

E-STAFF SYSTEM – ATTENDANCE MODULE

Version: 1.0.11.0

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General Setting

The screenshot shows a web interface with a navigation bar at the top containing tabs: General, e-Pay, e-Employee, e-Leave, e-OT, e-OT Plan, Attendance, and e-Claims. The 'Attendance' tab is highlighted in red. Below the navigation bar, the 'General Setting' section is visible, containing a dropdown menu for 'Cut Off According To' set to 'L; Leave' with a red arrow pointing to it from a box labeled 'Step 2'. Below this are sections for 'ShiftCode Schedule' and 'Clock Data'. The 'Clock Data' section includes a checkbox for 'Allow Cancel Clock Data Edit', radio buttons for 'By Day Before' (selected) and 'By Date Range', and a text input field for 'Before:' containing the value '365'.

Step 1

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)

Step 2

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

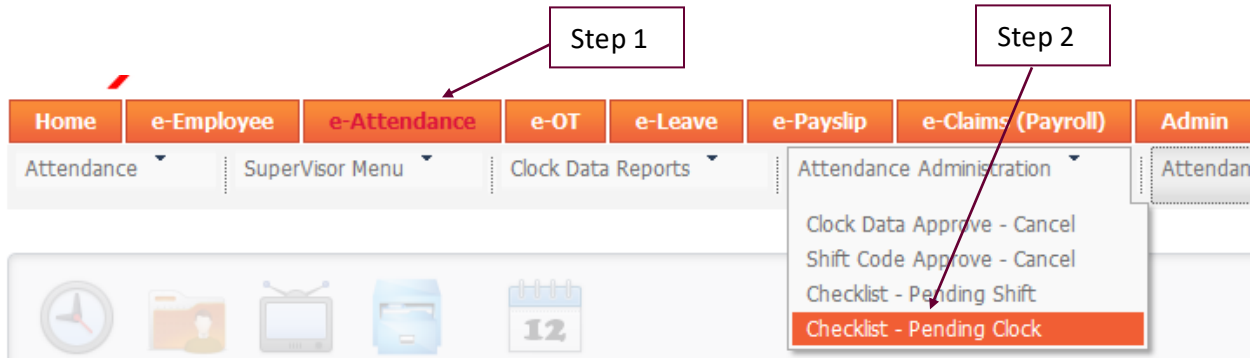
Before: 365 days

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:

Current Pending Clock

From Date . 1/9/2020 To 30/9/2020

Refresh Export To Excel

Page 1 of 1 (1 items)

Drag a column header here to group by that column

ID	EmpNo	Name	Apply Action	Date	Time	Org ClockTime	Reason	Badge No.	Level	Approval	Got Backup?
CLOCK-25/09/20-000062	APSB0140	SITI NUR FASIAH BINTI JAMALUDIN	ADD	25/09/2020	08:00:00	25/09/2020 00:00:00		100140	1	AZURA BINTI ARBAIN,	N

Page 1 of 1 (1 items)

This record pending in level 1.

Waiting this approver to approve/reject.

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**:

Step 1

Step 2

Step 3

Step 4

#	ID	Emp No.	Name	Apply Action	Date	Time	Org ClockTime	Reason	AutoHRID	Record Insert?	Badge No.	Record Sta
<input type="checkbox"/>	CLOCK-25/09/20-000062	APSB0140	SITI NUR FASIAH BINTI JAMALUDIN	ADD	25/09/2020	08:00				Y	100140	APPROVE

Cancel Success

Clock Data Approve - Cancel

- APSB0140, 25-Sep-2020 08:00 - Cancel Success!

Emp No:

Date From: 25/9/2020 To: 25/9/2020

Refresh Export Approve Clock To Excel

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**”:

Step 1

Step 2

Clock Data Approve - Cancel

- APSB0140, 25-Sep-2020 08:00 - Cancel Success!

Clock Data Approve - Cancel

Emp No:

Date From: 25/9/2020 To: 25/9/2020

Page 1 of 1 (1 items)

#	ID	Emp No.	Name	Apply Action	Date	Time	Org ClockTime	Reason	AutoHRID	Record Insert?	Badge No.	Record Status	Approver	Last Approve Date	Modi
<input type="checkbox"/>	CLOCK-25/09/20-000062	APSB0140	SITI NUR FASHAH BINTI JAMALUDIN	ADD	25/09/2020	08:00				Y	100140	APPROVE	SYAFIQAH BINTI MURAT	25/9/2020 5:07:15 PM	flexi

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Activate Windows
Go to Settings to activate Windows.

Step 3