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

Welcome	HRM Enterpris	se
USER NAME PASSWORD	Forgot Password LOGIN RESET	h Senid Biz It's all about People
COMPATIBLE BROWSER : 😻 💿 BEST VIEW : 1366*768	0	COPYRIGHT © 2004 - 2014, HSENID BUSINESS SOLUTIONS. ALL RIGHTS RESERVED. Senid WWW.H SENIDBIZ.COM HRM enterprise WWW.HRMENTERPRISE.COM

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

My Workflow Items			
ending approvals grouped by module are c approvals	lisplayed below. Click on	the icon to view	details of the pending
Module Name	Approvals	Delegations	Impersonations
Attendance	1	0	0 2
Attendance	1	0	0

- 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"

	01 10										
Module Pending Application(s) Pending Delegations Pending Impersonations											
3	Atten	dance	1	0	0						
		Request Type		Request Date	Requested User						
		•									
I 107956-ABEYRATHNE LI A P											
	2	TIMESHEET AP	PROVAL(OT)	08/07/2016 15:56:16	ABEYRATHNE L I A P						
	1										
	Page Total										

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Step 04 : Change the overtime amounts if necessary

C	A	tte	ndance A	pproval										HELP 🥳
A	Application approval for : OverTime only Y Filter													
			Roster Date	Shift	In Date	In Time	Out Date	Out Time	Post(Cal	ОТ_1.5 Арр	Post(Cal	DT_2.0 App	Work Hours	
[3	Van	ne : 10795	6 - ABEYRATHNI	ELIAP									
			01/06/2016	<u>8.30-1</u>	01/06/2016	8.23	01/06/2016	19.05	02.00	02.00	00.00	00.00	10.42	
			06/06/2016	<u>8.30-1</u>	06/06/2016	8.31	06/06/2016	19.03	02.00	02.00	00.00	00.00	10.32	
			07/06/2016	<u>8.30-1</u>	07/06/2016	8.28	07/06/2016	18.32	01.30	01.30	00.00	00.00	10.04	
			08/06/2016	<u>8.30-1</u>	08/06/2016	8.34	08/06/2016	19.10	02.00	02.00	00.00	00.00	10.36	
			09/06/2016	<u>8.30-1</u>	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	<u>8.30-1</u>	13/06/2016	8.19	13/06/2016	18.58	01.58	01.58	00.00	00.00	10.39	
			14/06/2016	<u>8.30-1</u>	14/06/2016	8.21	14/06/2016	19.13	02.13	02.13	00.00	00.00	10.52	
			15/06/2016	<u>8.30-1</u>	15/06/2016	8.25	15/06/2016	19.19	02.19	02.19	00.00	00.00	10.54	
			16/06/2016	<u>8.30-1</u>	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

	07/06/2016	<u>8.30-1</u>	07/06/2016	8.28	07/06/2016	18.32	01.30 01.30	00.00 00.00	10.04	
	08/06/2016	<u>8.30-1</u>	08/06/2016	8.34	08/06/2016	0 19.10	omment 02.00 02.00			
	09/06/2016	<u>8.30-1</u>	09/06/2016	8.27	09/06/2016	19.20	2.00 02.00	00.00 00.00	10.53	
	11/06/2016	8.30 SATURDAY-1	11/06/2016	8.00	11/06/2016	17				
	13/06/2016	<u>8.30-1</u>	13/06/2016	8.19	13/06/2016	18.58	01.58 01.58		10.39	
	14/06/2016	<u>8.30-1</u>	14/06/2016	8.21	14/06/2016	19.13	02.13 02.13	00.00 00.00	10.52	
	15/06/2016	<u>8.30-1</u>	15/06/2016	8.25	15/06/2016	19. 19	02.19 02.19	00.00 00.00	10,54	
	16/06/2016	<u>8.30-1</u>	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	

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

Attendance Approval

Application approval for : OverTime only

🝸 Filter Roster Date Out PostOT_1.5 PostOT_2.0 Work **V** Shift In Date Out Date Time Time Cal App Cal App Hours Name : 107956 - 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 Z 06/06/2016 8.30-1 06/06/2016 19.03 02.00 02.00 00.00 00.00 Z 06/06/2016 8.31 10.32 Z ☑ 07/06/2016 8.30-1 07/06/2016 18.32 01.30 01.30 00.00 00.00 07/06/2016 8.28 10.04 Z ✓ 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 Z ▼ 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 2 1 13/06/2016 18.58 01.58 01.58 00.00 00.00 10.39 2 13/06/2016 8.30-1 13/06/2016 8.19 Z ✓ 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 1 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 R V 16/06/2016 8.30-1 Z 16/06/2016 8.35 16/06/2016 18.32 01.32 01.32 00.00 00.00 09.57

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V							02.120	02.10	00.00	10.02	
	15/06/2016	<u>8.30-1</u>	15/06/2016	8.25	15/06/2016	19.19	02.19	02.19	00.00 00.00	10.54	
V	16/06/2016	<u>8.30-1</u>	16/06/2016	8.35	16/06/2016	18.32	01.32	01.32	00.00 00.00	09.57	
V	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	
V	20/06/2016	<u>8.30-1</u>	20/06/2016	8.16	20/06/2016	19.27	02.27	02.27	00.00 00.00	11.11	
V	21/06/2016	<u>8.30-1</u>	21/06/2016	8.27	21/06/2016	19.08	02.08	02.08	00.00 00.00	10.41	
V	22/06/2016	<u>8.30-1</u>	22/06/2016	8.27	22/06/2016	19.10	02.10	02.10	00.00 00.00	10.43	
V	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	
V	27/06/2016	<u>8.30-1</u>	27/06/2016	8.20	27/06/2016	18.56	01.56	01.56	00.00 00.00	10.36	
V	28/06/2016	<u>8.30-1</u>	28/06/2016	8.30	28/06/2016	18.31	01.31	01.31	00.00 00.00	10.01	
V	29/06/2016	<u>8.30-1</u>	29/06/2016	8.21	29/06/2016	19.05	02.05	02.05	00.00 00.00	10.44	

Step 07 : Submit the overtime for the approving officer

Approve Reject