

Internal Memo No.: HR-2026-001_Online Overtime Filing System

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Date: July 3, 2026

To: All Employees

From: HR Department

Subject: Implementation of Online Overtime Filing

In line with the Company's commitment to improving efficiency, accuracy, and transparency in payroll processing, HR Department shall be implementing the Online Overtime Filing System, effective immediately.

All employees are required to follow the guidelines and procedures below when requesting and filing overtime work.

I. Manner of Filing

All overtime requests must be submitted through the Company's Online Overtime Filing Form by following these steps:

Step 1. Access the Online Overtime Filing Form by scanning the official QR Code or visiting the link:
<https://docs.google.com/forms/d/e/1FAIpQLSdxVgjzbmvlQdYe6OsPVxyZuUCdyBjtZWVzZYr52nJa7PLbw/viewform?usp=dialog>



Step 2: Complete the Online Form by providing accurate and complete information, including but not limited to:

- Employee Name
- Email address
- Date of Overtime
- Time In and Time Out
- Total Overtime Hours
- Reason for Overtime
- Approving Manager

Employees are responsible for ensuring that all information submitted is correct. Inaccurate submissions may result in delays or disapproval of the overtime request.

II. Deadline for Filing

To ensure proper approval and payroll processing, employees must observe the following deadlines:

A. Planned Overtime

All overtime requests must be filed on the same day before the intended overtime work is rendered.

Employees shall not render overtime work without prior authorization from their Immediate Superior.

Overtime work shall only be rendered when it is required by operational needs and specifically instructed or authorized by the Immediate Superior.

B. Emergency Overtime

Emergency overtime refers to situations where employees are unexpectedly instructed by their Immediate Superior or the Management to extend their working hours due to urgent operational requirements.

In such cases:

- Employees may immediately render the authorized overtime work as instructed by their Immediate Superior or Management.
- The Online Overtime Filing Form must be completed immediately after the overtime has been rendered.

III. Approval Process

The submitted request will automatically be routed to the indicated Immediate Superior for review and approval.

Every submitted overtime request shall undergo review and approval by the employee's Immediate Superior. Only overtime requests that have been properly filed through the Online Overtime Filing Form and approved by the Immediate Superior shall be considered valid for payroll processing.

Approved overtime shall be paid in accordance with Company policy and applicable labor laws.

Overtime requests that are not submitted through the Online Overtime Filing; filed beyond the prescribed deadline without valid justification, contain inaccurate or incomplete information, or are not approved by the Immediate Superior shall not be eligible for overtime compensation.

IV. Employee Responsibility

Employees are expected to:

- Submit overtime requests honestly and accurately.
- Observe all filing deadlines.
- Obtain the necessary approval before rendering planned overtime.
- Coordinate with their Immediate Superior regarding any concerns related to overtime work.

Immediate Superiors are likewise responsible for reviewing overtime requests promptly and ensuring that only necessary, reasonable, and duly authorized overtime work is approved.

V. Effectivity

These guidelines shall take effect immediately and shall apply to all employees without exception. Employees who rendered overtime on July 1 and July 2, 2026 may likewise submit their overtime requests through the Online Overtime Filing System.

Strict compliance is expected from everyone. Failure to observe these procedures may result in the disallowance of overtime pay and other appropriate administrative actions in accordance with Company policies.

For questions or assistance regarding the Online Overtime Filing System, please contact the HR Department.

Thank you for your cooperation.

Human Resource

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