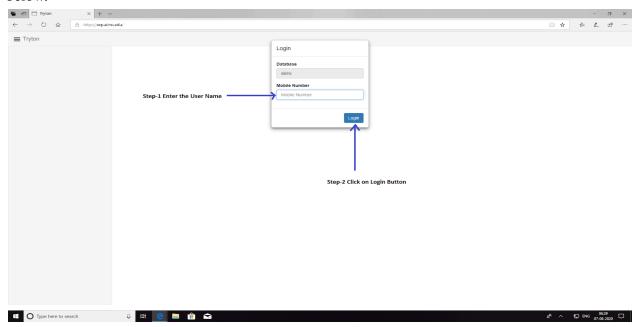
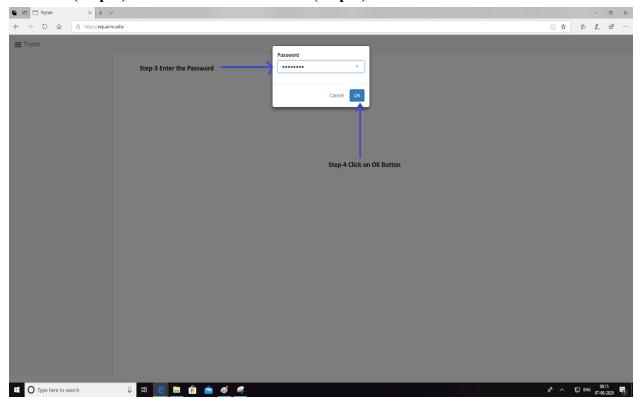
## **Over Time Allowance User Manual**

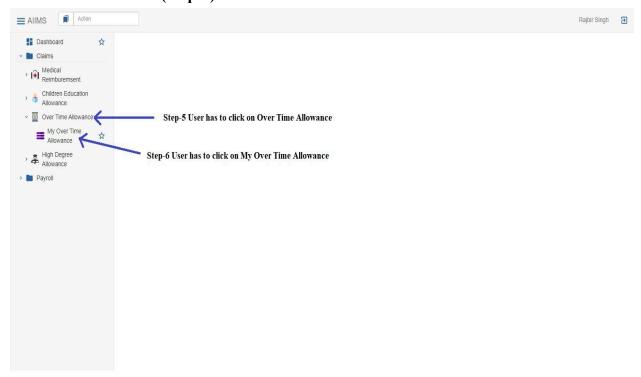
• For Login -: User have to open web browsers like Google Chrome or Mozilla Firefox and enter the URL <a href="https://erp.aiims.edu/">https://erp.aiims.edu/</a> in the address bar for Login. User have to enter User Name and click on the Login button respectively to follow step-1 & step-2. As Shown in Screen shown below.



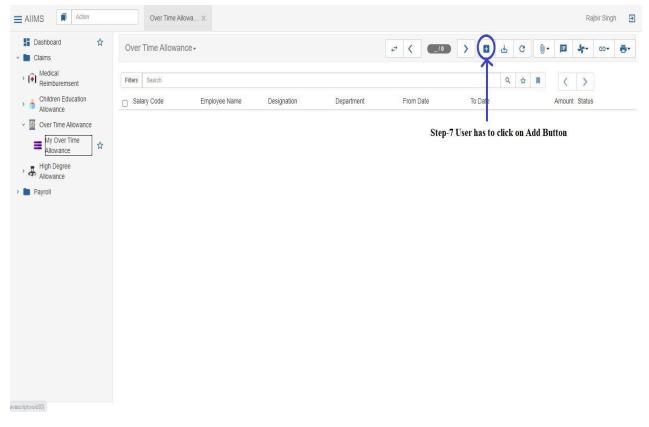
• After Entering User Name and clicking on the Login Button, User has to Enter the Password(Step-3) and click on the OK Button(Step-4). As shown in Screen shown below.



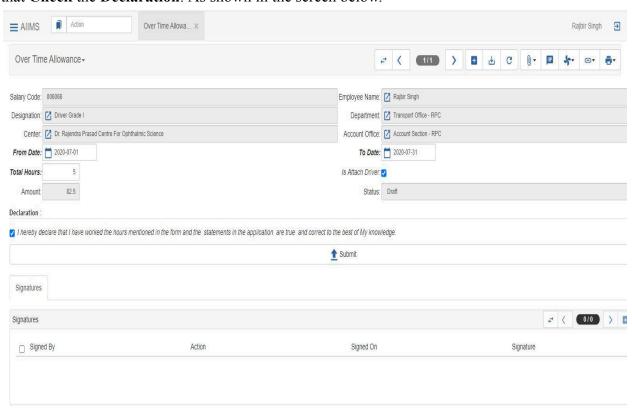
• After Successfully logging in, a screen will be shown to the **User**, Where the **User** needs to click on **Over Time Allowance (Step-5)** then click on the **My Over Time Allowance** coming under **Over Time Allowance (Step-6)**. As Shown in **Screen** shown below.



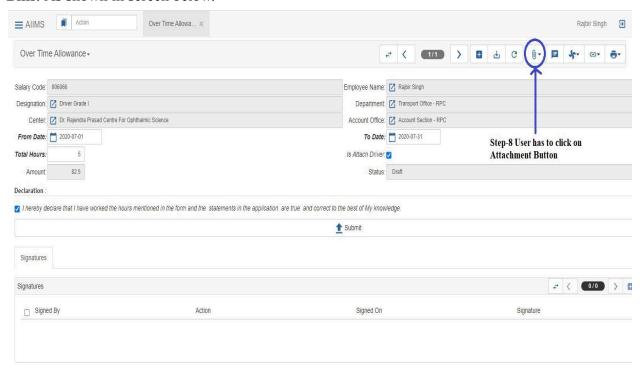
• After clicking on My Over Time Allowance screen will be shown to the User, then click on (+) Add Button(Step-7). As shown in screen shown below.



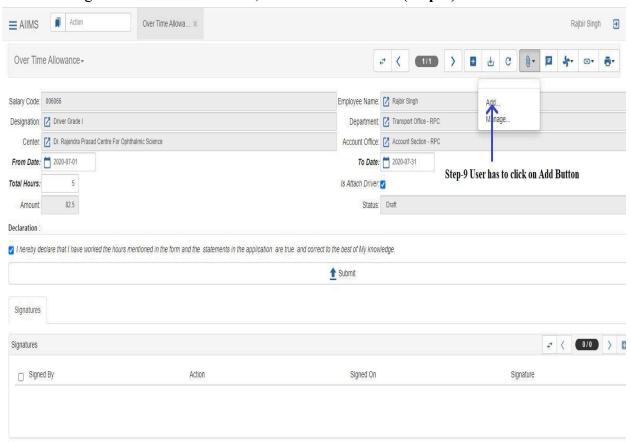
After clicking on (+) Add Button User needs to fill the details in the form opened, Fill the From Date, To Date and Total Hours. All the fields which are bold are mandatory to be filled. After that Check the Declaration. As shown in the screen below.



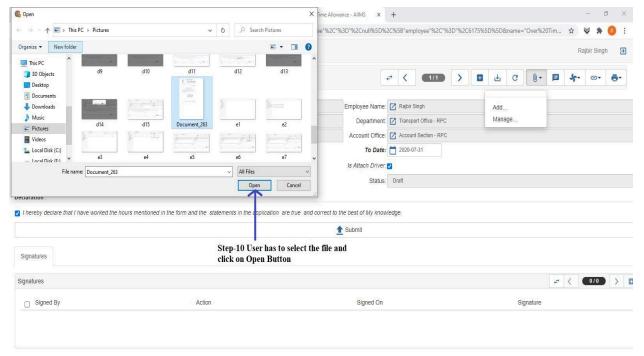
 After filling the details Click on Attachments Button (Step-8) where User have to Attach their Bills. As shown in screen below.



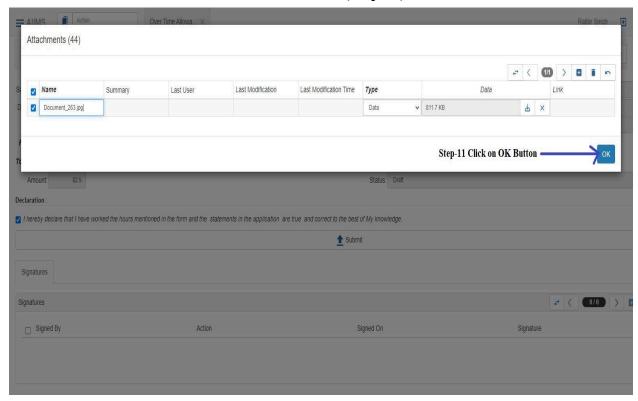
• After Clicking on Attachments Button, Click on Add Button(Step-9). As shown below.



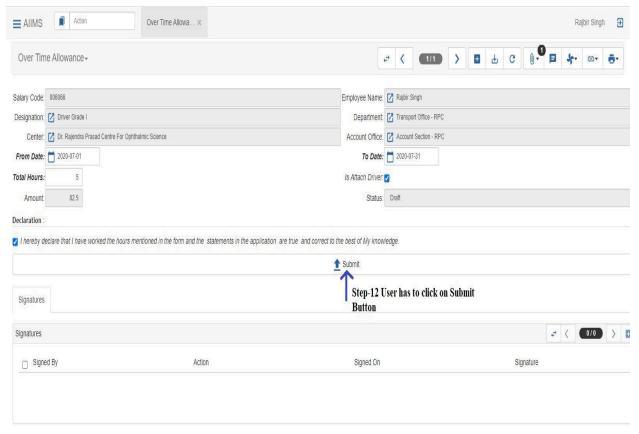
After clicking on Add Button a window will come where User has to select the file(Bills) and click on Open Button(Step-10). Using the same process, Users can attach Multiple files(Bills). As shown in the screen below.



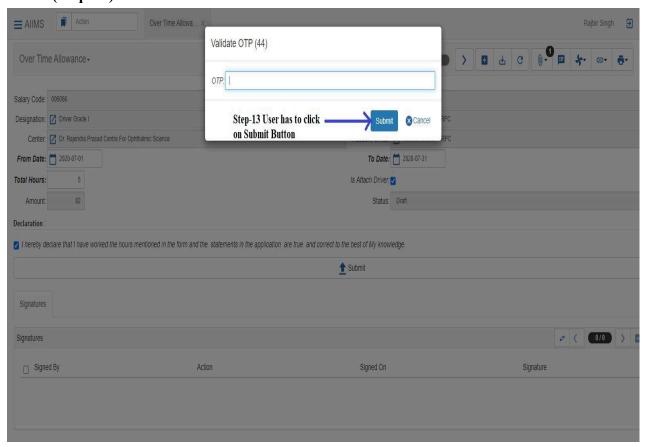
• After Attaching the **Bills** screen will be shown where **User** can check the name of the file attached in the **Name** field then click on **OK Button(Step-11)**. As shown in the screen below.



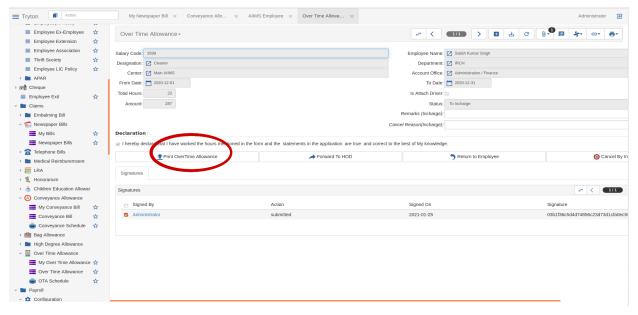
• After Attaching the Bills click on Submit Button(Step-12). As shown in the screen below.

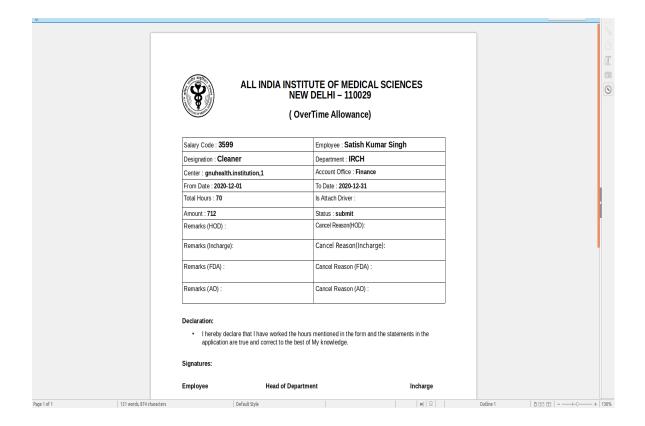


After Clicking Submit Button a screen will be shown to enter the OTP where the User will enter the OTP he/she gets in their Registered Number and then click on Submit Button(Step-13). As shown in the screen below.



 After online submission of the form, the user has to print the form by clicking on the Print OverTime Allowance Button (as shown below). This hardcopy should be submitted to the FDA.





• Users can Track their current status in Signatures. As shown in the screen below.

