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 (on a rest Day)		

Purpose: This SOP provides a standardized process for MCVO employees to file for Rest Day Overtime (RDO) through Sprout HR. It ensures proper documentation and approval for employees who perform work on their designated rest days. This process is necessary for the correct computation of Rest Day Premiums and Rest Day Overtime Pay.

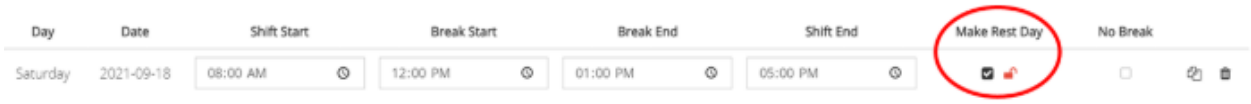
Scope:
This procedure applies to all MCVO employees who work during their scheduled rest days (e.g., Saturdays, Sundays), whether on-site or remote, and need to be compensated accordingly. It includes filing requirements for:

-Schedule Adjustment (SA)
-Certificate of Attendance (COA) or Official Business (OB) (for remote work)
-Overtime (OT) application

Procedure:

A. File a Schedule Adjustment (SA)

> **Note:** Filing a Schedule Adjustment (SA) is required before any other steps. This tells the system that you're assigned to work on your rest day.



1. Log in to Sprout HR using your MCVO credentials.
2. Go to My Stuff or My Requests, and select Schedule Adjustment.
3. Set the schedule to the time you'll work on your rest day (e.g., 9:00 AM to 6:00 PM).
4. Tick the “Rest Day” checkbox and ensure the padlock icon is open.
5. Submit the SA for manager approval.
   No further applications will be recognized unless this is approved.

B. File COA or OB (If Work is Done Remotely)

Required only if Rest Day work is rendered from home or outside the office.

1. After SA approval, file a Certificate of Attendance (COA) or Official Business (OB).
2. Include accurate Biometric Mode, Time In/Out, and Reason.
3. Submit for manager approval.
4. Ensure this matches your approved SA schedule.

C. File Overtime Application (Only if Work Goes Beyond Approved SA)

You can only file Overtime (OT) if you worked beyond the hours stated in the approved SA.

1. **After both SA and COA/OB (if applicable) are approved:**
    - Go to My Stuff or My Requests.
    - Select Overtime.
2. **Indicate:**
    - Date of work (rest day).
    - Time In and Time Out reflecting only the excess hours beyond the SA.
3. **Add any necessary remarks or supporting details.**
4. **Submit the OT request for manager approval.**

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4. Example Breakdown: Rest Day Overtime

Rest Days: Saturday and Sunday
Approved SA Time: 9:00 AM to 6:00 PM
Actual Work Hours: Clock In – 8:45 AM | Clock Out – 8:00 PM

Time	Pay Category
9:00 AM – 6:00 PM	**Rest Day Premium Pay (8 hours)**
6:00 PM – 8:00 PM	**Rest Day Overtime Premium Pay**
8:45 AM – 9:00 AM	**Not included unless SA starts earlier**

Note: 1-hour break is automatically deducted.

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5. Roles and Responsibilities

- **Employee:**
    - Initiate and file all required applications (SA, COA/OB, OT) in the correct sequence.
    - Ensure that all data (date, time, reason) is accurate and aligned across all filings.

    - Follow up with the manager for approval status if needed.
- **Immediate Supervisor:**
    - Review and approve Schedule Adjustments, COA/OB, and OT applications in a timely manner.
    - Confirm the legitimacy and alignment of all filed details.
- **HR Department:**
    - Monitor compliance of rest day work filing procedures.
    - Assist employees and managers with filing issues or corrections.

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6. Compliance and Monitoring

- Filing a Schedule Adjustment is mandatory before working on a rest day. Without it, the system will not record your time.
- Rest day OT will not be paid unless both the SA and OT are filed and approved.
- Remote rest day work must include a COA or OB application, even with an approved SA.

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