01. Process for OT Approval for Head Office

01. Ms. Chamari Mayadunne sends completed attendance data to individual users.
02. User changes the overtime applied if necessary
03. User submits the overtime to the respective approving officer
04. Approving officer approves / rejects with or without changes
05. Approved data is taken for payroll

02. Steps to Follow for Submitting OT Approval (For End Users)
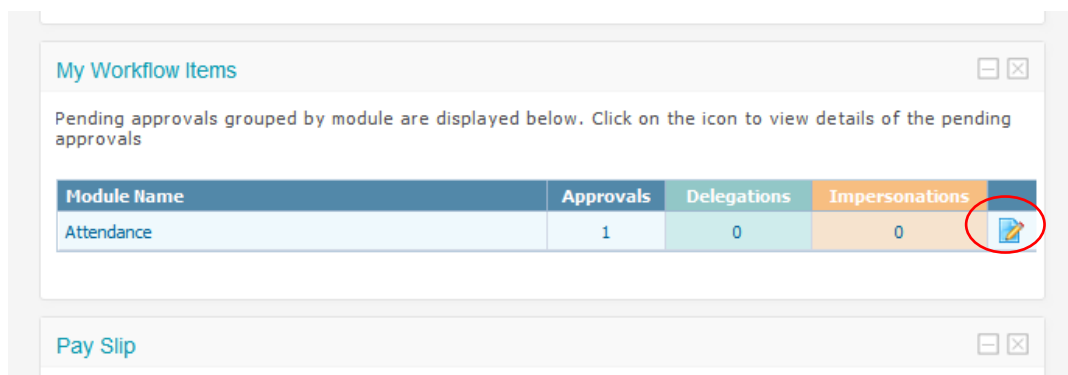
Step 01 : Log into the HRIS

Step 02 : See whether any approvals has been displayed named "Attendance" in the "My Workflow Items" widget

- If it is not displayed, remind to Ms. Chamari Mayadunne to send the complete attendance data
- If it is displayed, click on the "Edit" button.

Step 03 : In the "For Your Approval" window, select "Time Sheet"

Step 04 : Change the overtime amounts if necessary

Application approval for : OverTime only

Filter

	Roster Date	Shift	In Date	In Time	Out Date	Out Time	PostOT_1.5 Cal	PostOT_1.5 App	PostOT_2.0 Cal	PostOT_2.0 App	Work Hours	
Name : I07956 - ABEYRATHNE L I A P												
	01/06/2016	8.30-1	01/06/2016	8.23	01/06/2016	19.05	02.00	02.00	00.00	00.00	10.42	
	06/06/2016	8.30-1	06/06/2016	8.31	06/06/2016	19.03	02.00	02.00	00.00	00.00	10.32	
	07/06/2016	8.30-1	07/06/2016	8.28	07/06/2016	18.32	01.30	01.30	00.00	00.00	10.04	
	08/06/2016	8.30-1	08/06/2016	8.34	08/06/2016	19.10	02.00	02.00	00.00	00.00	10.36	
	09/06/2016	8.30-1	09/06/2016	8.27	09/06/2016	19.20	02.00	02.00	00.00	00.00	10.53	
	11/06/2016	8.30_SATURDAY-1	11/06/2016	8.00	11/06/2016	17.11	09.00	09.00	00.00	00.00	09.11	
	13/06/2016	8.30-1	13/06/2016	8.19	13/06/2016	18.58	01.58	01.58	00.00	00.00	10.39	
	14/06/2016	8.30-1	14/06/2016	8.21	14/06/2016	19.13	02.13	02.13	00.00	00.00	10.52	
	15/06/2016	8.30-1	15/06/2016	8.25	15/06/2016	19.19	02.19	02.19	00.00	00.00	10.54	
	16/06/2016	8.30-1	16/06/2016	8.35	16/06/2016	18.32	01.32	01.32	00.00	00.00	09.57	

Step 05 : Add a comment if needed

								PostOT_1.5		PostOT_2.0		Work Hours	
☐	07/06/2016	8.30-1	07/06/2016	8.28	07/06/2016	18.32	01.30	01.30	00.00	00.00		10.04	
☐	08/06/2016	8.30-1	08/06/2016	8.34	08/06/2016	19.10	02.00	02.00	00.00	00.00		10.36	
☐	09/06/2016	8.30-1	09/06/2016	8.27	09/06/2016	19.20	02.00	02.00	00.00	00.00		10.53	
☐	11/06/2016	8.30_SATURDAY-1	11/06/2016	8.00	11/06/2016	17.11	09.00	09.00	00.00	00.00		09.11	
☐	13/06/2016	8.30-1	13/06/2016	8.19	13/06/2016	18.58	01.58	01.58	00.00	00.00		10.39	
☐	14/06/2016	8.30-1	14/06/2016	8.21	14/06/2016	19.13	02.13	02.13	00.00	00.00		10.52	
☐	15/06/2016	8.30-1	15/06/2016	8.25	15/06/2016	19.19	02.19	02.19	00.00	00.00		10.54	
☐	16/06/2016	8.30-1	16/06/2016	8.35	16/06/2016	18.32	01.32	01.32	00.00	00.00		09.57	
☐	18/06/2016	8.30 SATURDAY-1	18/06/2016	8.00	18/06/2016	17.10	09.00	09.00	00.00	00.00		09.10	

(Comment popup)
Comment
Show Previous Comments
Add Comment

Step 06 : Tick the dates for which you need to apply for overtime

Attendance Approval   HELP

Application approval for : OverTime only

Filter

	Roster Date	Shift	In Date	In Time	Out Date	Out Time	PostOT_1.5 Cal	PostOT_1.5 App	PostOT_2.0 Cal	PostOT_2.0 App	Work Hours	
☑												
	Name : I07956 - ABEYRATHNE L I A P											
☑	01/06/2016	8.30-1	01/06/2016	8.23	01/06/2016	19.05	02.00	02.00	00.00	00.00	10.42	
☑	06/06/2016	8.30-1	06/06/2016	8.31	06/06/2016	19.03	02.00	02.00	00.00	00.00	10.32	
☑	07/06/2016	8.30-1	07/06/2016	8.28	07/06/2016	18.32	01.30	01.30	00.00	00.00	10.04	
☑	08/06/2016	8.30-1	08/06/2016	8.34	08/06/2016	19.10	02.00	02.00	00.00	00.00	10.36	
☑	09/06/2016	8.30-1	09/06/2016	8.27	09/06/2016	19.20	02.00	02.00	00.00	00.00	10.53	
☑	11/06/2016	8.30_SATURDAY-1	11/06/2016	8.00	11/06/2016	17.11	09.00	09.00	00.00	00.00	09.11	
☑	13/06/2016	8.30-1	13/06/2016	8.19	13/06/2016	18.58	01.58	01.58	00.00	00.00	10.39	
☑	14/06/2016	8.30-1	14/06/2016	8.21	14/06/2016	19.13	02.13	02.13	00.00	00.00	10.52	
☑	15/06/2016	8.30-1	15/06/2016	8.25	15/06/2016	19.19	02.19	02.19	00.00	00.00	10.54	
☑	16/06/2016	8.30-1	16/06/2016	8.35	16/06/2016	18.32	01.32	01.32	00.00	00.00	09.57	

Step 07 : Submit the overtime for the approving officer

☑	14/06/2016	8.30-1		14/06/2016	8.21	14/06/2016	19.13	02.13	02.13	00.00	00.00	10.52	📝
☑	15/06/2016	8.30-1		15/06/2016	8.25	15/06/2016	19.19	02.19	02.19	00.00	00.00	10.54	📝
☑	16/06/2016	8.30-1		16/06/2016	8.35	16/06/2016	18.32	01.32	01.32	00.00	00.00	09.57	📝
☑	18/06/2016	8.30 SATURDAY-1	18/06/2016	8.00	18/06/2016	17.10	09.00	09.00	00.00	00.00	09.10	📝
☑	20/06/2016	8.30-1		20/06/2016	8.16	20/06/2016	19.27	02.27	02.27	00.00	00.00	11.11	📝
☑	21/06/2016	8.30-1		21/06/2016	8.27	21/06/2016	19.08	02.08	02.08	00.00	00.00	10.41	📝
☑	22/06/2016	8.30-1		22/06/2016	8.27	22/06/2016	19.10	02.10	02.10	00.00	00.00	10.43	📝
☑	25/06/2016	8.30 SATURDAY-1	25/06/2016	9.01	25/06/2016	16.27	07.30	07.30	00.00	00.00	07.26	📝
☑	27/06/2016	8.30-1		27/06/2016	8.20	27/06/2016	18.56	01.56	01.56	00.00	00.00	10.36	📝
☑	28/06/2016	8.30-1		28/06/2016	8.30	28/06/2016	18.31	01.31	01.31	00.00	00.00	10.01	📝
☑	29/06/2016	8.30-1		29/06/2016	8.21	29/06/2016	19.05	02.05	02.05	00.00	00.00	10.44	📝

Approve   Reject