User Acceptance Testing (UAT) Document

Project Name: OT Tracking & Approval System
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Date: 2025-10-08
Version: 1.0
Supervisor / Sign-off: Ng Kong Fei

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1. Project Overview

The OT Tracking & Approval System is an Excel-based tool designed to:
- Allow employees to submit their OT (overtime) requests.
- Automatically calculate OT hours based on type (`earn` or `use`) and working hours.
- Apply special rules for managers regarding weekend OT.
- Provide Approve/Reject functionality with password protection for authorized approvers.
- Maintain a Summary section to track total, used, and remaining OT hours per employee.

The system is built using VBA macros in Excel, with dynamic formulas, input validation, conditional formatting, and automated button creation.

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2. UAT Scope

The purpose of this UAT is to verify the following functional areas:

2.1 Data Entry & Validation

- Employee can fill out OT details in the yellow-highlighted row (row 6).

- All mandatory fields (C6:J6) must be filled before submission.

- Drop-down for OT type (`earn/use`) is functional.

2.2 OT Calculation Rules

- Standard OT calculation: `OT Hours = (EndTime - StartTime) * 24`.

- Weekend rules for 中级经理 **(green columns)**:
  - If OT < 4 hours → counted as 4 hours.

- o If OT > 4 but ≤ 8 hours → counted as 8 hours.

- o Maximum OT hours capped at 8 hours.

- 初级经理 (orange columns) follows normal calculation.

- "Use" OT is recorded as negative values.

2.3 Submission Process

- Clicking **Submit** transfers data from row 6 to the next available row (starting at row 9).

- Date of OT is formatted as `d/m/yyyy ddd`.

- Start and End times retain the `hh:mm:ss AM/PM` format.

- OT hours are calculated and displayed in column I.

2.4 Approval / Rejection Workflow

- Approve and Reject buttons are automatically added to each submitted row (columns K & L).

- Clicking **Approve** prompts for a password to ensure only authorized approver (陈总) can approve.

- Approved rows:
  - o Status set to "Approved"

  - o Approver name and date logged

  - o Row highlighted in green

  - o Buttons disabled

- Rejected rows:
  - o Status set to "Rejected"

  - o Rejector name and date logged

  - o Row highlighted in red

  - o Buttons disabled

2.5 Summary Section

- User manually inputs employee name and LAN ID in the Summary section (columns P:AE).

- System automatically calculates:
  - Total OT earned (approved only)

  - Used OT hours (approved only)

  - Remaining OT hours (`Total - Used`)

- Updates automatically when new submissions are approved.

2.6 Filters & Display

- Ability to filter OT records by:
  - Employee LAN ID

  - Date (month)

  - Status (Approved / Rejected / Pending)

- Date of OT column shows weekday (星期 x) after submission.

2.7 Sheet Protection & Input Restrictions

- Locked cells cannot be modified.

- Only input cells (row 6: E6, F6, G6, H6, J6) are editable.

- Sheet is password-protected with UserInterfaceOnly enabled for macro actions.

3. Test Scenarios & Results

Test Scenario	Expected Result	Actual Result	Status
Fill row 6 with valid OT details	All fields accepted; Submit button enabled	Passed	✅
Submit OT request	Data copied to next row; OT hours calculated	Passed	✅
OT hours for 中级经理 working weekends (<4 hrs)	OT recorded as 4 hrs	Passed	✅

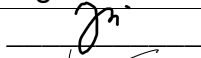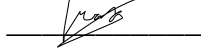| Test Scenario	Expected Result	Actual Result	Status
OT hours for 中级经理 working weekends (>4 & ≤8 hrs)	OT recorded as 8 hrs	Passed	✓
OT hours for 中级经理 working weekends (>8 hrs)	OT recorded as 8 hrs	Passed	✓
OT hours for 初级经理	OT calculated normally	Passed	✓
Approve OT request with correct password	Status updated to Approved; row highlighted green; buttons disabled	Passed	✓
Approve OT request with wrong password	Error message shown; action cancelled	Passed	✓
Reject OT request with correct password	Status updated to Rejected; row highlighted red; buttons disabled	Passed	✓
Reject OT request with wrong password	Error message shown; action cancelled	Passed	✓
Summary calculation	OT earned, used, and remaining displayed correctly	Passed	✓
Filter by LAN ID	Only selected employee records shown	Passed	✓
Filter by month	Only records in the selected month displayed	Passed	✓

4. Assumptions & Notes

- Password for approval is shared only with authorized approver (陈总).

- All users are expected to enter valid times and dates; system does not auto-correct invalid formats.

- Summary section must be manually updated with user names and LAN IDs for accurate calculation.

- Macros must be enabled for the workbook to function properly.

5. UAT Sign-off

By signing below, the supervisor confirms that the OT Tracking & Approval System meets the business requirements and is accepted for production use.

Name	Role	Signature	Date
Ng Kong Fei	Supervisor / Approver		2025-10-08
Huang XiangHan	Developer		2025-10-08