

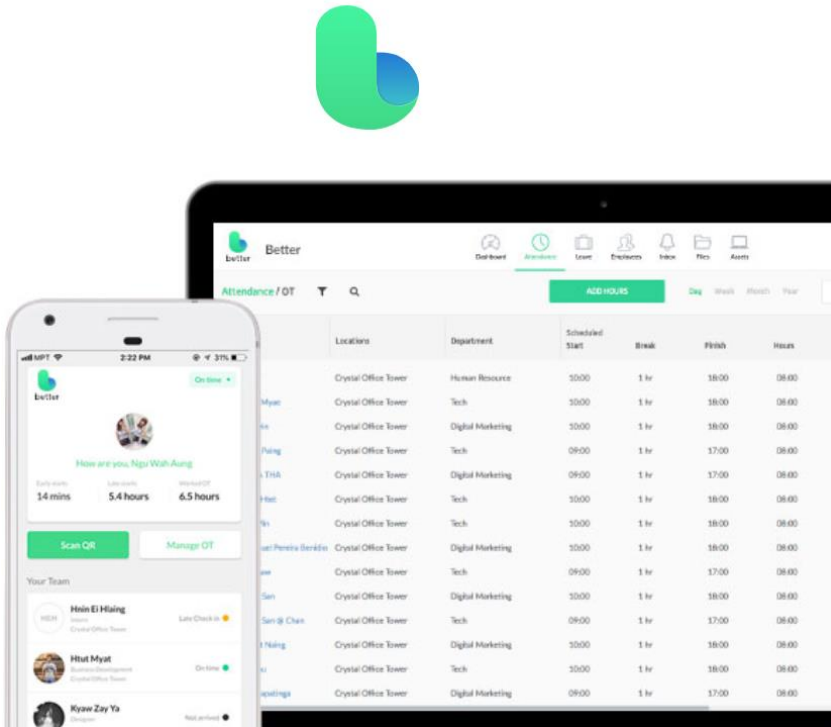
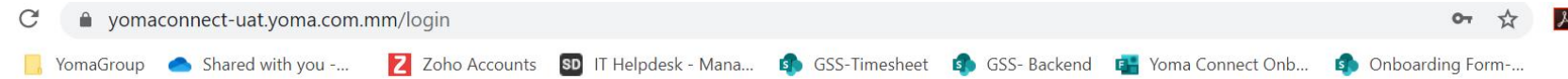


# Overtime Process


## HR Ops Guideline



# How to log-in to your account



Log in to your account

 Log in with e-mail

OR

thinthinaung@memoriesgroup.com

.....

Keep me logged in [Forgot password?](#)

**Log in**

Version 0.80.0-uat | 0.88.6-uat

Visit to <https://yomaconnect.yoma.com.mm/login>

→ Type your email address

→ Type your password



Overtime period can be found according to Day, Month or Year

# How to look for the overtime period?

Date

Month

Year

The image displays three screenshots of a time management interface, each showing a different view: Date, Month, and Year. Each screenshot includes a navigation bar with icons for Dashboard, Attendance, Leave, Employees, Inbox, and Assets, and a user profile icon labeled 'Hi! NA'. A green 'ADD HOURS' button is present in each view.

- Date View:** Shows a calendar for July 2020. The selected date range is '06 Jul - 12 Jul'. A calendar pop-up is open, showing the dates from 29 to 9. The total hours for the selected period is 9:10 hrs.
- Month View:** Shows a calendar for October 2020. The selected date range is 'Oct 2020'. A calendar pop-up is open, showing the months from Jan to Dec. The total hours for the selected period is 0 hrs.
- Year View:** Shows a calendar for the year 2020. The selected date range is '2020'. A calendar pop-up is open, showing the years from 2020 to 2029. The total hours for the selected period is 315:25 hrs.

# How to look for the Overtime?

If OT is approved,  
it appears as  
**Green**

If OT is pending,  
it appears as  
**Orange**

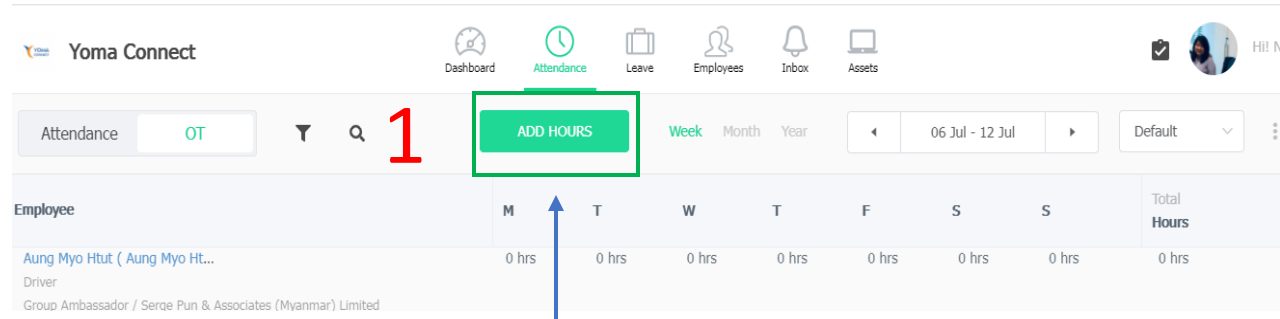
If OT is rejected,  
it appears as  
**Red**

Aung Pyae Phy ( NA )	0 hrs	0 hrs	0 hrs	1:2 hrs
Driver				
Group Administration Department / Serge Pun & Associates (Myanmar) Limited				

Aung Pyae Phy ( NA )	9 hrs	1 hrs	2 hrs	0 hrs	0 hrs	0 hrs	0 hrs	9 hrs
Driver								
Group Administration Department / Serge Pun & Associates (Myanmar) Limited								

Thiri Win ( NA )	0 hrs	1 hrs	1 hrs	0 hrs
HR Executive (Talent Acquisition)				
Group Operations Department / Serge Pun & Associates (Myanmar) Limited				

# How to add Employee's Overtime?



Click Add Hours

Add Hours 2 ✕

Employees's OT Request

\* Employee: Aung Pyae Phyo → Employee's name

\* Date: 22-10-2020 → Overtime Date

\* Reason: Bb → Add reason

\* Pay Type: Paid

OT Hours: 04:42 PM - 05:44 PM = 1 hour 2 mins → Add start hour and end hour

+ Add OT Schedule

Total OT Hour: 1 hour 2 mins

Approver & Comments

\* Approved By: Choose Manager → Add Line Manager

3

\* Manager Comment: Test

Cancel Confirm

Click Confirm

Line Manager's Comment on why the employees need to work overtime on that day

# How to monitor each employee's Overtime History?

<b>Aung Pyae Phyto ( NA )</b> Driver Group Administration Department / Serge Pun & Associates (Myanmar) Limited	9 hrs	1 hrs	2 hrs	0 hrs	0 hrs	0 hrs	0 hrs	9 hrs
<b>Aatrey Saxena ( NA )</b> Associate Strategy and Finance Department / Serge Pun & Associates (Myanmar) Limited	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs

Click Employee's name

← Aung Pyae Phyto's OT History ADD HOURS 01-09-2020 To 30-09-2020

Date	Request OT Hour		Total	Total OT Hour	Reason
	Start	End			
01 Sep				9 hrs	မွေးကျသည့် အခါ
02 Sep				6 hrs	လေ့ သယံဇာတ
03 Sep				5 hrs	အချိန်ပိုအတွက်
04 Sep				5 hrs	သုမန(၃)လုပ်
07 Sep				2 hrs	မွေးကျသည့် အချိန်ပိုအတွက် pay OT

2020 September 2020 October


01 Edit

Select date

Overtime History of employee

# How to delete employee's approved Overtime History?

← Aung Pyae Phyto's OT History ADD HOURS 01-10-2020 To 23-10-2020

Date	Request OT Hour		Total	Total OT Hour	Reason	Pay Type	Manager Remark	Action
	Start	End						
22 Oct	16:42	17:44	1:2 hrs	1:2 hrs	Bb	pay	Test	

Click Edit

**Overtime Request Approved**

Aung Pyae Phyto OT applications for 1:2 hrs for Thursday 22 October was approved by Yoma Connect.

Aung Pyae Phyto  
Driver


Bb

Extra attendane OT hour  
04:42 PM - 05:44 PM ( Total = 1 hour 2 mins )

Approved By  
Yoma Connect

Test

1:2 hrs of overtime approved

 Cancel

2

Click this icon

**Overtime Request Approved**

Aung Pyae Phyto OT applications for 1:2 hrs for Thursday 22 October was approved by Yoma Connect.

Aung Pyae Phyto  
Driver

Bb

Are you sure?  
! This will permanently delete the overtime. Continue?

Cancel Confirm

Test

1:2 hrs of overtime approved

Cancel

3

Click Confirm

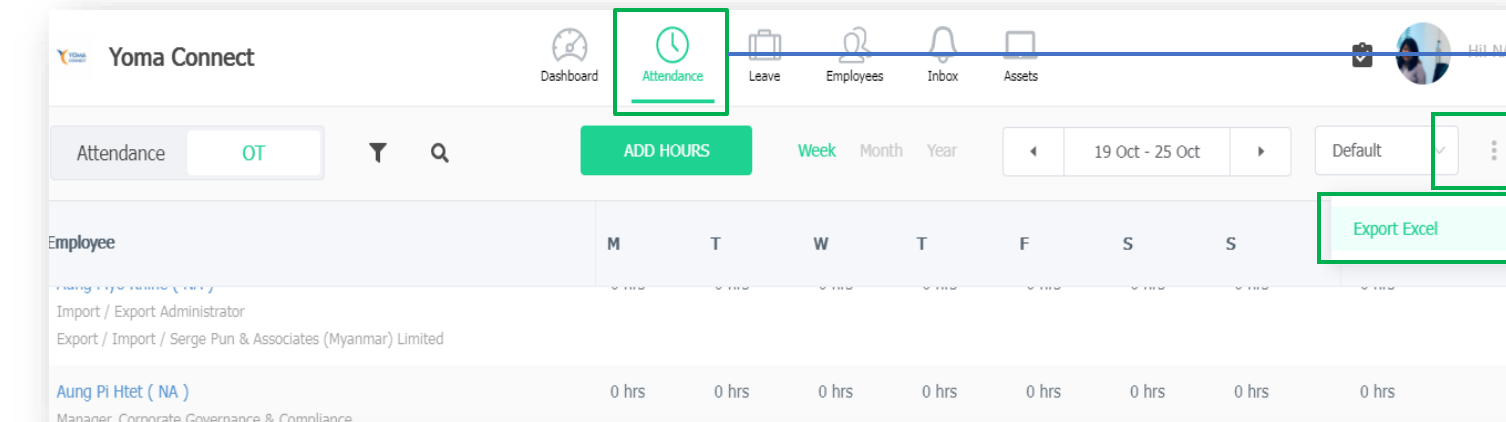




## Overtime Report Guideline



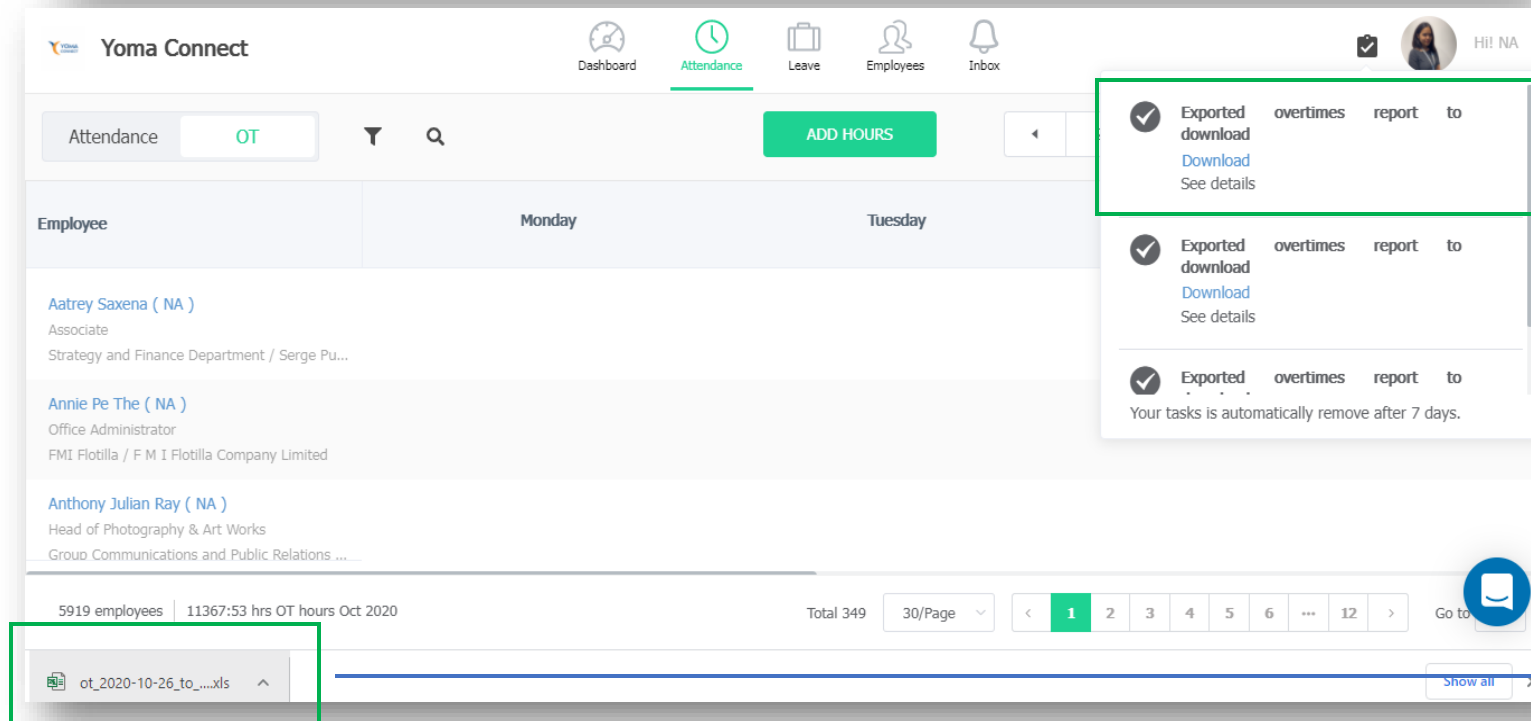
# How to extract Overtime Report?



Step 1 – Go to Attendance

Step 2 – Click on the 3 dots

Step - 3 Click export excel



Step – 4 Click download

Step – 4 Find excel report