E-STAFF SYSTEM – ATTENDANCE MODULE

Version: 1.0.11.0

Updated on 28-Sep-2020

Contents

General Setting

Step 1

Step 2

| General | e-Pay | e-Employee | e-Leave | e-OT | e-OT Plan | Attendance | e-Claims |

General Setting

Cut Off According To: L; Leave ▼ (With iFLEXI Payroll License)

ShiftCode Schedule

☐ Allow Cancel ShiftCode Schedule   ☐ Allow Upload Attachment?

☐ Allow Supervisor View All Employees In ShiftCode Schedule

Clock Data

☐ Allow Cancel Clock Data Edit

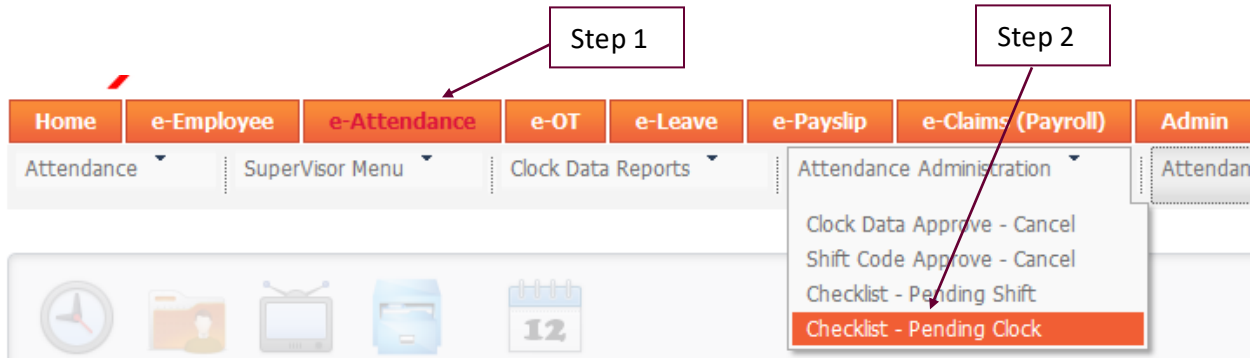◉ By Day Before   ○ By Date Range

Before: 365 days

Allow Cancel Clock Data Edit - Enable the cancellation of clock data edit either based on day before or date range

How HR Administrator Check Pending Clock Still Waiting Approver to Approve it?

HR Administrator can check which clock in clock out application still pending and waiting approver to approve/reject.

When login to the e-Staff system, click on the link as below:

The system will redirect to below page:

How HR Administrator Cancel APPROVE Clock in and Clock out?

For those clock in and clock out which already approved by approver, the record is **NOT** allowed to cancel by **either employees**, **supervisor or approver**. They must **inform HR** to cancel schedule on behalf of them.

HR need to click below URL to **CANCEL Approved Clock in and Clock out:**

How HR Administrator Check This Month Who Already Add/Amend Clock in and Clock out?

If HR Administrator want to know which approver approve the "Clock" changes during this month before he/she process the attendance, he/she can click on below link to check the **"Latest Approve Clock Date"**: