MCVO TALENT OUTSOURCING	**MCVO Talent Outsourcing Services OPC** **Human Resources Department Policy & Guidelines**	**Version No.**	1.0
		Rev. Code	00
		Effectivity Date	May 29,2025
Section:	Standard Operating Procedure		
Subject:	Sprout :Filling of Overtime		

Purpose: This SOP provides a clear and consistent process for MCVO employees to file Overtime (OT) using the Sprout HR system. It ensures that all overtime work is properly documented, approved, and processed for compensation.

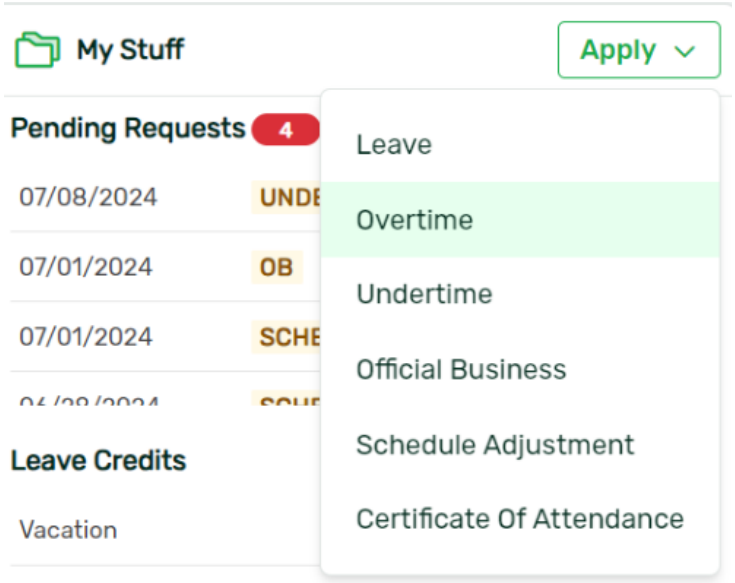
Scope:
This procedure applies to all MCVO employees who render overtime work beyond their regular shift and need to file it in Sprout HR for approval and payment. It covers the two available filing options:

-Filing via the My Stuff panel
-Filing via the My Requests/Approvals tab

Procedure:

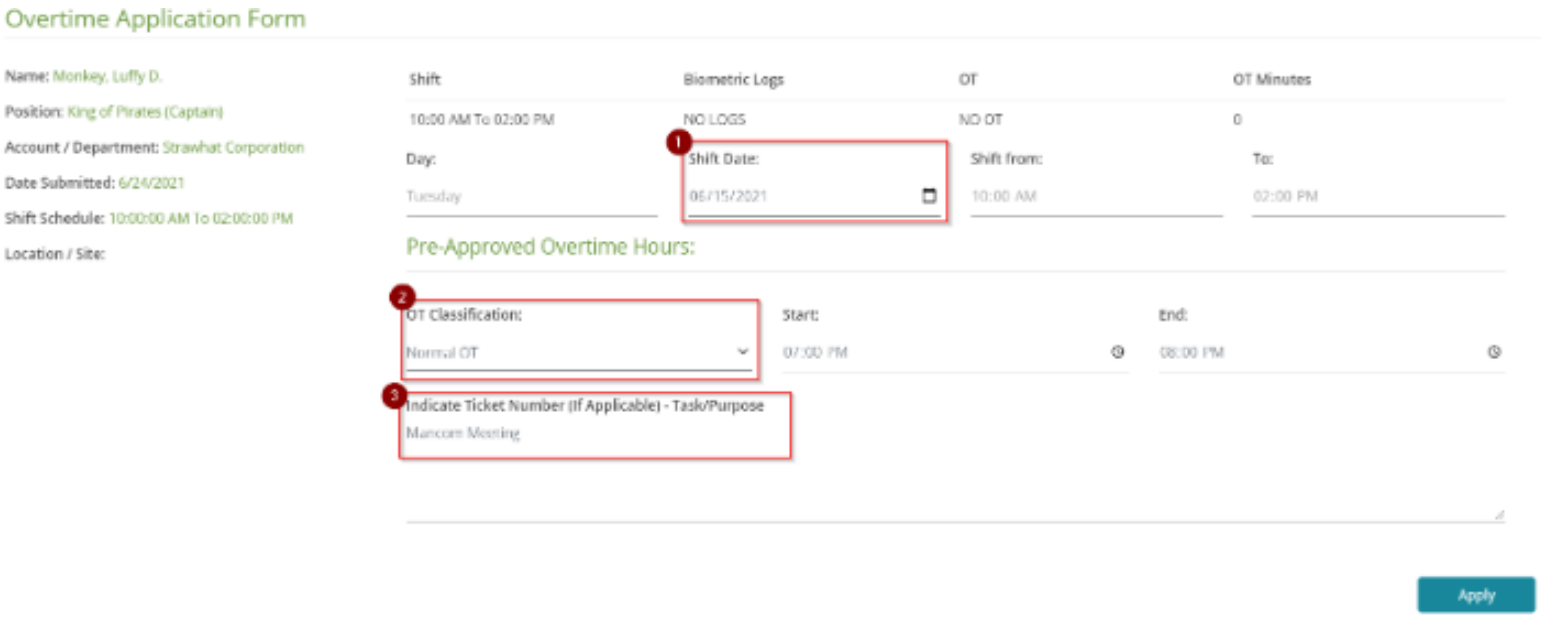
A. Filing Overtime via the My Stuff Panel

1. Log in to Sprout HR using your MCVO credentials.
2. On the Dashboard, go to the My Stuff panel.
3. Click Apply, then select Overtime from the drop-down list.



4. Input the required details:

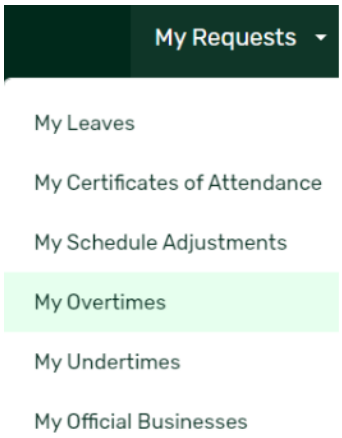
    - Date of Overtime
    - Overtime Classification (e.g., Regular OT, Rest Day OT, Holiday OT)
    - Task/Purpose of OT (Brief description of the work done)



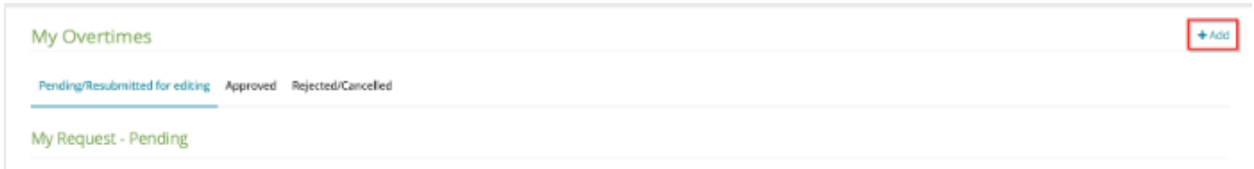
5. Click the Apply button.
6. A notification message will confirm that your OT application was submitted successfully.

B. Filing Overtime via the My Requests/Approvals Tab

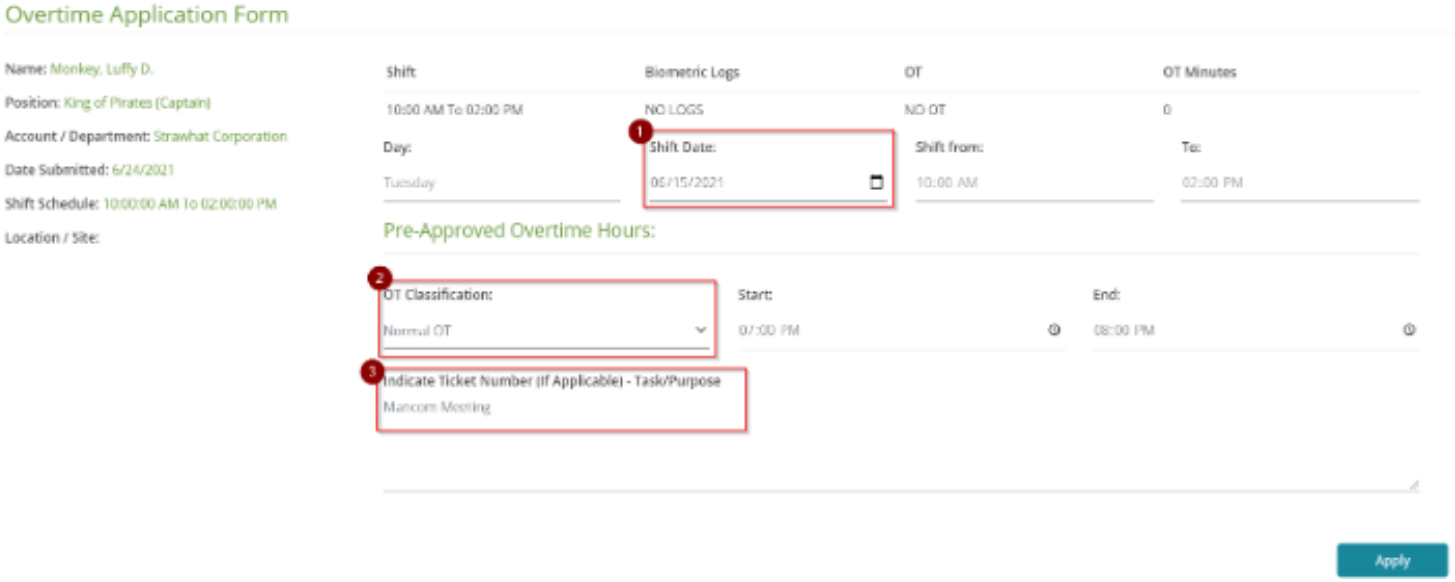
1. From the Sprout HR Dashboard, click on the My Requests/Approvals tab.
2. Select My Overtime from the drop-down list.



3. Click the +Add icon located on the right-hand side.



4. Fill out the Overtime application form with the following details:
    - Date of Overtime
    - Overtime Classification
    - Task/Purpose of OT



5. Click the Apply button.
6. A confirmation message will appear indicating the OT was filed successfully.

---

4. Roles and Responsibilities

- **Employee:**
    - Responsible for filing Overtime applications accurately and promptly.
    - Must ensure the correct OT classification and task details are entered.
    - Should follow up with their supervisor if the application is pending.
- **Immediate Supervisor:**
    - Responsible for reviewing, approving, or rejecting OT requests based on work validity and supporting details.
    - Must act promptly to ensure timely payroll processing.
- **HR Department:**
    - Monitors trends in OT filings.
    - Ensures OT requests are aligned with company policies and work schedules.
    - Provides support in case of filing issues.

---

5. Compliance and Monitoring

- Overtime must be filed immediately after rendering the extra hours or within the prescribed cutoff period for payroll inclusion.
- Misuse or incorrect OT filing (e.g., wrong classification or false claims) may be subject to investigation and disciplinary action.
- Consistent failure to file OT correctly may impact pay and be escalated to HR.

This document is a sole property of MCVO. Any disclosure, unauthorized reproduction or use is strictly prohibited except with permission from MCVO Management.