

Over Time Policy

طريقة عمل سيتم ال Over Time

أولاً:

لابد من ادخال الاجازات الرسمية علي ال Shifts لإحتسابها صحيحة في ال Salary Slip
يرجي الدخول علي موديولة ال Employee ثم الضغط علي القائمة واختيار Contracts

The screenshot shows the 'Employees' section of a software interface. At the top, there's a navigation bar with 'Employees' selected, and sub-menus for 'Employee Directory', 'Departments', 'Reporting', and 'Configuration'. Below this, a 'Contracts' section has a 'CREATE' button. A dropdown menu is open, showing options: 'Employees', 'Contracts', 'Employee KPI', and 'Organizational Chart'. The main area displays three columns: 'New' (0), 'Expired' (542), and 'Cancelled' (133). Each column contains a list of employee cards with names, titles, and profile pictures.

New	Expired	Cancelled
0	542	133

New	Expired	Cancelled
Mohamed Fathy Trauma Sales Representative Supervisor	Ahmed Yacoub Recon Sales Representative	Ahmed Moh El-Naggar Supervisor (
احمد محمد عبد الجواد بخيت Sports Senior Product Specialist	Ibrahim Nasr Mohamed Coordination Rep.	
محمد عاطف حنفي محمود Branch Officer	Ahmed Isamiel Quality Control Specialist	

بعد فتح ال Contract يرجى الضغط علي قائمة Configuration

ثم إختيار Shifts

The screenshot displays the HR system interface. At the top, a navigation bar includes 'Employees', 'Employee Directory', 'Departments', 'Reporting', and 'Configuration'. The 'Configuration' menu is open, showing options like 'Settings', 'Job Positions', 'Employee', 'Tags', 'rang', 'Departments', 'Employees Certificates', 'Employee Grades', 'Employee Ranks', 'Employee Relation', 'Employee scholarship', 'SHIFTS', 'Scholarship Stage', 'Activity Planning', 'Planning Types', 'Plans', 'Challenges', 'Badges', 'Challenges', and 'Goals History'. The 'SHIFTS' option is highlighted with a blue arrow. Below the menu, the 'Contracts' section is visible, showing a table with columns for 'New', 'Running', 'Expired', and 'Cancelled'. The 'Running' column shows 542 contracts, and the 'Cancelled' column shows 1 contract. A list of employees is displayed below the table, including Mohamed Fathy, Ahmed Mohamed Hussein Mohamed El-Naggar, and others.

Contracts	Running	Expired	Cancelled
0	542	33	1

Employees listed under Running contracts:

- Mohamed Fathy
Trauma Sales Representative
Supervisor
- احمد محمد عبد الجواد بخيت
Sports Senior Product Specialist
- محمد عاطف حنفي محمود
Branch Officer
- Islam Ahmed
Senior Maintenance Engineer
- أحمد البديري

Employees listed under Cancelled contracts:

- Ahmed Mohamed Hussein Mohamed El-Naggar
Supervisor Operation Officer

بعد الدخول علي ال Shifts يرجى تسجيل الاجازات الرسمية

علي مدار العام داخل كل شيفت مستخدم

[illegible]

بالدخول علي الشيفتات المستخدمة ومنها نختر

Global Time Off ثم تسجيل الاجازات الرسمية مثل اجازات الاعياد

 Time Off

 Work Resources

Warehouse third Shift 22:00-07:00

Company

SURGI-TECH Egypt

Full Time

0.00 hours/week

Average Hour per Day

01:59

Work Time Rate

100.00 %

Timezone

Africa/Cairo

OverLap Time

7.00

Max Delay Hours

3.00

Max CheckIn Hours

3.00

Working Hours

Global Time Off

Reason	Start Date	End Date	Work Entry Type
	27/01/2022 00:00:25	27/01/2022 23:59:25	Public Holiday



Overtime Request

بعد ذلك نقوم بعمل الاوفر تايم الخاص بالموظف علي صفحة الاودو والشرط ان يكون له بصمة في ذلك اليوم عن طريق ادخالها Manual او بعمل Request over time من طرف الموظف

Overtime Request Approval / New

SAVE

DISCARD

DRAFT

MANAGER APPROVED

HR APPROVED

FINAL APPROVED

Employee	Ahmed Marzouk	Contract	أحمد محمد مرزوق
Department	Information Technology	Attach A File	UPLOAD YOUR FILE
Job	Information Technology Supervisor	Type	Cash
Manager	Mostafa Nassar	Overtime Type	OT
Duration Type	Hour	Budget	Budget July 2022
Date From	30/06/2022 14:46:13	Hours	0.00
Date to	30/06/2022 14:46:13		
Paid in Payslip	☐	Is Public Holiday	☒
		Is Weekend	☐

Work Description	Attendance	Work Schedule	Global Leaves	Task	Reviewers	Tracks
Employee	Check In		Check Out		Work Hour	
Ahmed Marzouk	30/06/2022 14:48:09		30/06/2022 18:48:09		04:00 	
Add a line						

يرجي إدخال البيانات كما هو موضح بالصورة المرفقة

يرجي إدخال البيانات كما هو موضح بالصورة المرفقة

ويرجي ملاحظة انه عند تسجيل الاوفر تايم في ذلك اليوم يتم التظليل اتوماتيكيا علي اليوم انه اجازة رسمية كما هو موضح بالصورة

يرجي استكمال الموافقات علي طلب الاوفر تايم من

مدير الموظف Manager Approval

وموافقة ال HR Approved

والموافقة النهائية من طرف مدير الموارد البشرية Final Approval

Overtime Request Approval / OVT-09796

EDIT CREATE

Action

DRAFT MANAGER APPROVED HR APPROVED FINAL APPROVED

OVT-09796

Employee	Ahmed Marzouk	Contract	احمد محمد مرزوق
Department	Information Technology	Attach A File	
Job	Information Technology Supervisor	Type	Cash
Manager	Mostafa Nassar	Overtime Type	OT
Duration Type	Hour	Budget	Budget July 2022
Date From	30/06/2022 14:46:13	Hours	0.00
Date to	30/06/2022 14:46:13		
Paid in Paystip	☐	Is Public Holiday	☒
		Is Weekend	☐

Work Description Attendance Work Schedule Global Leaves Task Reviewers Tracks

يرجي العلم أنه لن يتم تسميع ال Overtime في شيت القبض
الا بعد موافقة مدير الموارد البشرية عليه Final Approval

يرجى الضغط علي Action ثم Recalculate overtime كما بالصورة لإحتساب

المدة والقيمة الخاصة بال Overtime

Overtime Request Approval / OVT-09796

EDIT CREATE

⚙️ Action

- Duplicate
- Delete
- Recalculate Overtime individual
- Recalculate Overtime
- Overtime Final Approval
- Overtime Reject
- Overtime Set to Draft
- Final Approval
- Public Holiday

OVT-09796

Employee Ahmed Marzouk
Department Information Technology
Job Information Technology Supervisor
Manager Mostafa Nassar
Duration Type Hour

Contract احمد محمد مرزوق
Attach A File
Type Cash
Overtime Type OT
Budget Budget July 2022
Overtime Amount 0.00

Date From 30/06/2022 14:46:13
Date to 30/06/2022 18:48:09

Hours 4.03

Paid in Payslip ☐

Is Public Holiday ☒
Is Weekend ☐

Work Description Attendance Work Schedule Global Leaves Task Reviewers Tracks

Employee	Check In	Check Out	Work Hour
Ahmed Marzouk	30/06/2022 14:48:09	30/06/2022 18:48:09	04:00

بعد ذلك الدخول علي Payroll ثم منها pay slip وفتح ال pay slip الخاص بالموظف
ثم الضغط علي Recompute Worked Days لإحتساب ال Overtime

Employee Payslips / Salary Slip - Ahmed Marzouk - June 2022

EDIT CREATE

Print Action

SEND BY EMAIL CREATE DRAFT ENTRY COMPUTE SHEET CANCEL PAYSIP **RECOMPUTE WORKED DAYS** PRINT

DRAFT WAITING DRAFT

Ahmed Marzouk

Period 01/06/2022 - 30/06/2022

HR Calculation Period 19/05/2022 - 18/06/2022

Contract احمد محمد مرزوقي

night shift allownece 0.00

Grade S.H

Rank S.H3

Rang S.H3/Min

Reference SLIP/13667

Company Car

Structure SURGI-TECH Administrative SS

Total Evaluation 0.90

Payslip Name Salary Slip - Ahmed Marzouk - June 2022

Worked Days & Inputs

Salary Computation

Accounting Information

Worked Days

Type	Description	Number of Days	Number of Hours	Amount
Attendance	Attendance	0.00	153.00	3,247.00
Overtime	Overtime	0.00	0.00	0.00
		0.00		3,247.00

نلاحظ بعد الضغط علي Recompute ظهور القيمة في خانة ال Amount

Ahmed Marzouk

Period	01/07/2022 - 31/07/2022	HR Calculation Period	19/06/2022 - 18/07/2022
Contract	احمد محمد مرزوقي	night shift allowance	0.00
Grade	S.H	Rank	S.H3
Rang	S.H3/Min	Reference	SLIP/14312
Company Car		Structure	SURGI-TECH Administrative SS
Total Evaluation	0.00		
Payslip Name	Salary Slip - Ahmed Marzouk - July 2022		

Worked Days & Inputs

Salary Computation

Accounting Information

Worked Days

Type	Description	Number of Days	Number of Hours	Amount
Overtime	Overtime	0.00	8.06	146.23
Attendance	Attendance	0.00	171.00	3,100.77

ولكي يظهر كبنء في ال Payslip لابد من الضغط علي Compute Sheet

Employee Payslips / Salary Slip - Ahmed Marzouk - July 2022

EDIT

CREATE

Print

Action

SEND BY EMAIL

CREATE DRAFT ENTRY

COMPUTE SHEET

CANCEL PAYSIP

RECOMPUTE WORKED DAYS

PRINT

DRAFT

Ahmed Marzouk

Period 01/07/2022 - 31/07/2022

Contract احمد محمد مرزوق

Grade S.H

Rang S.H3/Min

Company Car

Total Evaluation 0.00

Payslip Name Salary Slip - Ahmed Marzouk - July 2022

HR Calculation Period 19/06/2022 - 18/07/2022

night shift allownece 0.00

Rank S.H3

Reference SLIP/14312

Structure SURGI-TECH Administrative SS

وأخيرا تم ظهور بند ال Over time من ضمن البنود الخاصة بال Payslip

Ahmed Marzouk

Period 01/07/2022 - 31/07/2022

Contract احمد محمد مرزوق

Grade S.H

Rank S.H3/Min

Company Car

Total Evaluation 0.00

Payslip Name Salary Slip - Ahmed Marzouk - July 2022

HR Calculation Period 19/06/2022 - 18/07/2022

night shift allowance 0.00

Rank S.H3

Reference SLIP/14312

Structure SURGI-TECH Administrative SS

Worked Days & Inputs	Salary Computation	Accounting Information					
Name	Code	Category	Quantity	Rate (%)	Amount	Total	
Basic	SBASIC	Basic (Surgitech)	1.00	100.0000	6,678.00	6,678.00	
Fixed Transportation Allowances	STAM	Allowance Fixed (surgitech)	1.00	100.0000	400.00	400.00	
Extra Hour	EXTRAHOUR	Allowance Fixed (surgitech)	1.00	100.0000	1,044.54	1,044.54	
Salary Inc. & Inflation Incentive 2021	inflation	Allowance Fixed (surgitech)	1.00	100.0000	2,047.00	2,047.00	
Performance Deduction	SVIPD	Attendance Deduction Category	1.00	100.0000	0.00	0.00	
Overtime	OT100	Allowance Variable (surgitech)	1.00	100.0000	309.11	309.11	
Variable Incentive	SVI	Variable Incentive	1.00	100.0000	3,672.00	3,672.00	
Gross Salary	SGROSS	Gross	1.00	100.0000	14,150.65	14,150.65	
Social insurance company share	SSICS	Company Part	1.00	100.0000	1,035.09	1,035.09	
Social Insurance (Employee Share)	SSINDES	Penalties Deduction	1.00	100.0000	667.80	667.80	
Taxable Amount	STAXABLE	Taxamount	1.00	100.0000	12,232.85	12,232.85	
IncomeTaxes	INCOMTAX	Deduction (SURGITECH)	1.00	100.0000	1,790.32	1,790.32	
Total Deductions	STD	Information	1.00	100.0000	2,458.12	2,458.12	
Net Salary	SNAP	Net (surgitech)	1.00	100.0000	11,692.53	11,692.53	