

ASYCUDA Overtime (OT) Module



Prepared for:
The Barbados Customs and Excise Department

REQUESTOR USER GUIDE

PREPARED BY



Version 1.0

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Document Review

The signatures below certify that this Standard Operating Procedure has been reviewed and accepted and demonstrate that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

| | |
|----------------------|---|
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| Version | 1.0 |
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| Approved | Comptroller of Customs & Excise |

Revision History

| Date | Author | Version | Description of Changes |
|--------------|-----------------|----------------|-------------------------------|
| May 1, 2024 | Fabian Joseph | 1.0 | Initial Draft |
| June 7, 2024 | Functional Team | 2.0 | Draft Reviewed and submitted |

Introduction

Welcome to the user manual for the Customs Overtime Management Module (OT Module) in ASYCUDA. This guide provides a comprehensive overview of the OT Module, designed to streamline the process for customers and their agents to request overtime services from Customs staff. Additionally, it facilitates Customs staff in submitting claims for overtime, travel, other entitled allowances, and the accounting tasks necessary to process and avail the approved payments to payroll.

The OT Module incorporates a fully digital workflow, covering all essential functions such as scheduling, requesting, validating, approving, resource allocation, and payment processing. This ensures that the overtime application and approval processes are executed systematically and efficiently, enhancing overall operational effectiveness.

The module is versatile, handling both private sector and government-funded overtime services, ensuring comprehensive management and accountability for all overtime-related activities.

Intended Audience:

This document is intended for use by the following generic category of users:

Requestor: The customer requesting overtime services from Customs.

Approver: The Customs employee responsible for assigning the request to the appropriate staff member and granting approvals of the requested overtime services.

Worker: The customs employee(s) assigned to provide the requested overtime services.

Accountant: The Customs employee designated with the role of managing overtime accounts and payroll.

Assumptions:

This guide assumes that users possess prior experience using the relevant ASYCUDA World modules related to their specific tasks. For additional information, please refer to the ASYCUDA World End User Manuals published by the Customs administration.

System Requirements

The OT Module is accessed by logging in to ASYCUDA using an approved user account. ASYCUDA runs locally using Java Runtime Environment (JRE) and may need to be installed or updated on the user's system. Kindly refer to the Customs ASYCUDA website for the latest compatible version of Java.

User Access and Permissions

I. Access to ASYCUDA World

Access to ASYCUDA World is granted through an application process. An individual or director of an entity must apply to the Comptroller of Customs using the prescribed form called the “ASYCUDA World User Authorization Form.” For further instructions on the ASYCUDA World user onboarding requirements, please click [here](#).

II. Customers

An overtime account is required before requesting overtime services via the OT Module. Please contact Customs directly for instructions on how to set up an overtime account.

III. Customs (all roles)

Customs officers must ensure they are logged in with the necessary permissions to execute the desired function as it relates to the OT Module.

Overview

The OT Module facilitates private and government overtime requests, approval, time extension, service confirmation and overtime payroll output for services requested of Customs employees, outside of regular working hours. It allows private sector customers to secure advance payments for such services either as a lump sum against which future requests can be drawn from or per individual request.

The requestor provides information about the required services and travel requirements. This allows the respective users to allocate resources to fulfill the request, manage those resources, calculate costs, approve payments, and verify the completion of the requested service.

For the private sector customers, overtime service requests are initiated via the electronic Request for Extra Attendance Form C41 (eC41) where the particulars relating to the request and payment are processed and sent to respective approvers for assessment and approval.

The following diagram provides an overview of the entire OT Module workflow.

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Customs Private Overtime Flow Diagram

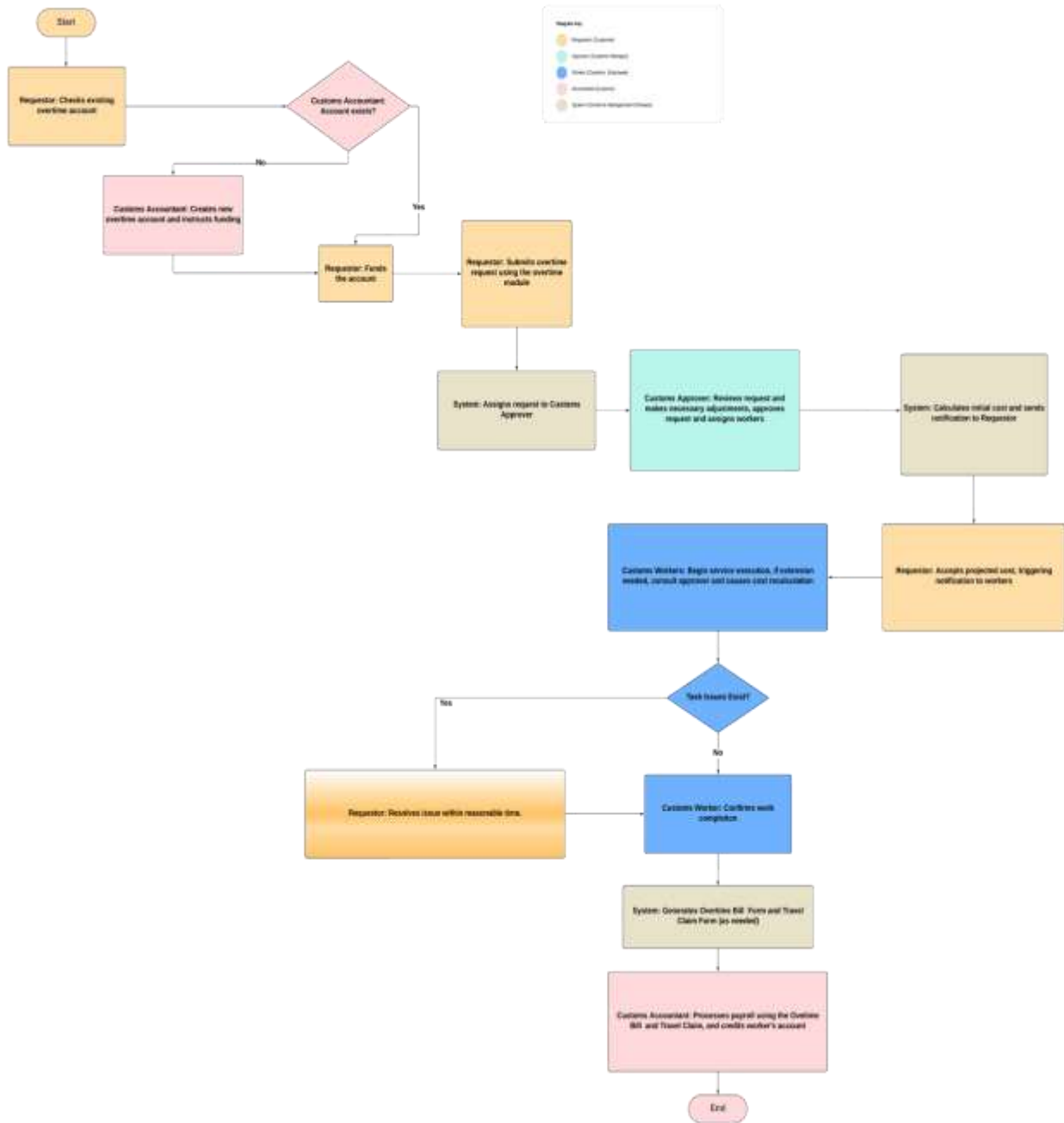


Figure 1: OTM Workflow

Getting Started

Creating a New eC41 – Request for Extra Attendance

How to request Cargo Inspection Overtime Service

The following steps should be followed when requesting overtime for inspection of cargo involving a Single Administrative Document (SAD), for example onsite container inspection.

Ensure that all the required documents and information are available before proceeding to complete the eC41. These include:

- (a) the manifest number;
- (b) waybill reference number;
- (c) ensure SADs on the waybill are ready for inspection
- (d) ensure that the OGAs have performed their role

Once the above requirements are met, you should follow the below steps to complete and submit an eC41:

1. **Navigate the document library using the following path: BETS >>> Customs Overtime then right click the eC41 – Request for Extra Attendance option, and select New**



Figure 2: Creating a new eC41

2. Fill in the eC41 fields as follows:

a. Service Request Tab (Figure 3):

- i. General Service Request - Select SHIPMENT Service
- ii. User reference – Input a unique reference to identify your application e.g. TUTORIAL1;
- iii. Service Request – Select CNT Service;
- iv. Request Date – Select the preferred Date for the container to be examined;
- v. Start Hour – Select the preferred Time for the examination to commence;
- vi. Hours – Input the estimated number of hours for the examination;
- vii. Click on the **+** to add the requested service to the table. You may delete the record by selecting it in the table then right click and select delete;
- viii. Travel Distance Information – input a valid address for the location where the service is to be provided. If the Google Map feature is activated, the system will provide the estimated Travel Distance (km) using the shortest driving route. Otherwise, input the known estimated distance. If it is a round trip, you must tick the Round-trip checkbox Round-trip .

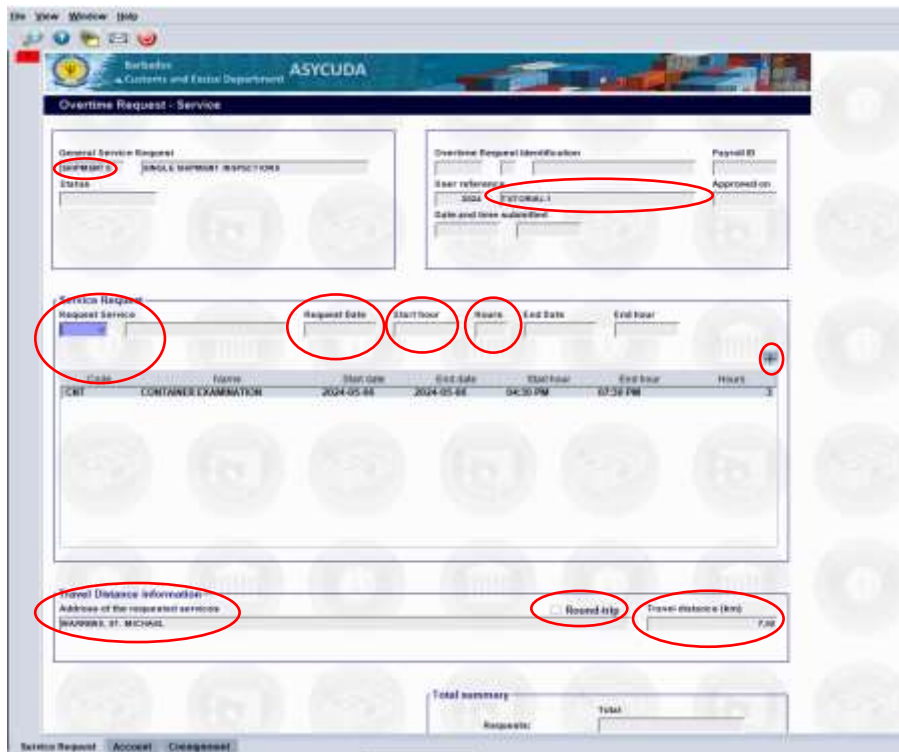


Figure 3: Service Request Tab

b. Account Tab (Figure 4):




- i. Declarant Code or Company Code – Enter either code;
- ii. Reference – Input the Overtime Prepayment Account Number;
- iii. PIN – Input the pin for the reference account;
- iv. Once the reference and pin are entered correctly the Last Balance will be shown.

The screenshot shows the 'Overtime Request - Account' tab in the ASYCUDA system. The form is divided into several sections:

- Declarant Code / Company Code:** A dropdown menu for 'Declarant Code' and a text input field for 'Company Code' containing '12145678'.
- Name and Address:** A text area containing 'ASYCUDA OFFICE TEST COMPANY', 'PORT AUTHORITY BUILDING', 'UNIVERSITY ROW', 'BRIDGETOWN', and 'ST. MICHAEL'.
- Overtime Request Identification:** Fields for 'User reference' (2024 TUTORIAL1), 'Approved on', 'Date and time submitted', and 'Grand total'.
- Overtime - Account reference:** Fields for 'Reference' (12345678), 'PIN', 'Last Balance' (38,277.36), and 'New Balance'.
- Assigned Duties, Fees and Taxes:** A table with columns for Code, Description, Reference, and Amount.
- Transaction Amount:** A text input field at the bottom right.

Figure 4: Account Tab

c. Consignment Tab (Figure 5):

- i. Border Office – Input Waybill Office e.g. BBBBP;
- ii. Registration number – Input the Manifest Registration number e.g. 2024 16;
- iii. Bill of lading reference – Input the B/L number e.g. OVTBL1;
- iv. Click on the search icon  to retrieve all containers and SAD associated with the B/L. If the shipment is an FCL, kindly select the container(s) by moving the selected container from the left pane to the right pane using the icon , then click the save icon  to populate the Container, Declarations and if applicable, the Other Administrations selected (if applicable) tables.

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IT eOAT - Request for Extra Manpower - New (BOSTON OFFICE TEST COMPANY)

File Edit View Help

Overtime Request - Consignment

Declarant Code: _____ Company Code: 0234879
 Name and Address: BOSTON OFFICE TEST COMPANY
 PORT AUTHORITY BULFONTS
 UNIVERSITY ROW
 BOSTON MA 02114

Overtime Request Identification: _____ Payroll ID: _____
 Year reference: 2024 FISCAL YEAR
 Date and time submitted: _____ Grand total: _____
 Approved on: _____

Manifest - BL info: _____
 Manifest Office: BOSTON
 Consignment number: 2024
 ID of today reference: 021817

| Comments | On type | No. of pkg. | Pkg type | Local destination | Rate |
|----------|---------|-------------|----------|-------------------|------|
| FOOD | FOOD | 1 | PK | BOSTON | 0.00 |

 Total Containers: _____

| Declarant Reference | OTSL | Assess. Year | Assess. Serial | Assess. Number | OTSL | Line Color |
|---------------------|---------|--------------|----------------|----------------|--------|------------|
| 0234879 | 0234879 | 2024 | 1 | 42 | 021817 | Red |

Other Advertisements selected: _____

| Code | Description | Rate Code |
|------|------------------|-----------|
| FOOD | MULTIPLY OF RATE | Yellow |

Service Request: Assessed **Consignment**

Figure 5: Consignment Tab

How to request Manifest Overtime Services

A manifest related service requires the requestor to input the manifest reference information. The service may be for passengers or cargo processing. The steps required to complete the Service Request and Account tabs of the eC41 for manifest related services are like that of shipment inspection. However, the below form (see Figure 6) replaces the Consignment tab to capture the manifest details.

The screenshot shows the 'eC41 - Request for Extra Attendance - New' application window. The title bar indicates it is for 'ASYCUDA OFFICE TEST COMPANY'. The main header identifies the user as 'Barbados Customs and Excise Department' and the application as 'ASYCUDA'. The form is titled 'Overtime Request - Manifest' and is divided into several sections:

- Declarant Code:** 12345678
- Company Code:** 12345678
- Name and Address:** ASYCUDA OFFICE TEST COMPANY, PORT AUTHORITY BUILDING, UNIVERSITY ROW, BRIDGETOWN, ST. MICHAEL.
- Overtime Request Identification:** User reference: 2024 TUTORIAL2, Date and time submitted, Grand total.
- Payroll ID:** Approved on.
- Manifest - Information:** Office of departure / arrival: BBSBP, Voyage number: CVTDEMD1, Date of departure: 26/02/2024, Registration number: 2024 18, Date and Time of arrival: 28/02/2024 10:00, Date and Time of registration: 01/05/2024 18:29.
- Shipping information:** Carrier: CUSTOMS, COMPTROLLER OF CUSTOMS, WARRENS, ST MICHAEL, Shipping agent: 12345678 ASYCUDA OFFICE TEST COMPANY.
- Totals:** Bills: 3, Packages: 6, Containers: 1, Vehicles: 6, Gross weight: 42,000.0000.

At the bottom of the window, there are three tabs: 'Service request', 'Account', and 'Manifest', with 'Manifest' being the active tab.

Figure 6: Manifest Tab

How to request Other Overtime Services

Other Overtime services can be described as a service that is not related to a specific e-document on ASYCUDA, such as a S.A.D or Manifest. As such, the process for applying for such services require the completion of the Service Request and Account tabs. Kindly complete the fields for these tabs as previously described in the preceding services, as depicted in Figures 3 & 5, respectively. Figure-7 below depicts a request with the only two tabs required for other services.

Barbados
Customs and Excise Department
ASYCUDA

Overtime Request - Service

General Service Request

TSHED: TRANSIT SHED SERVICES
Status:

Overtime Request Identification

Payroll ID:
User reference: 2024 TUTORIAL3
Date and time submitted:

Service Request

| Request Service | Request Date | Start hour | Hours | End Date | End hour |
|-------------------------------------|--------------|------------|-------|------------|----------|
| SHED4 SHED4 TRANSIT SHED GENERAL SE | 06/05/2024 | 16:30 | 3 | 06/05/2024 | 19:30 |

| Code | Name | Start date | End date | Start hour | End hour | Hours |
|------|------|------------|----------|------------|----------|-------|
|------|------|------------|----------|------------|----------|-------|

Travel Distance information


Address of the requested services: Round-trip
Travel distance (km):

Service Request Account

Figure 7: Service Request and Account Tabs

How to Store an eC41

A request can be stored and retrieved for subsequent modification submission.

- d. Use the diskette icon  on the toolbar to store a completed eC41.

How to retrieve a stored eC41

- e. Navigate the document library using the following path: **BETS >>> Customs Overtime**, then right click the **eC41 – Request for Extra Attendance** option and select **Find**, as displayed in figure 8.



Figure 8: Invoking the Finder

- f. Input your **User Reference** and **Year** in the appropriate finder fields, then click the search icon to locate the eC41. as displayed in Figure 9.

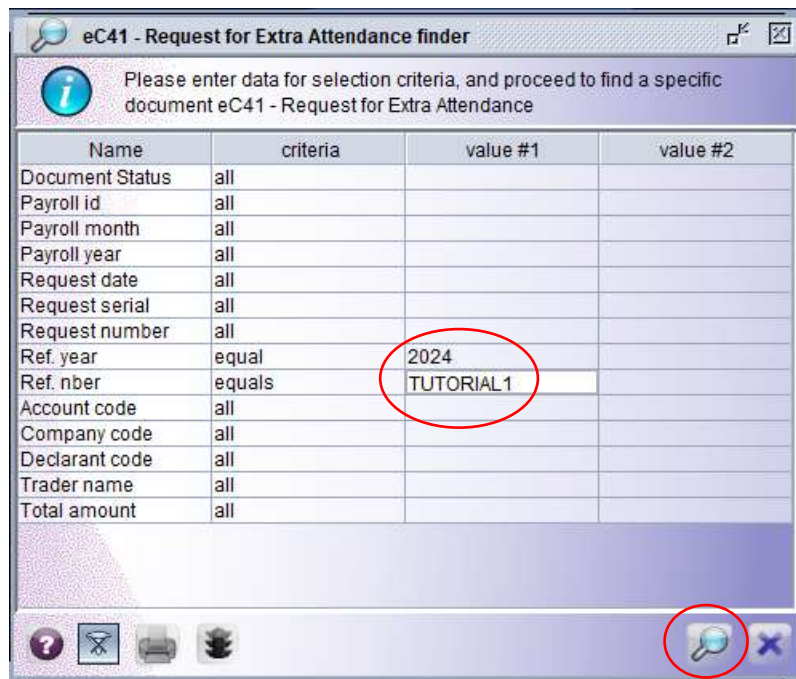


Figure 9: Finding an eC41

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- g. The finder will return the record if it exists. Right click the record and select Retrieve to continue working on the ec41.

How to submit a completed eC41

An eC41 is validated and submitted by clicking the **Validate and submit** icon located on the toolbar, as highlighted in Figure 10 below.



Figure 10: Validate and submit

- i. The requestor must confirm the submitting of the overtime request (Figure 11).



Figure 11: Confirmation

- ii. After Validation, the system will display the **Transaction completed** dialog which contains a system assigned Customs Reference number, and

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the User Reference as shown in Figure 12. The references are unique to each Overtime Request, and any one of them may be used to retrieve it.

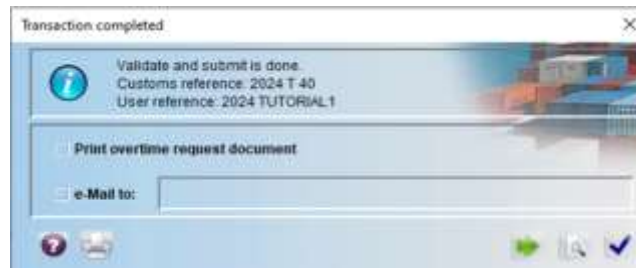


Figure 12: Transaction completed.

- iii. At this point you await email confirmation of the approved request with the projected cost based on assigned workers and assessed duration of the service requested. See sample of the notification as in Figure 13 & 14:



Figure 13: Email confirmation of projected cost

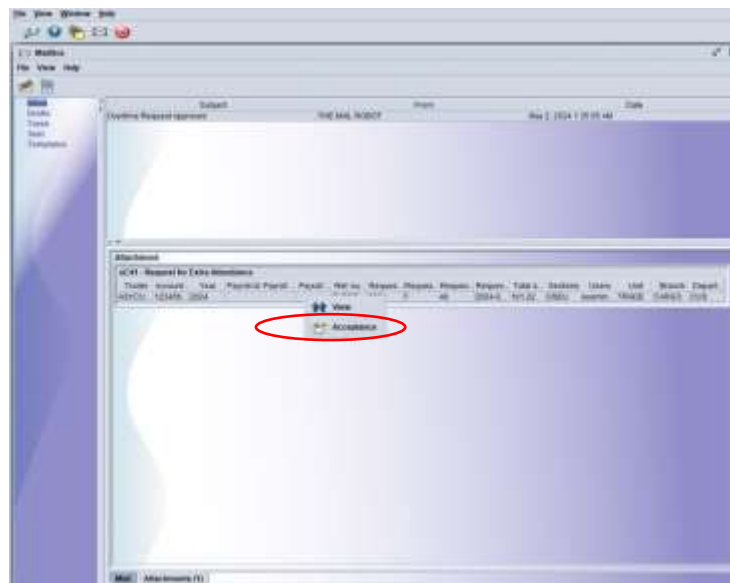


Figure 14: Attachment for Acceptance


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- iv. The acceptance operation will open the request thereby allowing the requestor to peruse the request to review information such as the projected cost and assigned workers. See figure 15 below.

The screenshot displays the 'Overtime Request Account' form in the ASYCUDA system. The form is divided into several sections:

- Header:** Includes 'ASYCUDA' and 'Overtime Request Account'.
- Requester Information:** Fields for 'Requester Code', 'Company Code', 'Name and Address', and 'Requester Code (EMPLOYEE)'. A green tick icon is circled in the top left toolbar.
- Overtime Request Identification:** Fields for 'Overtime Request Identification', 'Payroll ID', 'User reference', 'Approved on', 'Date and time submitted', and 'Grand total'.
- Account Information:** Fields for 'Reference', 'Last Balance', and 'New Balance'. The 'New Balance' field is circled in red.
- Assigned Duties, Fees and Taxes:** A table with columns 'Code', 'Description', 'Quantity', 'Reference', and 'Amount'. Two rows are visible: 'PRIVATE OVERTIME' and 'TRAVELLING FEES'. The 'Description' column is circled in red.
- Transaction Amount:** A field labeled 'Transaction Amount' with the value '121.45' circled in red.
- Bottom Navigation:** A menu bar with options: 'Service Request', 'Account', 'Assignment', and 'DISMISS' (circled in red).

Figure 15: Projected Cost of requested service

- v. The requestor accepts the projected cost by clicking the green tick  icon on the toolbar to complete the approval transaction process. The dialog box in Figure 16 shows the final approval for the requestor overtime application.

The screenshot shows a 'Transaction completed' dialog box with the following content:

- Header:** 'Transaction completed' with a close button (X).
- Message:** 'Accept is done. Customs reference: 2024 T 40 User reference: 2024 TUTORIAL1'.
- Options:** Two checkboxes: 'Print overtime request document' and 'e-Mail to:'. The 'e-Mail to:' field is empty.
- Bottom:** A toolbar with a help icon, a printer icon, a green arrow icon, a magnifying glass icon, and a blue checkmark icon.

Figure 16: Acceptance Complete Dialog

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- vi. After the worker has confirmed the completion of the requested overtime service, the requestor will be notified via email. See the sample email shown in Figure 17 below.

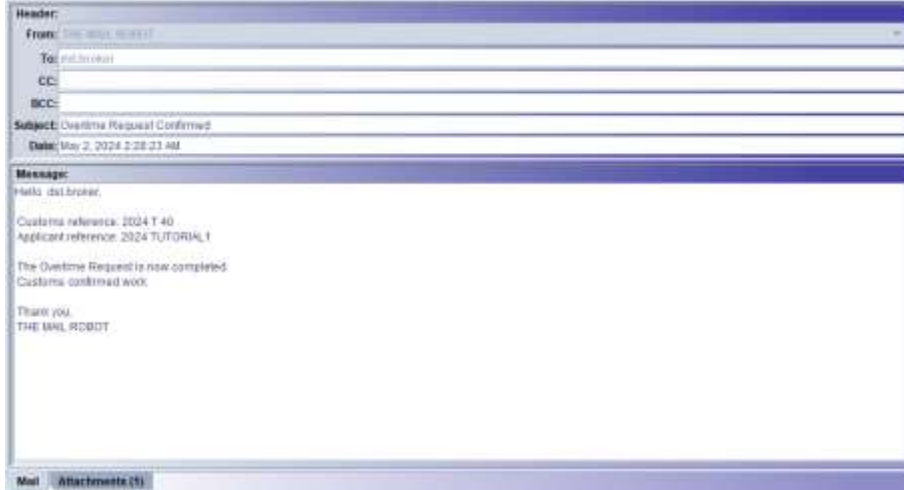


Figure 17: Completion of Work Email