

Why the OT Rate showing 0.00

[Version 1]

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REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	Why the OT Rate showing 0.00	Hazel	31/12/2020	Weina

Amendment Record



SCENARIO

Go to Payroll > Overtime, User about to key in OT record for every staff. But she realized that the OT Rate is showing 0.00 even after she choose the Overtime Code.

The screenshot shows the 'Payroll Overtime Detail - NEW' form. The 'Rate' field is highlighted with a red box and contains the value '0.0000'. Other fields include Date (2020-12), Sequence (Second Half), Employee (1001 - LEE HONG LING), Salary Type (Monthly), Salary Rate (0.00), Overtime Code (DPH20-Public Holiday (Normal)), Factor (2), Unit Type (Daily), and Unit (empty). There are also checkboxes for EPF, HRDF, SOCSO, EIS, PCB, and EA.

SOLUTION

1. Go to Employees > Employees > Payroll Info > Overtime Claim Settings

The screenshot shows the 'Employee Details' form with the 'Payroll Info' tab selected. The 'Overtime Claim Setting' section is expanded, and the 'Rate of Pay' radio button is selected and highlighted with a red box. Other fields include NWD (26) and NWH (8).

2. Click on "EDIT"

The screenshot shows the 'Employee Details' form with the 'Payroll Info' tab selected. The 'Edit' button is highlighted with a red box. The 'Overtime Claim Setting' section is expanded, and the 'Rate of Pay' radio button is selected. Other fields include NWD (26) and NWH (8).



3. Please select “Rate Of Pay” OR “Wages Limit” according to your company policy > Click “SAVE”

The screenshot shows the 'Employee Details' form with the 'Payroll Info' tab selected. The 'Overtime Claim Setting' section is expanded, showing input fields for '* NWD' (26) and '* NWH' (8). Below these fields, there are three radio button options: 'Rate of Pay' (which is selected and highlighted with a red box), 'Wages Limit', and 'N/A'.

4. Go back to Payroll > Overtime > you able to see the Rate is auto-calculated by the system.

The screenshot shows the 'Payroll Overtime Detail - NEW' form. The left sidebar has 'Payroll' and 'Overtime' highlighted with red boxes. The main form fields include: '* Date: 2020-12', '* Sequence: Second Half', '* Employee: 1001 - LEE HONG LING', 'Salary Type: Monthly', 'Salary Rate: 6,000.00', '* Overtime Code: DPH20-Public Holiday (Normal)', 'Factor: 2', 'UnitType: Daily', and 'Rate: 461.5385' (highlighted with a red box). There are also fields for 'Unit:' and 'Amount:'.

Done 😊