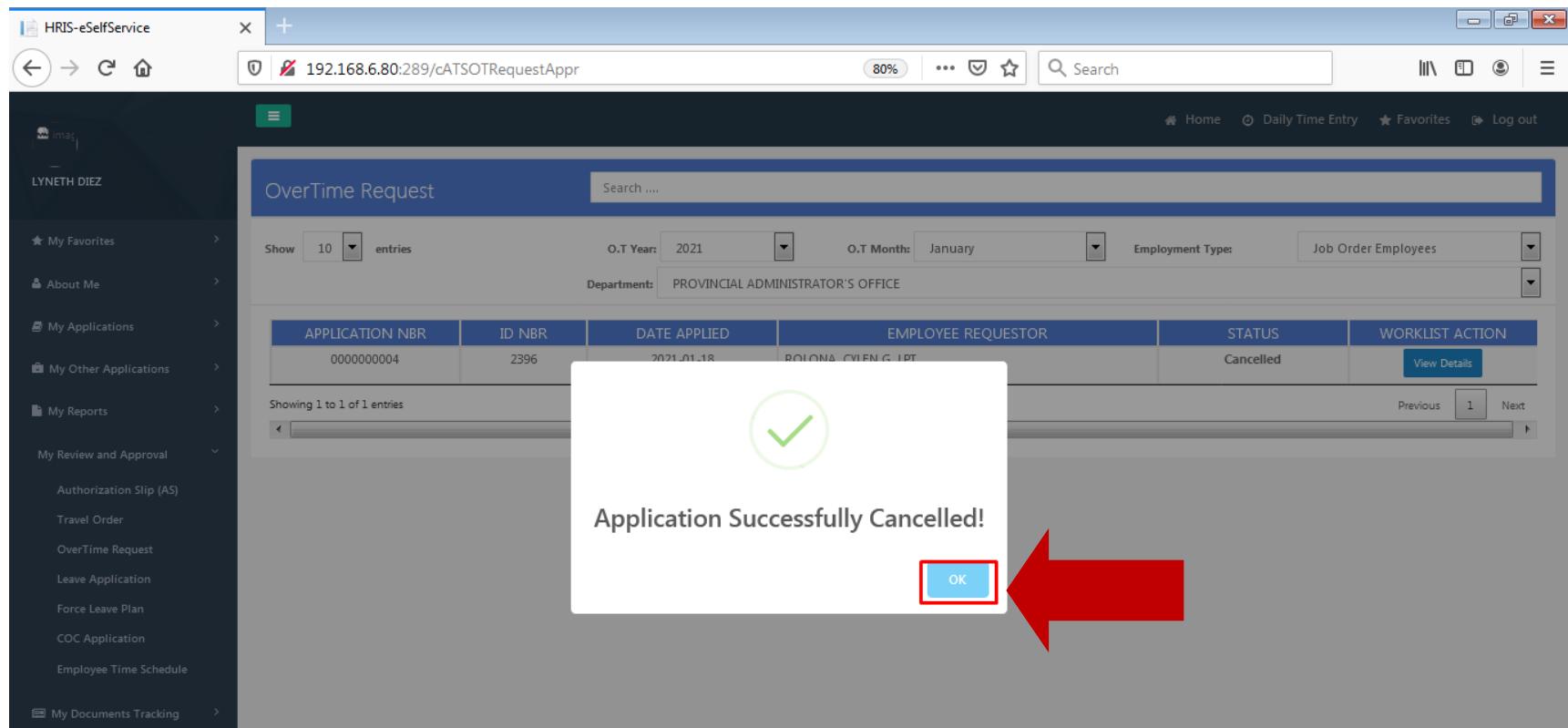
At the bottom right of the form, there is a red button labeled "Cancel OT". A large red arrow points from the "Remarks" field towards this button.

Note: A pop-up confirmation window will appear that application successfully cancelled!

The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL 192.168.6.80:289/cATSOTRequestAppr. The user is logged in as "LYNETH DIEZ". The main page displays an "OverTime Request" grid with one entry. The entry details are: APPLICATION NBR: 0000000004, ID NBR: 2396, DATE APPLIED: 2021-01-18, EMPLOYEE REQUESTOR: ROLONA CYLEN G. LPT, STATUS: Cancelled. A modal dialog box is overlaid on the page, containing a green checkmark icon and the text "Application Successfully Cancelled!" with an "OK" button.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000004	2396	2021-01-18	ROLONA CYLEN G. LPT	Cancelled	View Details

Step 8: Click OK button to exit and go back on main page.



HRIS-eSelfService

192.168.6.80:289/cATSOTRequestAppr

80% ⋮ ⌂ ⌂ Search

Home Daily Time Entry Favorites Log out

LYNETH DIEZ

OverTime Request

Search

Show 10 entries O.T Year: 2021 O.T Month: January Employment Type: Job Order Employees

Department: PROVINCIAL ADMINISTRATOR'S OFFICE

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000004	2396	2021-01-18	ROLONA, CYLEN G. LPT	Cancelled	View Details

Showing 1 to 1 of 1 entries

Previous 1 Next

APPLICATION NBR ID NBR DATE APPLIED EMPLOYEE REQUESTOR STATUS WORKLIST ACTION

0000000004 2396 2021-01-18 ROLONA, CYLEN G. LPT Cancelled [View Details](#)

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Employee Time Schedule My Documents Tracking

Step 9. Click **view details** button to view the details of the cancelled application.

The screenshot shows the HRIS-eSelfService interface for an employee named LYNETH DIEZ. The user is viewing an 'OverTime Request' list. A single application entry is displayed in the grid:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000004	2396	2021-01-18	ROLONA, CYLEN G. LPT		View Details

A large red arrow points to the 'View Details' button in the 'WORKLIST ACTION' column. The browser address bar shows the URL: 192.168.6.80:289/cATSOTRequestAppr.

HRIS-eSelfService X

192.168.6.80:289/cATSOTRequestAppr 80% ⋮ ⌂ ⌂ ⌂

Home Daily Time Entry Favorites Log out

OT Request Details

O.T Request No.: 0000000004 O.T Date Filed: 2021-01-18

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Subdepartment: Assistant Provincial Administrator - Internal Affairs

Division: ADMINISTRATIVE DIVISION

Section: Records Section Compensatory Time Off(CTO) Credit?

Fund Charges: General Fund

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. MPA Thru: ALLONES, VIRGILIA S.

From: Year: 2021 Month: 1

Overtime Request cover the following:

<input checked="" type="checkbox"/> Weekdays	Start Time: 08:00	AM/PM: PM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Weekend	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Holidays	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Dayoff	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM

Subject: PAYROLL Justification:

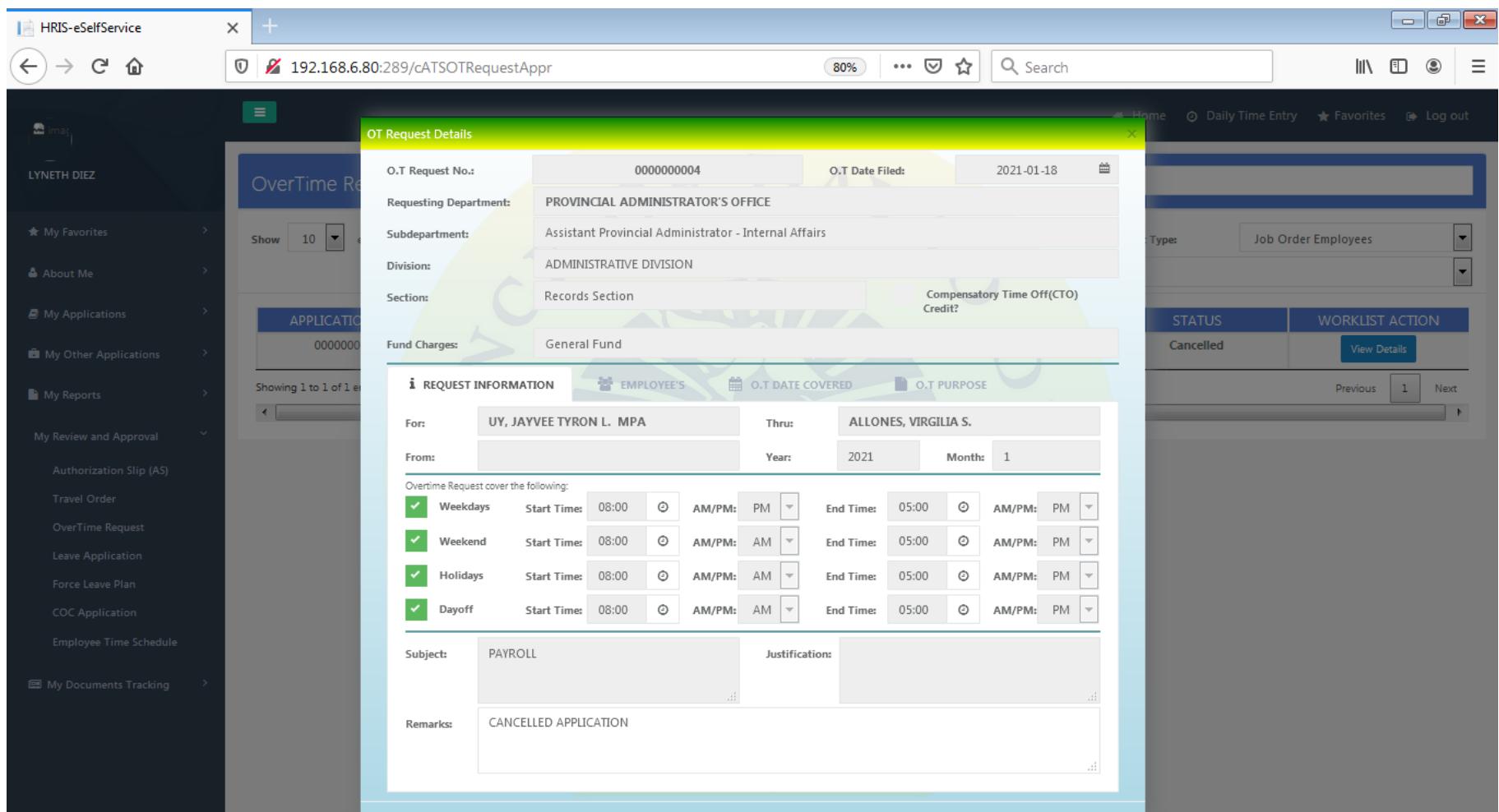
Remarks: CANCELLED APPLICATION

Type: Job Order Employees

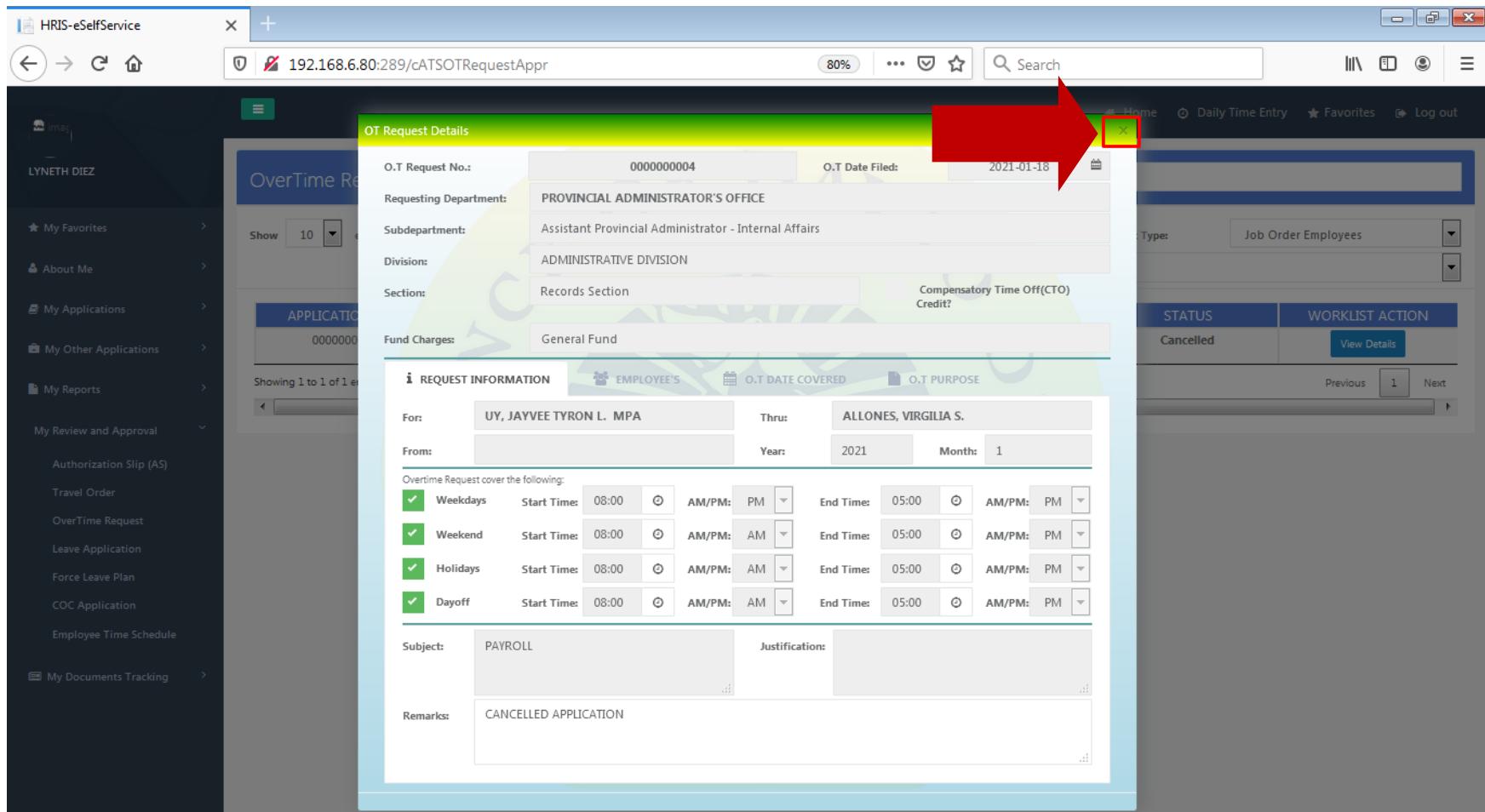
STATUS WORKLIST ACTION

Cancelled View Details

Previous 1 Next



Step 10: Click close icon to close the page application and go back on main page.



HRIS-eSelfService

192.168.6.80:289/cATSOTRequestAppr

80% | ... | Search

Home Daily Time Entry Favorites Log out

OverTime Request

Search

Show 10 entries O.T Year: 2021 O.T Month: January Employment Type: Job Order Employees

Department: PROVINCIAL ADMINISTRATOR'S OFFICE

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE REQUESTOR	STATUS	WORKLIST ACTION
0000000004	2396	2021-01-18	ROLONA, CYLEN G. LPT	Cancelled	View Details

Showing 1 to 1 of 1 entries

Previous 1 Next

My Favorites >

About Me >

My Applications >

My Other Applications >

My Reports >

My Review and Approval >

- Authorization Slip (AS)
- Travel Order
- OverTime Request
- Leave Application
- Force Leave Plan
- COC Application
- Employee Time Schedule

My Documents Tracking >