WORKER OVERTIME &
JOB TRACKING APP

App Overview

[1] Track worktime/overtime activity

- Start & end time (total time)
- Start & end location
- Project name
- Purpose (task description)

Set up overtime claim policy
- Overtime hours (e.g. 18:00 to 09:00)
- Wage code for work day (weekday), rest day (weekend), public holiday
- Meal time deduction (e.g. deduct 1 hour for meal time if overtime is more than 8 hours)

[2] Track job activity

- Set up job tasks in calendar
- Notify worker of upcoming jobs
- Assign job status as
    "Ongoing" when job is scheduled
    "On-site" when worker reaches work site
    "Completed" when worker leaves work site

[3] Report & Analysis

- Overtime claim report
- Job activity report
- View worker live location

Note: *App functions and user interfaces are subject to change due to ongoing development & updates.*

Track

Name
OT User

Project
Project Alpha

Purpose
Check installation work at site AM368

Current Date & Time
2023-09-01 23:29:44

Current Location
AIRPORT BOULEVARD

| RECALL START | NORMAL START |

OT | OT Log | Jobs | Job Log | Settings
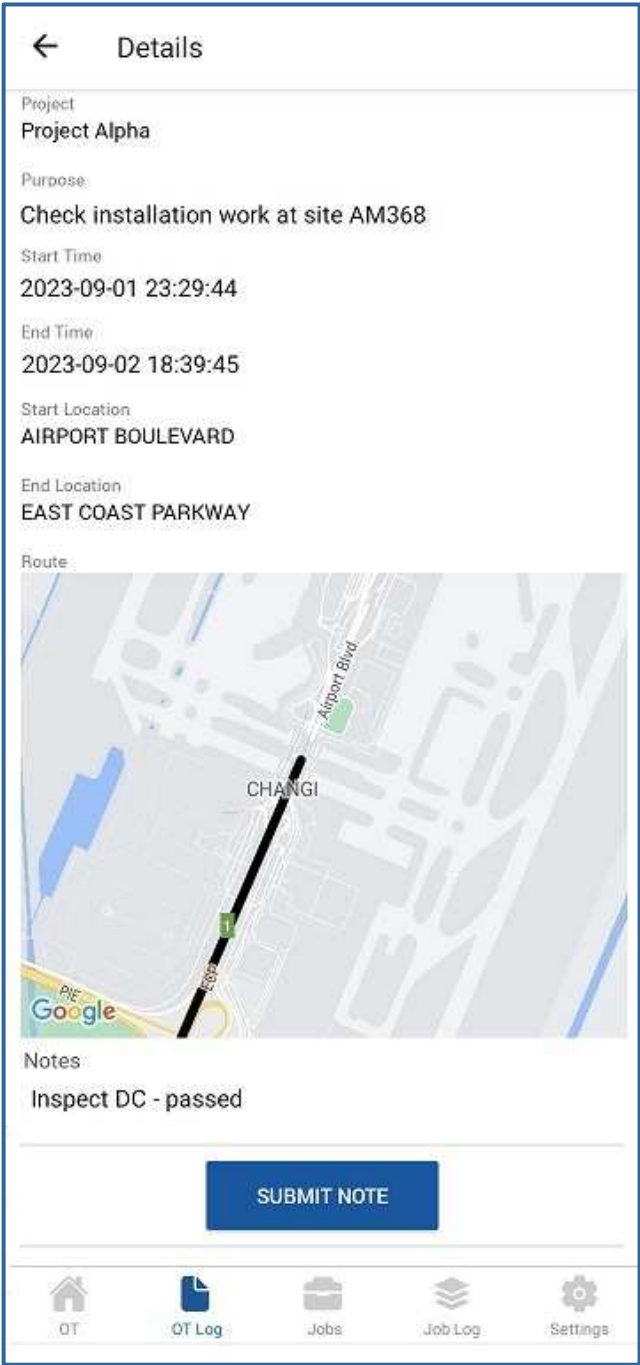
Name
OT User

Project
Project Alpha

Purpose
Check installation work at site AM368

Current Date & Time
2023-09-02 18:39:45

Current Location
EAST COAST PARKWAY

STOP

[1] OVERTIME - Tracking

Enter worktime/overtime task

- Project Name
- Purpose
- Current Date & Time (live)
- Current Location (live)

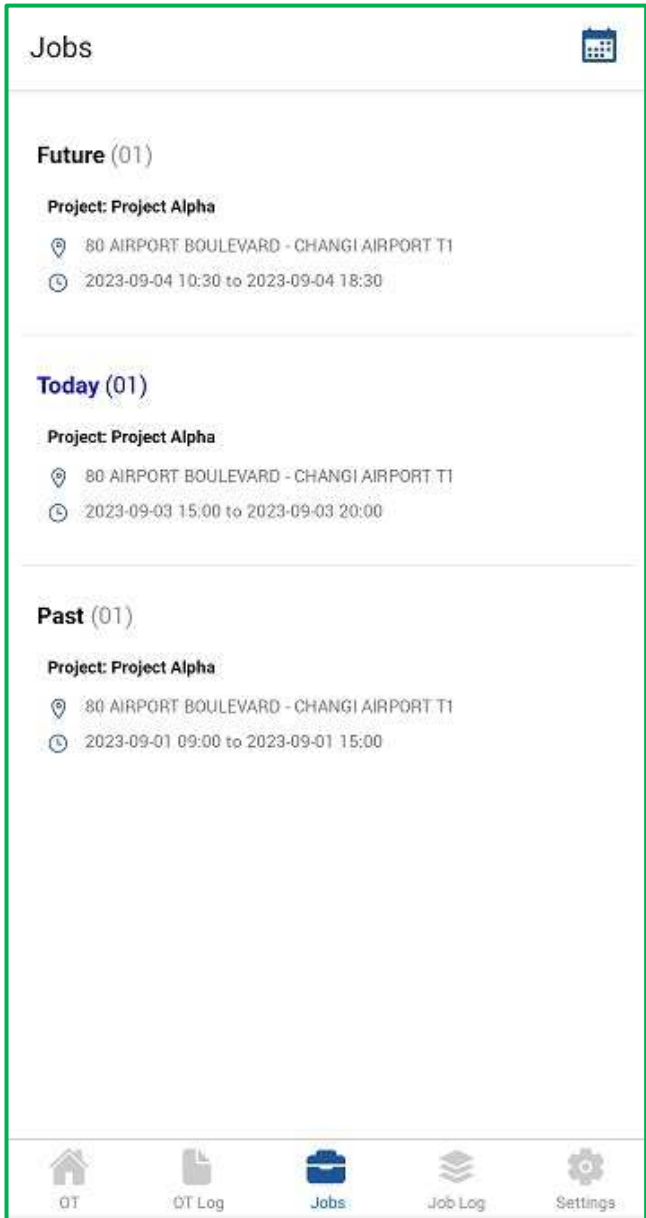Press [START] to start tracking

Press [STOP] to stop tracking

[1] OVERTIME LOG - Details

Show worktime/overtime record
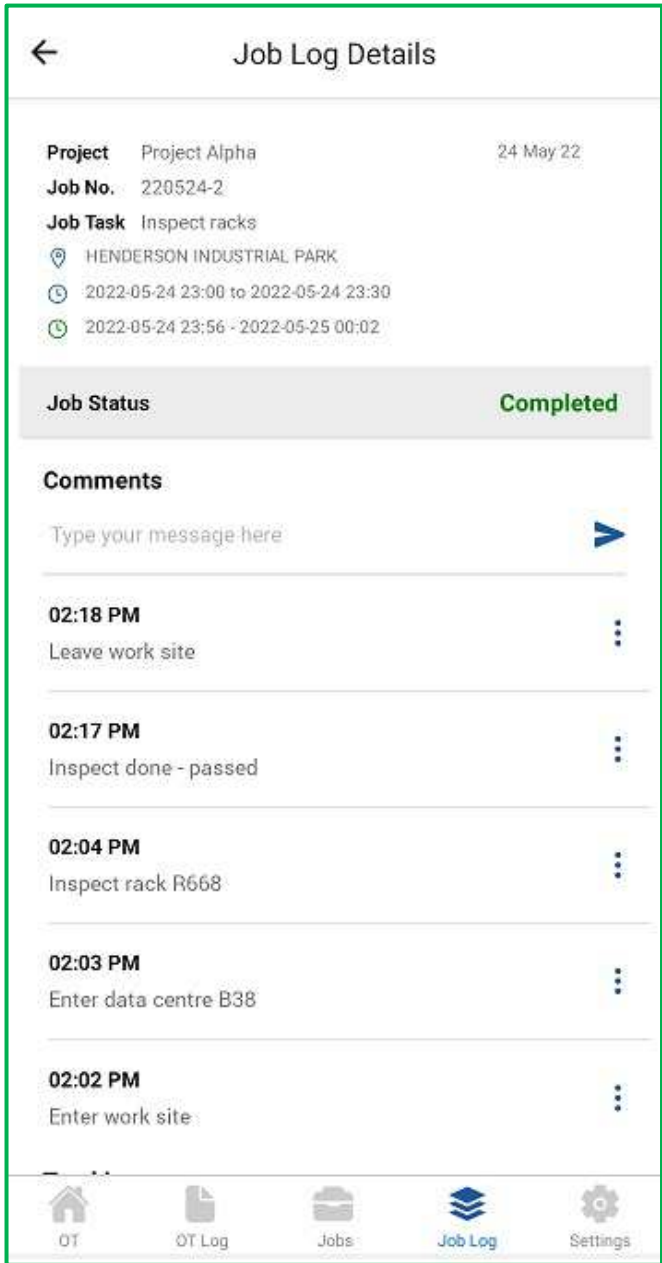
- Project Name
- Purpose

- Start & End Time
- Start & End Location

- Route (on map)

- Notes (enter task status/comment)

Jobs

Future (01)

Project: Project Alpha

⊙ 80 AIRPORT BOULEVARD - CHANGI AIRPORT T1

⊙ 2023-09-04 10:30 to 2023-09-04 18:30

Today (01)

Project: Project Alpha

⊙ 80 AIRPORT BOULEVARD - CHANGI AIRPORT T1

⊙ 2023-09-03 15:00 to 2023-09-03 20:00

Past (01)

Project: Project Alpha

⊙ 80 AIRPORT BOULEVARD - CHANGI AIRPORT T1

⊙ 2023-09-01 09:00 to 2023-09-01 15:00

OT | OT Log | Jobs | Job Log | Settings

[2] JOBS – Job Notification

Notify worker on upcoming jobs

- Job schedule: Future / Today / Past

- Project Name
- Location
- Start & End Time (Planned)

Job Log Details

Project	Project Alpha	24 May 22
Job No.	220524-2	
Job Task	Inspect racks	

◎ HENDERSON INDUSTRIAL PARK

🕓 2022-05-24 23:00 to 2022-05-24 23:30

🕓 2022-05-24 23:56 - 2022-05-25 00:02

Job Status   **Completed**

Comments

Type your message here ➤

02:18 PM
Leave work site ⋮

02:17 PM
Inspect done - passed ⋮

02:04 PM
Inspect rack R668 ⋮

02:03 PM
Enter data centre B38 ⋮

02:02 PM
Enter work site ⋮

OT | OT Log | Jobs | Job Log | Settings

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[2] JOB LOG – Job Details

Show job details

- Project Name
- Job Number
- Job Task

- Location
- Start & End Time (Planned)
- *Start & End Time (Actual)*

- *Status: Ongoing / On-site / Completed*

- Comments
  Enter job milestone (with timestamp)