



ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

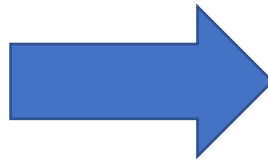
Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

PREPARATION OF OVER TIME (Quick User Guide)



Departmental
Over Time
Payments

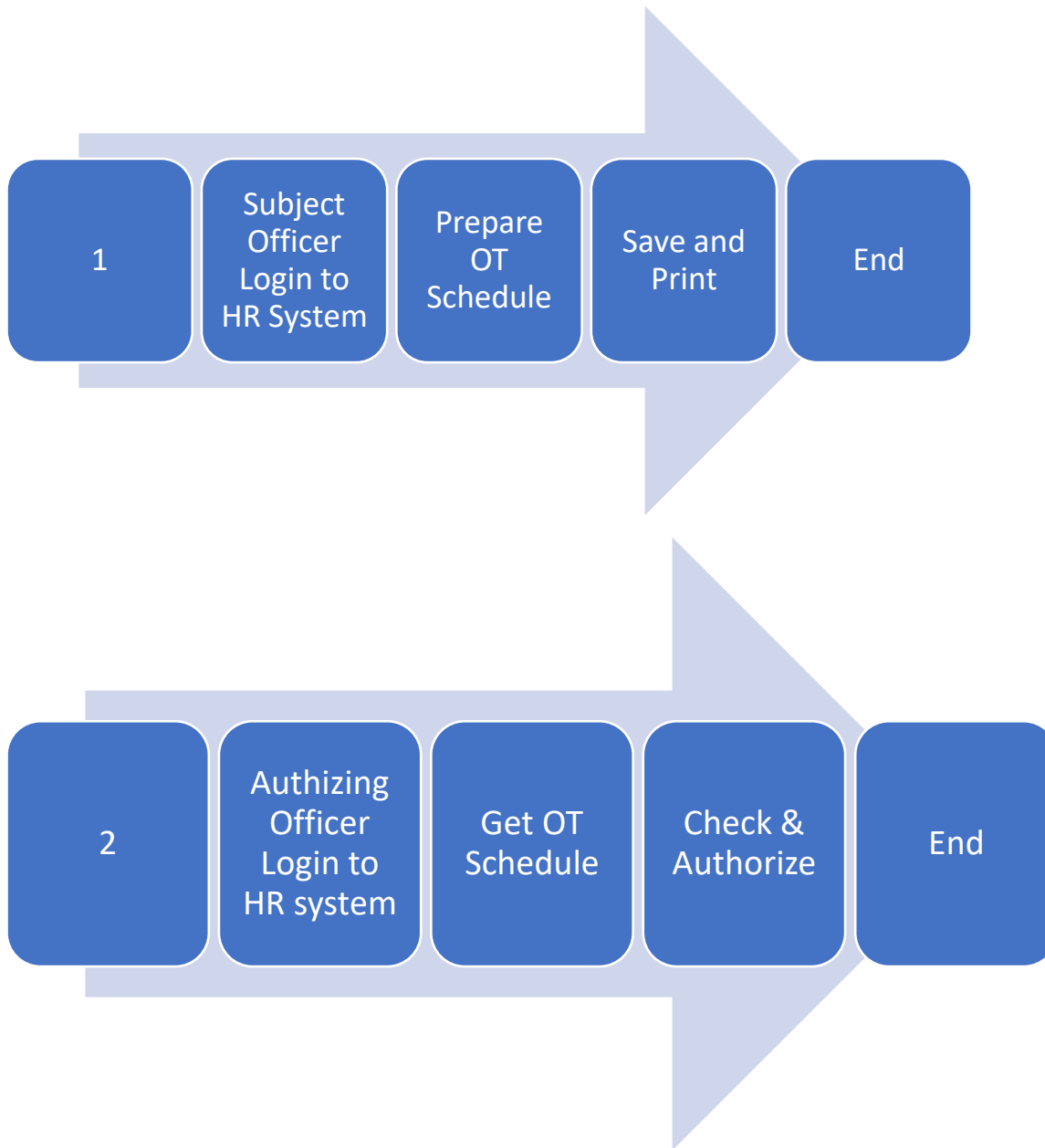
Prepare OT, post OT
vouchers
for payments

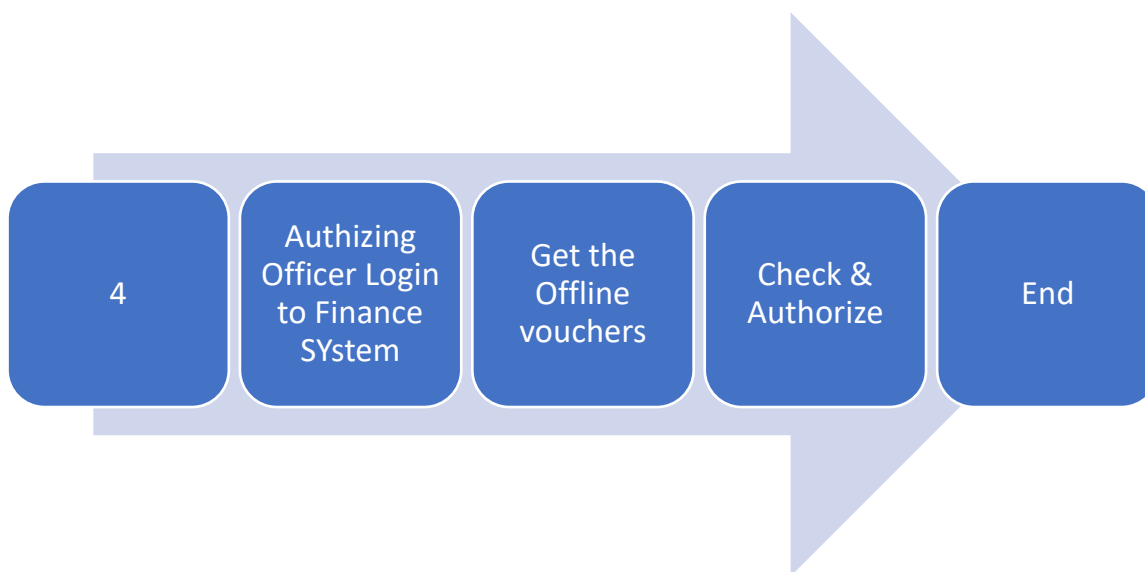
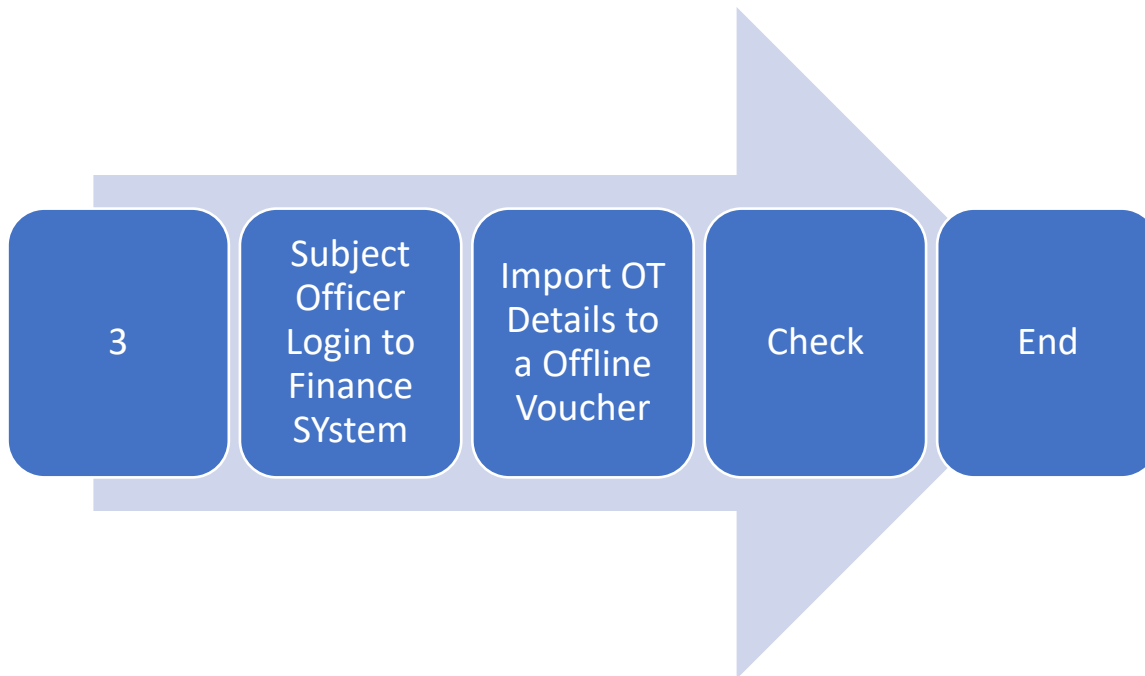


Departmental
Voucher
Payments

Voucher payments,
Cheque payments,
Cross Entry
Vouchers

The Process





Please read “Check OT Bank Details of Your section” topic to learn how to get bank details of your employees.

1. Preparation of OT Schedule By Departments (Subject Officer)

Step 1 : click on this Icon in ERP Page



Departmental
Over Time
Payments

Prepare OT, post OT
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for payments

Step 2 : Login using you user name and password to the system

Step 3 : Then click on OT menu and then OT ADD/EDIT

ID	Description	From
2001	OT-2001[9/1/2020-9/30/2020	01/0
2002	OT-2002[12/1/2020-12/8/202	01/1

Step 4 : Then click on + sign

ID	Description	From
2001	OT-2001[9/1/2020-9/30/2020	01/0
2002	OT-2002[12/1/2020-12/8/202	01/1

Step 5 : Then select section and click on Add Manually

Over Time

ID: 20037

Description:

FromDate: 1/1/2021 ToDate: 1/28/2021

Section: Section 1

Buttons: +, Search With Attendance, Add Manually

Show All Employees

Date	Employee	Description
Select	1/1/2021	

Step 6 : provide OT hours in the boxes and click import

Apply To Selected Import Cancel

OT Type	Allocated Hrs	Emp ID
Normal OT	20	9
Normal OT	10	9
Normal OT	11	9
Normal OT	4	9
Normal OT		9
Normal OT		9
Normal OT		9

Step 7 : Then click on Show OT Total and check totals are ok.

Show All Employees

Date	Employee	Description	OT Hrs	OT Type	Total
Select	12/1/2020	over time	5	Normal OT	565.42

Total OT Amount: 565.42

Show OT Total

Buttons: Save, Print / Save, Exit

Step 8 : Print and Check Bank Account Details are correct. Then send for Signatures.

Over Time - Schedule

ID : 2002 From Date : 12/01/2020 To Date : 12/08/2020

Description : OT-2002(12/1/2020-12/8/2020)

Remarks :

Date	Emp. No	Full Name	Description	Bank Name	Branch Code	Account Number	OT Type	OT Hours	OT
12/01/2020			over time	Peoples Bank	7135 080		Normal OT	5.00	



END

Next is
Authorized the
prepared
Schedule

2. Authorize the prepared OT Schedule. (Authorizing Officer)

Step 1 : click on this Icon in ERP Page



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for payments

Step 2 : Login using you user name and password to the system

Emet HRM

Log In to your account

Username

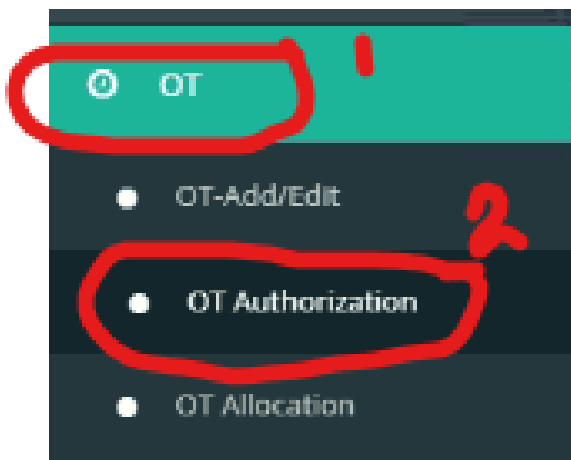
Password

Advanced Options

Log In

Sign Up

Step 3 : Then click on OT menu and then OT Authorization



Step 4 : Select sections (one at a time)

OVER TIME AUTHORIZE

Search By Description Search For

Section <-Select->

Select	View	Description	FromDate	ToDate
<input type="checkbox"/>		2001 OT-2001[9/1/2020-5/30/2020]		
<input checked="" type="checkbox"/>		2002 OT-2002[12/1/2020-12/8/2020]	01/09/2020	30/12/2020
<input checked="" type="checkbox"/>		2003 OT-2003[12/1/2020-12/31/2020]	01/12/2020	31/12/2020
<input type="checkbox"/>		2004 OT-2004[11/1/2020-11/30/2020]	01/11/2020	30/11/2020
<input type="checkbox"/>		2005 OT-2005[11/1/2020-11/30/2020]	01/11/2020	30/11/2020
<input type="checkbox"/>		2006 OT-2006[11/1/2020-11/30/2020]	01/11/2020	30/11/2020
<input type="checkbox"/>		2007 OT-2007[12/1/2020-12/31/2020]	01/12/2020	31/12/2020
<input type="checkbox"/>		2008 OT-2008[1/1/2021-1/12/2021]	01/01/2021	12/12/2021
<input type="checkbox"/>		2009 OT-2009[12/1/2020-12/31/2020]	01/12/2020	31/12/2020
<input type="checkbox"/>		20010 OT-20010[12/1/2020-12/31/2020]	01/12/2020	31/12/2020

Step 5 : Then tick all relevant OT Schedules and click on Authorize button

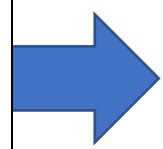
OVER TIME AUTHORIZE

Search By Description Search For

Section <Select>

Select	View	Description	FromDate	ToDate
<input type="checkbox"/>		OT-2001[9/1/2020-9/30/2020]		01/09/2020 30/
<input checked="" type="checkbox"/>		OT-2002[12/1/2020-12/8/2020]		01/12/2020 08/
<input checked="" type="checkbox"/>		OT-2003[12/1/2020-12/31/2020]		01/12/2020 31/
<input type="checkbox"/>		OT-2004[11/1/2020-11/30/2020]		01/11/2020 30/
<input type="checkbox"/>		OT-2005[11/1/2020-11/30/2020]		01/11/2020 30/
<input type="checkbox"/>		OT-2006[11/1/2020-11/30/2020]		01/11/2020 30/
<input type="checkbox"/>		OT-2007[12/1/2020-12/31/2020]		01/12/2020 31/
<input type="checkbox"/>		OT-2008[1/1/2021-1/12/2021]		01/01/2021 12/
<input type="checkbox"/>		OT-2009[12/1/2020-12/31/2020]		01/12/2020 31/
<input type="checkbox"/>		OT-20010[12/1/2020-12/31/2020]		01/12/2020 31/

1234



END
Next is get the OT Voucher and Authorize it.

3. Preparation of OT Voucher by Departments (Subject Officer)

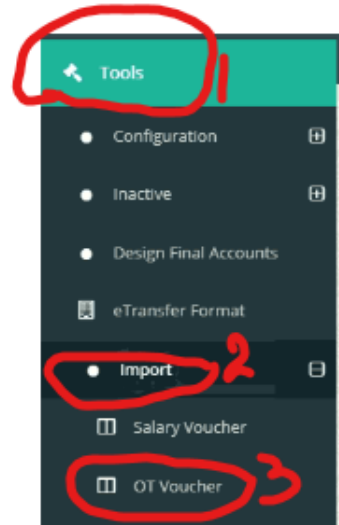
Step 1 : Login to the Finance System



Departmental
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Step 2 : Then go to TOOLS menu and then Import then OT Voucher



Step 3 : Then select date range, select bank as Peoples Bank, tick on your OT sessions, then click Import

OT Voucher

From 12/28/2020

1/28/2021

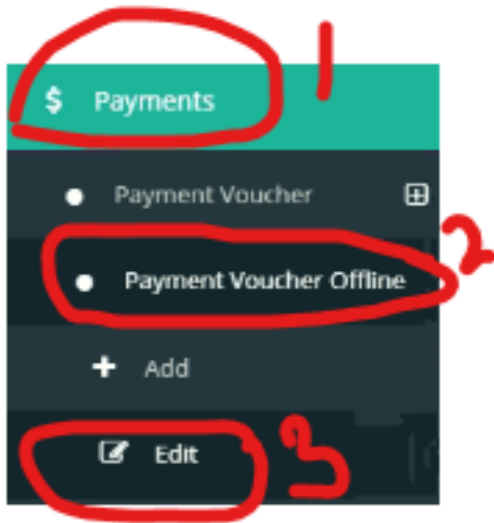
Bank 6137555 : Peoples Bank

Select	ID	Date	Description	Payee	Amount
<input type="checkbox"/>	20027	1/18/2021 12:00:00 AM	OT-20027[12/1/2020-12/31/2020 Department]	The Manager People's Bank Galle Road Dehiwala	6891
<input type="checkbox"/>	20028	1/19/2021 12:00:00 AM	OT-20028[12/1/2020-12/31/2020 Department]	The Manager Peoples Bank Galle Road Dehiwala	1051
<input checked="" type="checkbox"/>	20029	1/19/2021 12:00:00 AM	OT-20029[12/1/2020-12/31/2020 Department]	The Manager People's Bank Galle Road Dehiwala	948
<input checked="" type="checkbox"/>	20033	1/21/2021 12:00:00 AM	OT-20033[12/1/2020-12/31/2020 Department]	The Manager People's Bank Galle Road Dehiwala	145
<input type="checkbox"/>	20034	1/26/2021 12:00:00 AM	OT-20034[12/1/2020-12/31/2020 Department]	The Manager Peoples Bank Galle Road Dehiwala	467

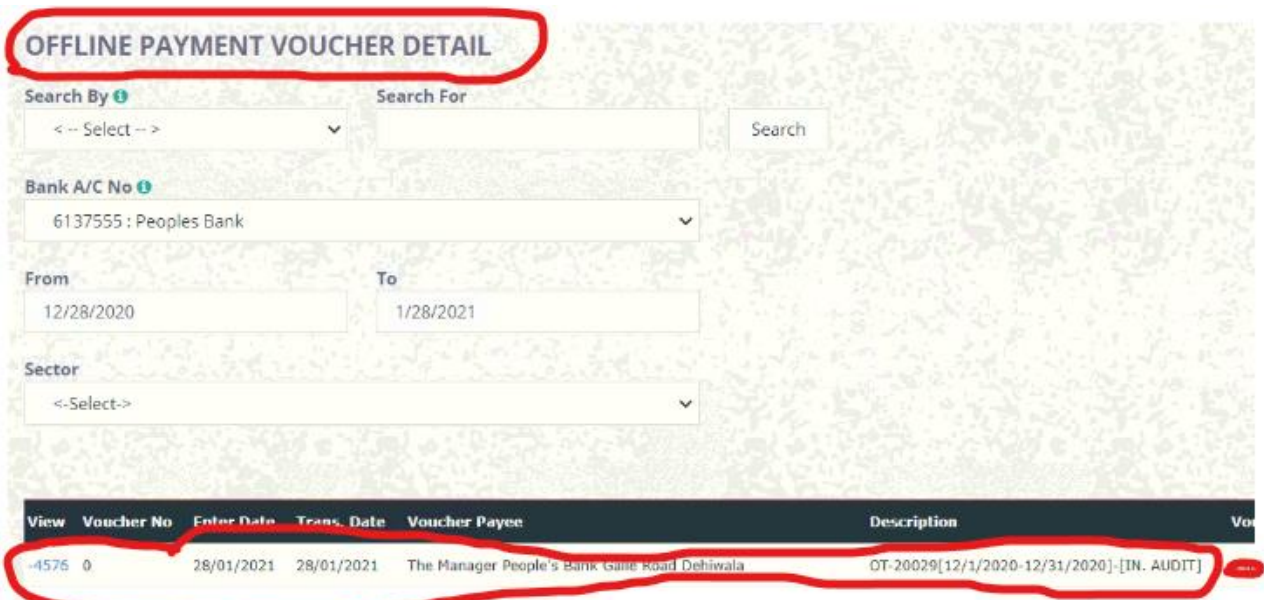
Import

Exit

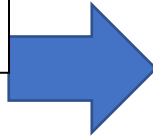
Step 4 : By doing STEP 3, system will create Offline OT voucher for you. Go to Offline Edit



Step 5 : then check the voucher is OK by editing it.



Step 6 : Then save the voucher if edited or just exit from it.



4. Authorization of OT Voucher by Departments (Authorizing Officer)

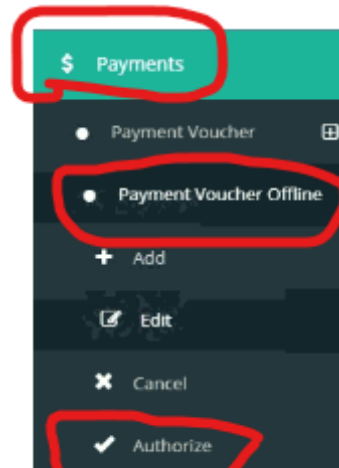
Step 1 : Login to the Finance System



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Vouchers

Step 2 : Then go to Payment Voucher Offline and then Authorization



Step 3 : Then go to Payment Voucher Offline and then Authorization

OFFLINE PAYMENT VOUCHER AUTHORIZE

Search By Search For Search

Bank A/C No

From To

Sector

Select	View	Voucher No	Enter Date	Trans. Date	Voucher Payee	Description
<input type="checkbox"/>		-4576	28/01/2021	28/01/2021	The Manager Peoples Bank Galle Road Dehiwala	OT-20029[12/1/2020-12/3

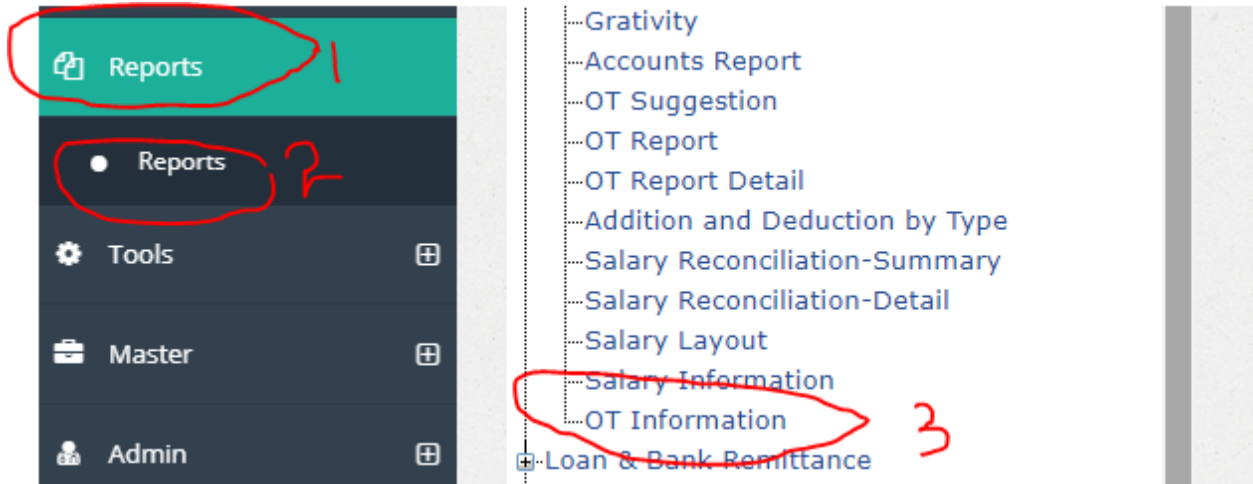
1

2

Authorize Exit

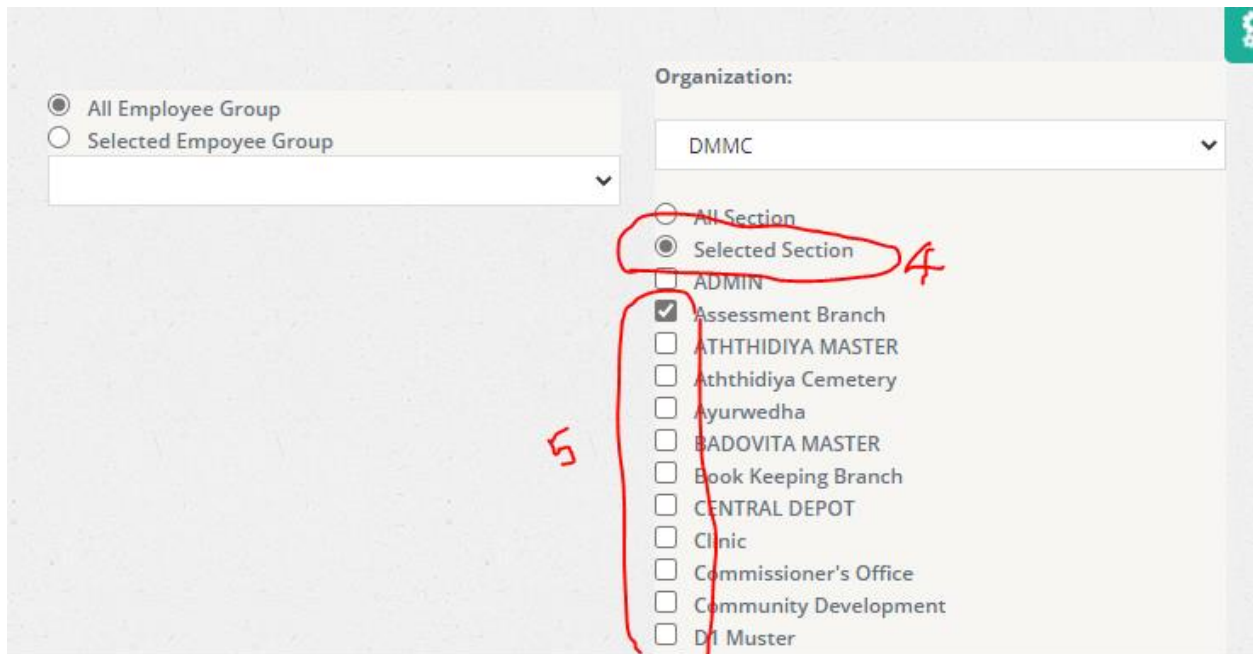
Check OT Bank Details of Your section

Go HR to



Then Select "Selected Section" option

Then tick the sections you want to view



Then click on “View Report” button to get the bank information

Sub Heading :

Dehiwala-Mount Lavinia

View Report **Exit**

PDF format

Report will have following details

Dehiwala-Mount Lavinia Municipal Council

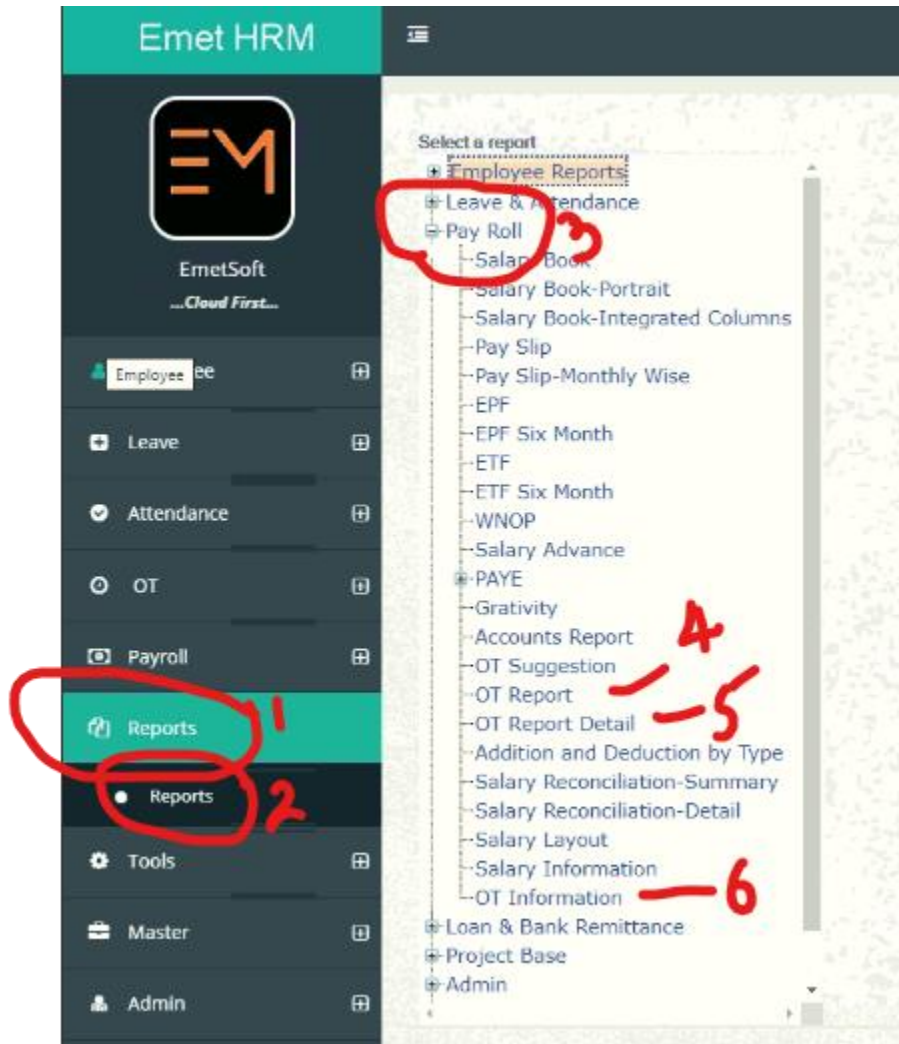
Dehiwala-Mount Lavinia

OT Information

Employee No	Employee Name	Designation	Bank	Bank Code	Branch	Branch Code	Acc Number	Account Holder
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Total No of Employees:

Other OT related Reports



Go To HR (OT) system

1. Click on Reports
2. Again Reports sub menu
3. Click on Payroll
4. OT Report – section wise OT report
5. OT Report Detail
6. OT Information : this report contains Employee's Bank information

END

The process is end here. Now OT Vouchers can be processed by the Finance Department