

User Guide

11.15.04. Admin & HR- Over Time Ver 3.0.0

For

Supply, delivery, installation, Commissioning, Training
and Maintenance of Enterprise Resource Planning
System (DMMC-ERP)

For

DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL

By

EMETSOFT (PVT) LTD

1. REVISION HISTORY

Date	Version	Description	Author
08-03-2024	0.0.1	Initial version	EMETSOFT IMP Team
26-04-2024	0.1.1	Modifications to the report	EMETSOFT IMP Team
28-04-2024	1.0.0	Final Release	Project Manager
19-05-2024	2.0.0	Enhancements for the manual	Project Manager
31-08-2025	3.0.0	Enhancements for the manual	Project Manager

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ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

Admin & HR Management – Over Time

(Quick user Guide)

Navigation

URL: <https://erp.dehiwalamtl.mc.gov.lk/erp>



Administration & HRM

HR, administration,
recruitments, Personal Files

USER GUIDE

General:

1. Mandatory Fields are shown with Asteriks (*) mark. Please make sure to Fill those fields
2. Make sure to click “Next or Save” and “Exit” Buttons after adding data.



User Manual: Employee Over Time Allocation – Emet HRM

Module: Payroll → OT Allocation

Employee Over Time Allocation

ID

2001

Enter Date

9/11/2025

Section

Admin

Description

OT allocation for Admin section :

From Date

9/1/2025

To Date

9/30/2025

Remarks

clear backlog

Employee	Description	Allocated OT Hours
Select 50 : Kapila Perera	Data entry	0
Select 9 : Dasun Silva	data entry	80
Select 1050 : Harsha Karunaratne	Record keeping	20
Select 41 : Krishantha Silva	Record keeping	80

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Save

Exit

Purpose

The **Employee Over Time Allocation** UI allows authorized users to assign overtime hours to employees for a specific date range. These allocations are used in payroll calculations and must be entered accurately to reflect approved OT work.

Interface Fields

Field	Description
Over Time Allocation ID	System-generated unique identifier for the OT allocation batch (e.g., 2001).
Enter Date	Date the allocation record is created (e.g., 11-Sep-2025).

Field	Description
Section	Dropdown to select the relevant organizational section (e.g., Admin, Engineering, Stores).
Description	Optional field to describe the purpose or context of the OT allocation.
From Date / To Date	Defines the OT period (e.g., 01-Sep-2025 to 30-Sep-2025).
Remarks	Free-text field for internal notes or justification.

Employee Allocation Table

Each row represents an employee eligible for OT allocation:

Column	Description
Select	Checkbox to include employee in the allocation.
Employee ID & Name	System reference and full name (e.g., 500 : Kamal Prinyantha).
Allocated OT Hours	Numeric field to enter total OT hours for the selected period (e.g., 80).

 Note:

- Only selected employees will be included in the final allocation.
- OT hours must be based on approved attendance or departmental authorization.

Available Actions

Action	Description
Select Employees	Tick checkboxes to include employees in the allocation.
Enter OT Hours	Manually input approved OT hours for each selected employee.
Save	Commits the allocation record to the system.
Exit	Returns to dashboard or previous module.

Allocation Checklist

Before saving:

- Confirm OT hours are approved by relevant supervisors.
- Ensure the date range matches the payroll cycle.
- Verify that employees are active and eligible for OT.

User Manual: Employee Over Time Allocation Authorization – Emet HRM

Module: Payroll → OT Allocation Authorization

Employee Over Time Allocation Authorize

Search By

ID

Search For

Q

From Date

8/11/2025

To Date

9/11/2025

Select	View	Description	From Date	To Date	Remarks	Section	Enter Date
☒	2001	OT allocation for Admin section :	01-Sep-2025	30-Sep-2025	clear backlog	Admin	11-Sep-2025

Authorize

Exit

Purpose

The **OT Allocation Authorization** UI allows authorized users to review and approve overtime allocations submitted for employees. Once authorized, these allocations are locked for payroll processing and cannot be modified without cancellation.

Interface Fields

Field	Description
Search by ID / Search For	Locate specific OT allocation records using ID or keywords.
From Date / To Date	Filter allocations by date range (e.g., 01-Sep-2025 to 30-Sep-2025).
Section	Dropdown to filter by organizational section (e.g., Admin, Engineering).

Allocation Listing Table

Each row represents an OT allocation batch pending authorization:

Column	Description
Select	Checkbox to mark allocation for authorization.
View	Opens detailed view of the allocation record.
Description	Summary of the allocation (e.g., "OT allocation for Admin section: clear backlog").
From Date / To Date	Duration of the OT allocation period.
Remarks	Internal notes or justification.
Section	Organizational unit (e.g., Admin).
Enter Date	Date the allocation was created (e.g., 11-Sep-2025).

 Note:

- Only allocations that have been submitted but not yet authorized will appear.
- Clicking **View** allows verification of individual employee OT hours.

Available Actions

Action	Description
Tick Checkboxes	Select one or more OT allocation records for authorization.
Authorize	Approves selected allocations and locks them for payroll processing.
Exit	Returns to dashboard or previous module.

Authorization Checklist

Before authorizing:

- Confirm OT hours are approved by relevant supervisors.
- Ensure allocation dates match the payroll cycle.
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