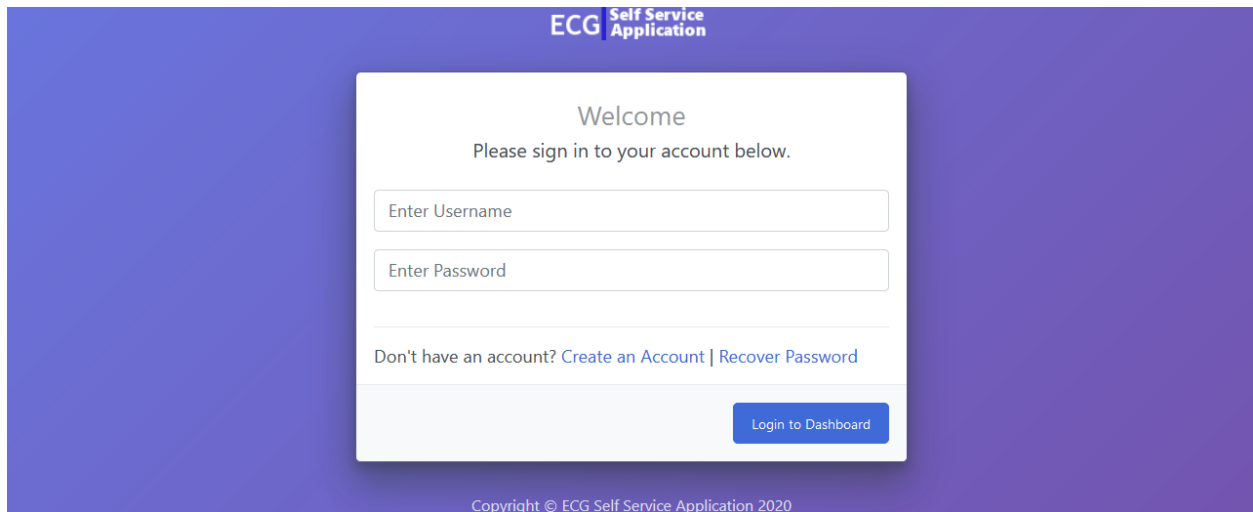


Overtime Management Software Manual

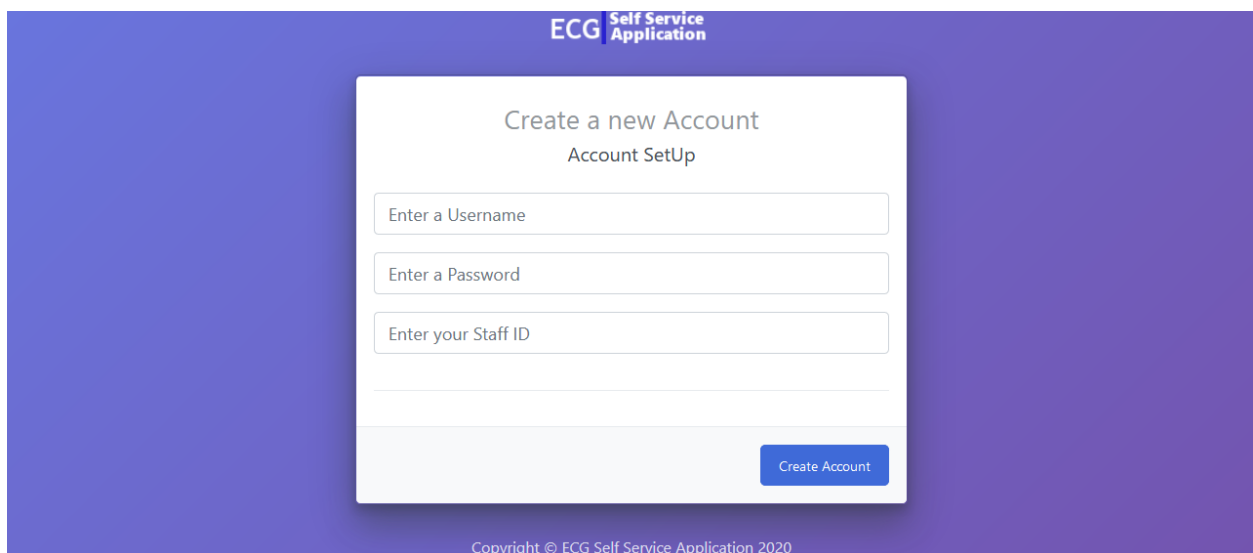
Creating an Account

- Enter the web address for live software is 192.168.3.20/ot in a browser(Firefox, chrome or internet explorer etc.) Note: Test Application: 192.168.3.103/test-ot



The screenshot shows the login page of the ECG Self Service Application. At the top, the logo "ECG Self Service Application" is displayed. The main heading is "Welcome" followed by the instruction "Please sign in to your account below." There are two input fields: "Enter Username" and "Enter Password". Below these fields, there is a link: "Don't have an account? [Create an Account](#) | [Recover Password](#)". At the bottom right, there is a blue button labeled "Login to Dashboard". At the very bottom, the copyright notice "Copyright © ECG Self Service Application 2020" is visible.

- Click on “create an account”
- Enter your username, password and Staff ID (NOTE: Username must be ECG active directory username)

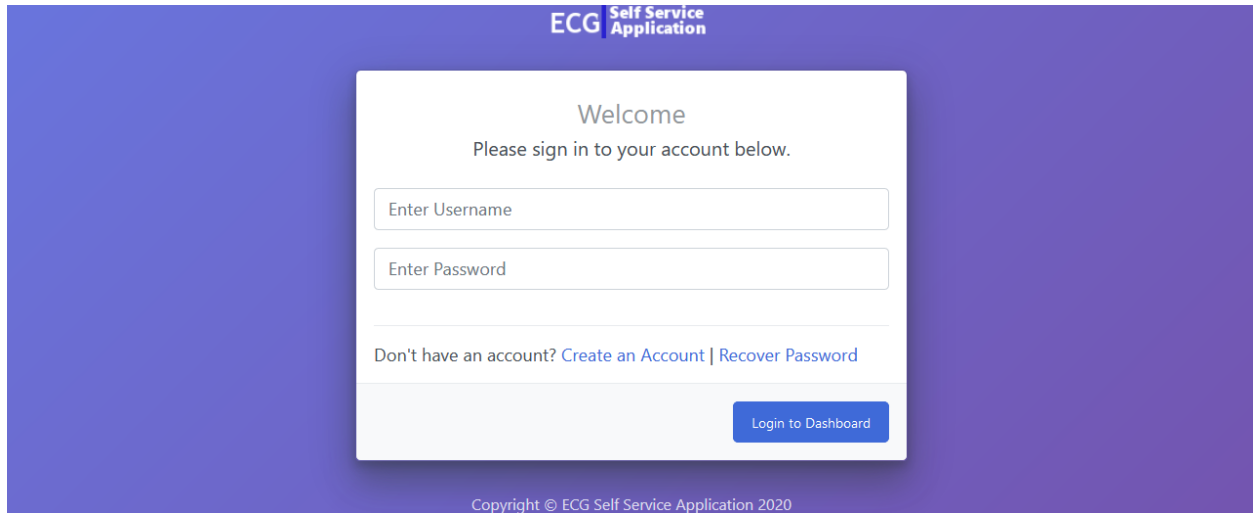


The screenshot shows the account creation page of the ECG Self Service Application. At the top, the logo "ECG Self Service Application" is displayed. The main heading is "Create a new Account" followed by the sub-heading "Account SetUp". There are three input fields: "Enter a Username", "Enter a Password", and "Enter your Staff ID". At the bottom right, there is a blue button labeled "Create Account". At the very bottom, the copyright notice "Copyright © ECG Self Service Application 2020" is visible.

- Click on ‘Create Account’ to create your new account
- You will be redirected to the login page

Login Page

- Enter the web address (192.168.3.20/ot) in a web browser (Firefox, chrome, internet explorer etc.)



ECG Self Service Application

Welcome

Please sign in to your account below.

Enter Username

Enter Password

Don't have an account? [Create an Account](#) | [Recover Password](#)

Login to Dashboard

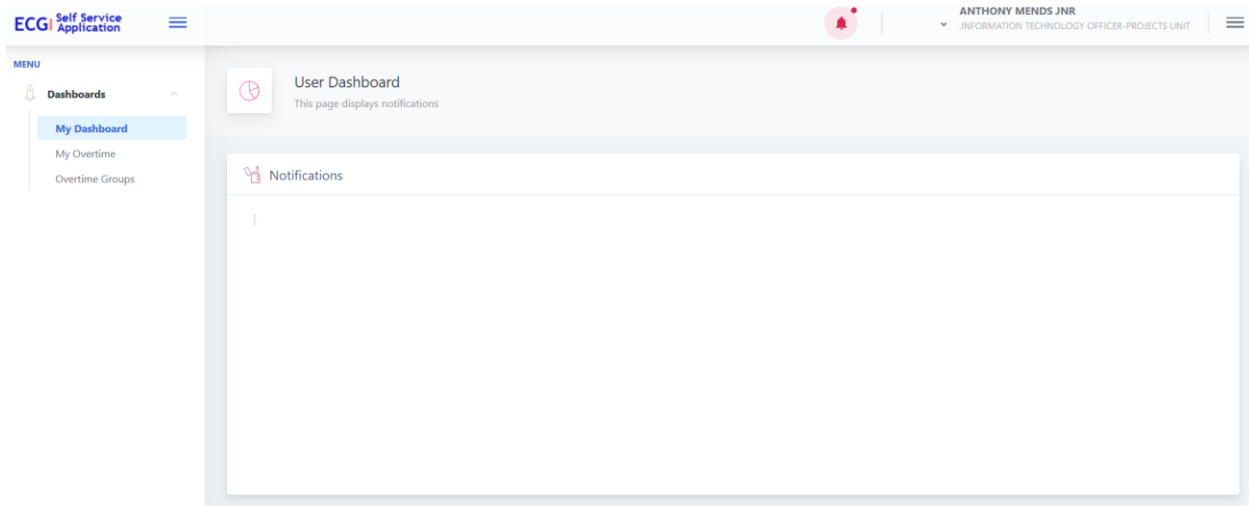
Copyright © ECG Self Service Application 2020


- Enter your username and password you created.
- Click on “login to dashboard” to login to the software

Dashboards

Depending on whether you are a direct report, hr officer, district manager or supervisor your dashboard menu will match your role in the software. Lets go through all the different roles and their dashboards:

Direct Report Dashboard



- At the top right corner of the page, you will see your name, designation and district
- Beside your name, designation and district, is an icon  , click on it to display your name, region and district and a logout button.
- Click on the logout button to log you out of the software when you are done, to prevent unauthorized people from gaining access to your account.
- To the left side is your menu, you would see, My dashboard and My Overtime

My Dashboard

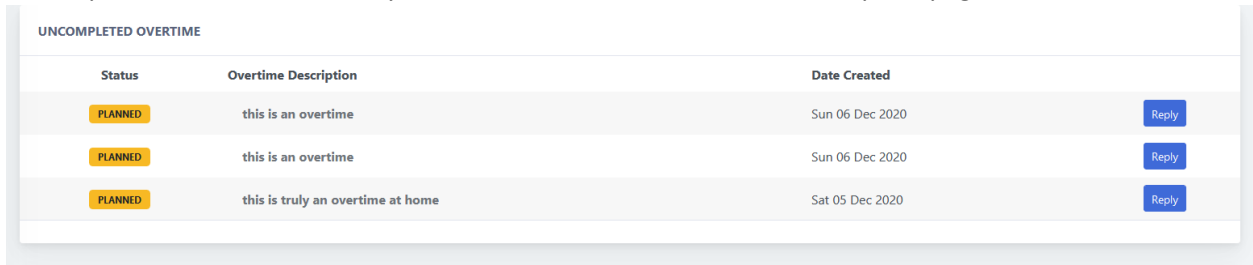
My Dashboard Page is where you will see all the overtime created for you by your supervisor on the Notifications sections. Displaying the name of the Overtime, the date of its creation and the status of it. Note: it only shows up to 20 of the last created overtime.

My Overtime Page

My Overtime page shows all your uncompleted and completed overtime. Uncompleted Overtime also known as Planned Overtime are overtimes that have been created by your supervisor, but you have not responded to it yet or you have not completed the job assigned to you. Completed Overtime are overtime that has been completed in the system as well as on the field.

How to Complete an Overtime

- Click on the reply button the overtime that you have completed the work on the field. At the uncompleted overtime section, you will be transferred to overtime complete page.



| Status | Overtime Description | Date Created | |
|---------|-----------------------------------|-----------------|-------|
| PLANNED | this is an overtime | Sun 06 Dec 2020 | Reply |
| PLANNED | this is an overtime | Sun 06 Dec 2020 | Reply |
| PLANNED | this is truly an overtime at home | Sat 05 Dec 2020 | Reply |

On the Overtime Complete Page, you will see all the details of the overtime from the attached document to the overtime date and time.

OVERTIME
Choose Status


Select

File
Browse... No file selected.
Please Upload evidence for Overtime done

COMMENTS

Save

OVERTIME JUSTIFICATION REQUEST
this is truly an overtime at home



MEMO

From: Your Name **XYZ**
cc: Name **ABC**
Date: Date **XX-XX-XXXX**
Re: Subject **SAMPLE**

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just click the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.

Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a click, on the Home tab of the ribbon, check out Styles.

OSPER ANDY AZAFOKPE
DRIVER

OVERTIME DATE AND TIME

| No of Hours | Start Date | End Date | Start Time | End Date |
|-------------|-----------------|-----------------|------------|----------|
| 4 | Sat 05 Dec 2020 | Tue 15 Dec 2020 | 5 pm | 9 pm |

- Click on the Choose Status to either choose completed or cancelled. If you didn't do the overtime sent from your supervisor for any reason. You have to select cancelled but if the work was completed, select completed
- If you have any evidence to be attached, scan the document and download it unto your computer and click on the browser and find it on your computer to attach to the overtime
- And finally, if you have a comment that you would like to share with your supervisor, enter it at the comment section it could be from increasing your overtime hours to any grievances. Note that: every comment that is entered is attached to the overtime and anyone who opens or has anything to do with the overtime would be able to see it.
- After that click on the submit button to return to your supervisor. By the time, you are done with the overtime, it will appear on your pay slip.

Send Message Page

| ALL OVERTIME REQUEST | | | | |
|----------------------|-----------|-----------------------|-----------------|--------------------------------|
| Overtime ID | Status | Justification Request | Date Created | |
| 1 | COMPLETED | this is the best work | Thu 03 Dec 2020 | Create Message |
| 2 | APPROVED | Faults at best | Thu 03 Dec 2020 | Create Message |

By every completed overtime is a “Send Message”, if for any reason your overtime didn’t appear on your pay slip, click on the send message by the overtime that didn’t appear and you will be redirected to the Overtime Issues Report Page.

OVERTIME ISSUES REPORTS

File

No file selected.

Please Upload evidence

ENTER DETAILS

- If you have any evidence to prove the legitimacy of your overtime, scan it onto your computer and select to attach, by clicking on the browser button, to select the file on your computer.
- Enter all the details on what the problem is and why the overtime should be paid.

NOTE: It will be forwarded to your district manager, who will intend forward it to the regional general manager of the region then finally he or she will forward it to the head office, for the appropriate action to be taken, or for you to receive a reply.

Cancelled Overtime

Finally, you will see a cancelled overtime section, where you will find all your overtime that has be rejected and the reason for its cancellation attached. Note: This list would comprise of cancellation you have done and ones that was done by a superior

Conclusion

You must periodically login to complete all overtime that have been sent to you on or before the 15th of the next month.

Supervisors Dashboard

ECG Self Service Application

ANTHONY MENDES JNR
INFORMATION TECHNOLOGY OFFICER-PROJECTS UNIT


Supervisor's Dashboard
This page displays notifications

Notifications

- this is an overtime - Sun 06 Dec 2020 **PLANNED**
- this is an overtime - Sun 06 Dec 2020 **PLANNED**
- this is the best work - Thu 03 Dec 2020 **COMPLETED**
- Faults at best - Thu 03 Dec 2020 **APPROVED**
- This is a test overtimes - Hr has approved overtime - Mon 07 Dec 2020 **HR APPROVED**

MENU






- Dashboards**
 - My Dashboard
 - Overtime Groups
 - Manage Overtime
- OVERTIME REQUESTS**
 - Overtime Request Form
 - Group Overtime Request
 - Add User to Request
 - Add Direct Report

- At the top right corner of the page, you will see your name, designation and district
- Beside your name, designation and district, is an icon , click on it and to display your name, region and district and a logout button.
- Click on the logout button to log you out of the software when you are done, to prevent unauthorized people from gaining access to your account.
- To the left side is your menu, you would see, My Dashboard, Overtime Groups, Manage Overtime, Overtime Request Form, Group Overtime Request, Add User to Request and Add Direct Report

My Dashboard


My Dashboard Page is where you will see all the overtime created for you by your supervisor on the Notifications sections. Displaying the name of the Overtime, the date of its creation and the status of it. Note: it only shows up to 20 of the last created overtime.

Notifications

-  **this is an overtime** - Sun 06 Dec 2020 PLANNED
-  **this is an overtime** - Sun 06 Dec 2020 PLANNED
-  **this is the best work** - Thu 03 Dec 2020 COMPLETED
-  **Faults at best** - Thu 03 Dec 2020 APPROVED
-  **This is a test overtimes - Hr has approved overtime** - Mon 07 Dec 2020 HR APPROVED

Overtime Groups

Overtime groups shows all the groups created, you can edit the overtime and it will update all the overtime sent to all your direct report.



Group Overtime Dashboard

This dashboard is for all your overtime created.

| GROUPS | | | | |
|----------|-------------------------------|---------|-----------------|-------------------------|
| Group ID | Title | Status | Date Created | |
| GxiETHE | THE OVERTIME AT HOME | Planned | Sat 05 Dec 2020 | Details |
| G1NSAW | NSAWAN OPERATIONS | Planned | Fri 04 Dec 2020 | Details |
| GRskFOR | FOR MAINTENANCE JOBS ABLEKUMA | Planned | Fri 04 Dec 2020 | Details |
| GLSYTHI | THIS OVERTIME | Planned | Fri 04 Dec 2020 | Details |

Click on the details button to be able to update the group overtime

OVERTIME DETAILS

Approved or Reject Overtime

Choose Status

Select

COMMENTS

FORWARD TO

Select

Submit

- Choose a status which is either approved or cancel
- Enter the comments at the comments sections
- Dropdown the Forward to and select the HR Officer to send it to him / her

Note: Scroll down to view all the details of the overtime from the justification request, to the attached document to the date and time of the overtime

this is truly an overtime at home



MEMO

From: Your Name XYZ
cc: Name ABC
Date: Date XX-XX-XXXX
Re: Subject CAMDIE



ANTHONY MENDES JNR
INFORMATION TECHNOLOGY OFFICER-PROJECTS UNIT



it with your own.

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just click the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.

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OVERTIME DATE AND TIME

| No of Hours | Start Date | End Date | Start Time | End Date | |
|-------------|-----------------|-----------------|------------|----------|----------------------|
| 4 | Sat 05 Dec 2020 | Tue 15 Dec 2020 | 5 pm | 9 pm | Edit |


Manage Overtime

This is the page for managing all overtime within the software, the page display 4 sections; we have forwarded overtime section, completed overtime section, planned overtime section and my overtime section


| FORWARDED OVERTIME | | | |
|-------------------------|--------------------------|----------|-----------------|
| Employee Name | Description | Status | Created Date |
| REGINA MINLAH - 156400 | This is a test overtimes | APPROVED | Mon 07 Dec 2020 |
| Details | | | |

| COMPLETED OVERTIME | | | |
|------------------------------|-----------------------|-----------|-----------------|
| Employee Name | Description | Status | Created Date |
| OSPER ANDY AZAFOKPE - 204942 | this is the best work | COMPLETED | Thu 03 Dec 2020 |
| Details | | | |

| DIRECT REPORT PLANNED OVERTIME | | | |
|---------------------------------|-----------------------------------|---------|-----------------|
| Employee Name | Description | Status | Created Date |
| OSPER ANDY AZAFOKPE - 204942 | this is truly an overtime at home | PLANNED | Sat 05 Dec 2020 |
| SAMUEL AMANOR QUARSHIE - 202936 | this is truly an overtime at home | PLANNED | Sat 05 Dec 2020 |



ANTHONY MENDS JNR
INFORMATION TECHNOLOGY OFFICER-PROJECTS UNIT



| MY OVERTIME REQUEST | | | |
|------------------------|-----------|-----------------------------------|-----------------|
| Employee Name | Status | Justification Request | Date Created |
| OSPER ANDY AZAFOKPE | PLANNED | this is an overtime | Sun 06 Dec 2020 |
| OSPER ANDY AZAFOKPE | PLANNED | this is an overtime | Sun 06 Dec 2020 |
| OSPER ANDY AZAFOKPE | PLANNED | this is truly an overtime at home | Sat 05 Dec 2020 |
| SAMUEL AMANOR QUARSHIE | PLANNED | this is truly an overtime at home | Sat 05 Dec 2020 |
| OSPER ANDY AZAFOKPE | COMPLETED | this is the best work | Thu 03 Dec 2020 |
| OSPER ANDY AZAFOKPE | APPROVED | Faults at best | Thu 03 Dec 2020 |

| UNCOMPLETED OR PLANNED OVERTIME | | |
|---------------------------------|----------------------|--------------|
| Status | Overtime Description | Date Created |

Forwarded Overtime Section

This is the section that displays all overtime that has been forwarded to you, requiring an action to be performed. These are the fields displayed: Employee name, Description, Status and Created Date.

When you click on the details button

OVERTIME DETAILS

Approved or Reject Overtime

Choose Status

COMMENTS

FORWARD TO

Submit

- You must select the status of the overtime either approve, review or not certified
- Enter comments at the comments section
- Forward the overtime to the appropriate staff, which from a supervisor is typically an HR Officer
- Click on the submit to forward the overtime to the person, you selected at the forward to

NOTE: Scroll down to display all the details of the overtime, status and the overtime justification, attachment, date and time. You can edit the overtime by clicking on the edit button. Make the changes and click on the update button to save the change.

Completed Overtime

This section will display all overtime that have been completed by your direct report. The fields you would see is the employee name, description of overtime, status and the created date.

Click on the **details** button

- Choose an approved or not certified status.
- Enter a comment at the comments section
- Select an appropriate user from the forward to and
- Click on the submit button to forward the overtime to the person you selected

Planned Overtime

This section will display all overtime that have not be completed by your direct report, so either your direct report is unaware that you have created for, or the work on the field is yet to be done. The field you would see is the employee name, description, status or created date.

My Overtime

This section will display all the overtime that has been sent to you by your supervisor and when the work is completed on the field you are to reply to the overtime by clicking on the details button

- Select either completed or cancelled from the Choose Status

- Attach any evidence to the overtime if your supervisor requires it or you want to attach a document. Scan the document and download it unto your computer. Select the browse to select it from your computer to attach it to the overtime
- Enter any comment (optional)
- Click on the submit button to return it back to your supervisor

Overtime Request Form

This is the form for creating overtime within the system.

Click on the overtime request form

OVERTIME AUTHORIZATION

Staff

Select

File

Browse... No file selected.

Please Upload evidence for Overtime

OVERTIME JUSTIFICATION REQUEST

Save Overtime

Part One

Overtime Authorization

- Select the staff you want to receive the overtime
- Click on the browse button to select the file you have scanned and downloaded to your computer
- Enter the overtime justification.
- After this click on the save overtime to save the first part of the overtime

OVERTIME DATE AND TIME

Start Date End Date

Start Time End Time

PM

⇅

PM

⇅

Number Of Hours Type of Overtime

Select

Save

Part Two

Overtime Date and Time

- Select the start and end date
- Select the start and end time
- Select the GMT either PM or AM
- Enter the Number of Hours: if the overtime hours is within the start and end time, else leave it empty
- Select the type of overtime either weekday, weekend or holiday
- Click on the save to submit the date and time for the overtime

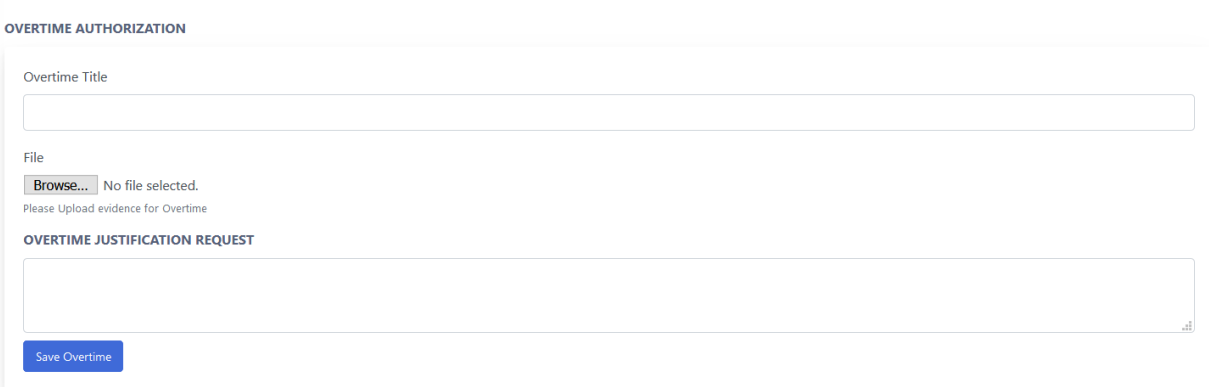
NOTE: You can add as many overtime date as possible, all you have to do is to select the date and time and type and save again and again until you have saved all the date and time for the overtime

Group Overtime

Group overtime is the page used to create a group overtime.

Part One

Overtime Authorization



The screenshot shows a web form titled "OVERTIME AUTHORIZATION". It contains the following elements:

- A text input field labeled "Overtime Title".
- A "File" section with a "Browse..." button and the text "No file selected." Below it, a smaller text prompt says "Please Upload evidence for Overtime".
- A section titled "OVERTIME JUSTIFICATION REQUEST" with a large text area for input.
- A blue "Save Overtime" button at the bottom left.

- Its starts with an overtime group title, the title is the general idea for the overtime
- If you must attach a document, scan the document and download it to your computer, click on the browse button and select the file from your computer
- Enter the overtime justification
- Click on the submit button to save it.

Part Two

Overtime Date and Time

OVERTIME DATE AND TIME

Start Date End Date

Start Time PM End Time PM

Number Of Hours Type of Overtime

- Select the start and end date
- Select the start and end time
- Select the GMT either PM or AM
- Enter the Number of Hours if the overtime hours is within the start and end time, else leave it empty
- Select the type of overtime either weekday, weekend or holiday
- Click on the save to submit the date and time for the overtime

Add User to Report

This is the page for adding a direct report to a group. All you have to do is to select the staff and the group name you created and click on Save Overtime to create a copy of the overtime for the direct report.

ADD DIRECT REPORT TO GROUP OVERTIME

Staff

Overtime

Add direct report

This is the page for adding direct report to your account. When the HR Officer creates a new employee or any employee who have not been assigned to a supervisor but within your district and directorate you will be able to add to your account, so that you can create overtime for the person as your direct report.

ADD YOUR DIRECT REPORT

Staff Save Staff

Select ⌵

Human Resource Activities

HR resource activities are a set of pages that are designed to help with the administration of the software. Here are the menu links; User logins, All Direct Reports, Approvals, All Employee and Process Overtime.

User Logins

User logins displays all the log in account within your region or district with an edit button to edit the login details.

| ALL USERS | | | | | | | |
|-----------|----------|-------------------|-----------------------------------|--------|------------|-----------------|----------------------|
| Username | Staff ID | Region | District | Status | Role | Date Created | |
| rbentil | 148041 | ACCRA WEST REGION | DANSOMAN DISTRICT, ACCRA WEST | Active | User | Mon 07 Dec 2020 | Edit |
| sdodeah | 152854 | | HOHOE, VOLTA | Active | Supervisor | Mon 07 Dec 2020 | Edit |
| eankrah | 153390 | ACCRA WEST REGION | DANSOMAN DISTRICT, ACCRA WEST | Active | Supervisor | Mon 07 Dec 2020 | Edit |
| rminlah | 156400 | ACCRA WEST REGION | DANSOMAN DISTRICT, ACCRA WEST | Active | User | Mon 07 Dec 2020 | Edit |
| ghomme | 163872 | PROJECTS UNIT | PROJECTS OFFICE HQ, PROJECTS UNIT | Active | Supervisor | Sat 05 Dec 2020 | Edit |
| aaheto | 179876 | ACCRA WEST REGION | DANSOMAN DISTRICT, ACCRA WEST | Active | Supervisor | Mon 07 Dec 2020 | Edit |
| vekwadade | 186481 | | | Active | User | Sat 05 Dec 2020 | Edit |
| amends | 201717 | PROJECTS OFFICE | PROJECTS UNIT | Active | Supervisor | Sat 05 Dec 2020 | Edit |
| oazafokpe | 204942 | VOLTA | HOHOE | Active | User | Sat 05 Dec 2020 | Edit |

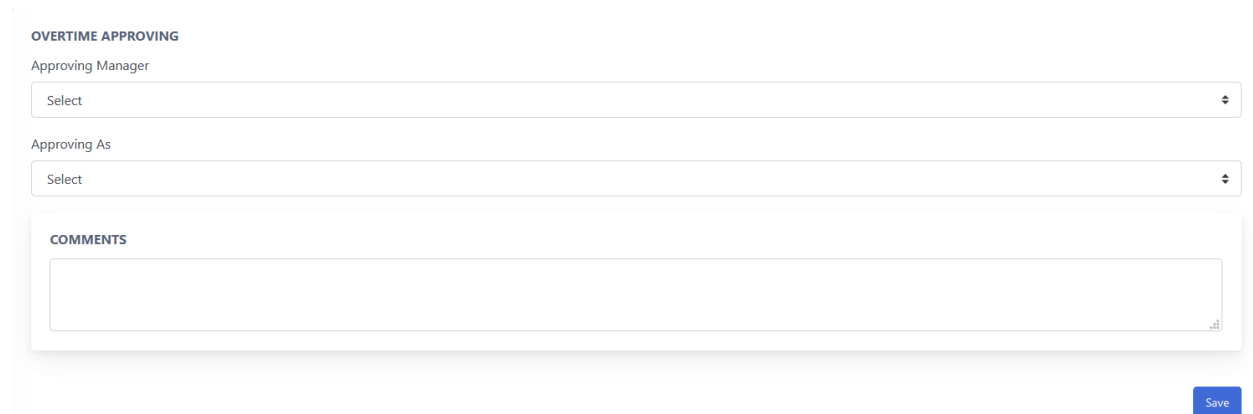
Add Direct Report

This page displays all users with their staff ID and their supervisors. You have the permission to edit the supervisor of any direct report within your region or district.

| DIRECT REPORTS | | | | | |
|-------------------------------|----------------------------|----------------|------------------|--------------|----------------------|
| Directorate | D.R. Name | D.R. Staff No. | S. Name | S. Staff No. | |
| CUSTOMER SERVICES DIRECTORATE | RICHMOND GODSLOVE ASHIAMAH | 201116 | ZITA KYEI-GYAMFI | 169650 | Edit |
| CUSTOMER SERVICES DIRECTORATE | SAMUEL DIASEMPAH | 156680 | ZITA KYEI-GYAMFI | 169650 | Edit |
| CUSTOMER SERVICES DIRECTORATE | JOSEPH OPPONG-DANQUAH | 162345 | ZITA KYEI-GYAMFI | 169650 | Edit |
| CUSTOMER SERVICES DIRECTORATE | ABUBAKARI FAROUK | 190811 | ZITA KYEI-GYAMFI | 169650 | Edit |

Approvals

The overtime approving page is very important and its one of the first page an HR Officer, upon creating his / her account must open. It's to save all the staffs within the district who will approve an overtime and their capacity to approve.



The screenshot shows a web form titled "OVERTIME APPROVING". It contains two dropdown menus: "Approving Manager" and "Approving As", both with "Select" as the current value. Below these is a "COMMENTS" section with a large text input area. A blue "Save" button is located at the bottom right of the form.

- For instance, under the approving manager, the dropdown would display all the staffs, within the district and their designation, its up to you to select a name
- After select Approving As, by dropping down the list and choosing; that is if the staff would be approving as a human resource officer, district manager, regional general manager or a supervisor
- After which if you have a comment to add, you can type it in at the comment section and
- Click on the save button

NOTE: Once you save, if you want to add another one, you would select another approving manager and approving as and click on the save. You can add as many times as the staffs who will be approving overtime within your district or region.

Add Employee

This page is used to add new employees who are not part of the list of employees within your district. Now every employee is already in the system its only people who have been recently employed that must be added. Fill in all the details for adding an employee. And click on the save button.

NEW EMPLOYEE INFORMATION

| | |
|---------------|--------------|
| Employee Name | Staff Number |
|---------------|--------------|

| | |
|--------------------|-------------------------|
| Category Select | Employee Type Select |
|--------------------|-------------------------|

| | |
|-----------|----------|
| Post Code | Job Name |
|-----------|----------|

| | |
|------------------|--------------------|
| Region Select | District Select |
|------------------|--------------------|

| | |
|------------|---------|
| Grade Name | Address |
| Phone 1 | Phone 2 |

| | |
|--------------|---------------|
| Contact Name | Date of Birth |
| Identity | Email Address |

| | |
|----------------|-----------------------|
| Gender Male | Directorate Select |
|----------------|-----------------------|

[Save](#)

After which the supervisors can add the employee as a direct report, using the add report menu link.

Process Overtime

Process Overtime is a page that displays all overtime that has been forwarded to your account. Instead of going to the manage overtime and under the forward section and process one by one using the Process Overtime makes it easier for you to bulk approve overtime

The screenshot shows the 'BULK FORWARD' section. At the top right is a blue 'Forward' button. Below it is a 'Forward To' dropdown menu. Underneath is the 'ALL FORWARDED OVERTIME' section, which contains a table with the following data:

| Employee Name | Description | Status | Created Date | |
|------------------------|--------------------------|----------|-----------------|---------|
| REGINA MINLAH - 156400 | THIS IS A TEST OVERTIMES | Approved | Mon 07 Dec 2020 | Details |

Note: This page is only available to the HR Officers, district managers and regional general managers.

The screenshot shows the 'OVERTIME DETAILS' section. At the top right is a blue 'VERIFIED FOR APPROVAL' button. Below it is the text 'Approve or Review or Reject Overtime'. Underneath is a 'Choose Status' dropdown menu with 'Select' as the current value. Below that is a 'COMMENTS' section with a text input field. At the bottom is a 'FORWARD BACK TO' dropdown menu with 'Select' as the current value. At the very bottom is a blue 'Submit' button.

When you click on the Process Overtime.

- Select the forward to, the forward to will display the list of people you can forward to and the overtime displaying under the All Forwarded Overtime.
- When you click on the details button you will see, choose status, you can choose either Not Certified or Send it for review
- If you have any comments to add, you type it in the comments section
- And you can forward it back to the staff within the forward to dropdown and
- Click on the submit button

Note: You can scroll down to see all the details of the overtime and you can edit by clicking the edit button, also you only fill these if you want to reject the overtime otherwise click on the verified for approval to return back to the list of overtime to be bulk transferred.


You can do this for every overtime until you are satisfied with every overtime display then click on the forward button to forward all the overtime within the list below to the staff you select at the forward to

Note: The All Forwarded Overtime section will display all overtime that has been sent onto your account for approving. By clicking on the details button, you will see all the details of the overtime and you can reject the overtime or edit the overtime.

Once you reject an overtime it wouldn't be part of the list you will bulk approve, it will be returned to the person who sent it to your account.

OVERTIME JUSTIFICATION REQUEST - [Edit](#)

This is a test overtimes



MEMO

From: Your Name XYZ
cc: Name ABC
Date: Date XX-XX-XXXX
Re: Subject SAMPLE

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just click the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.


Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a click, on the Home tab of the ribbon, check out Styles.

| No of Hours | Start Date | End Date | Start Time | End Date | |
|-------------|-----------------|-----------------|------------|----------|----------------------|
| 7 | Sun 20 Dec 2020 | Fri 25 Dec 2020 | 2 pm | 9 pm | Edit |
| 4 | Sat 05 Dec 2020 | Tue 15 Dec 2020 | 5 pm | 9 pm | Edit |

STAFF REPLY

Overtime Status

Approved



MEMO

From: Your Name XYZ
cc: Name ABC

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just click the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.

Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a click, on the Home tab of the ribbon, check out Styles.

COMMENTS

this is good