

E-STAFF SYSTEM – ATTENDANCE MODULE

Version: 1.0.11.0

Updated on 28-Sep-2020

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Approve Clock in Clock out Submission

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Welcome To e-Staff System

Notification Announcement

4 Incoming Leave waiting for your approval.
2 Incoming Clock Data waiting for your approval.
1 Incoming Claims (Welfare) waiting for your approval.

Home e-Employee e-Attendance e-OT e-Leave e-Payslip

Attendance SuperVisor Menu Clock Data Reports

Import Schedule
Schedule Entry On Behalf On Subordinate
Schedule Approve/Reject
Clock Data Entry
Clock Data Approve/Reject

Click this link. Alternatively go to below top menu:

Step 1

Step 2

Clock Data Approval

Approval: APB0064

Record Status: PENDING

Page 1 of 1 (2 items)

Drag a column header here to group by that column

#	#	EmpNo	Name	Date	Time	Org ClockTime	Modified Date	Modified By	Created By	Apply Action
Detail	<input checked="" type="checkbox"/>	APS80140	SITI NUR FASIAH BINTI JAMALUDIN	04-Sep-2019	18:00	1/1/0001 12:00:00 AM	17-Sep-2020	APS80140	APS80140	ADD
Detail	<input type="checkbox"/>	APS80140	SITI NUR FASIAH BINTI JAMALUDIN	25-Sep-2019		1/1/0001		APS80140	APS80140	ADD

Page 1 of 1 (2 items)

Resubmt Approve Reject

Activate Wir Go to Settings to

Step 1

Step 2: Click on "Approve" button.

When you approve successfully, you will see this message.

Clock Data Approval

Approval:

Record Status:

- Approve Clock Success. EmpNo: APSB0140, ClockTime: 04-Sep-2019 18:00

Page 1 of 1 (1 items) < [1] >

Drag a column header here to group by that column

#	#	EmpNo	Name	Date	Time
Detail	■	APSB0140	SITI NUR FASIAH BINTI JAMALUDIN	25-Sep-2020	08:00

<

Request Re-submit Clock in Clock out Submission

Clock Data Approval

Approval:

Record Status:

Page 1 of 1 (1 items)

Drag a column header here to group by that column

#	EmpNo	Name	Date	Time	Org ClockTime	Modified Date	Modified By	Created By	Apply Action	Remark
etal	APSB0140	SITI NUR FASMAH			1/1/0001	-Sep-2020	APSB0140	APSB0140	ADD	

Page 1 of 1 (1 items)

Step 1

Step 2: Click on "Resubmit" button.

Clock Data Approval

Approval:

Record Status:

Reject Failed

- Resubmit for APSB0140 not success, the Remarks must not blank

Page 1 of 1 (1 items)

When approver request supervisor resubmit, he/she must enter reason.

Re-submit Success

Clock Data Approval

Approval:

Record Status:

Page 1 of 0 (0 items)

Drag a column header here to group by that column

Resubmit Clock Data Successfully!

OK

Reject Clock in Clock out Submission

Clock Data Approval

Approval:

Record Status:

Page 1 of 1 (1 items)

Drag a column header here to group by that column

#	EmpNo	Name	Date	Time	Org ClockTime	Modified Date	Modified By	Created By	Apply Action	Remark
etal	APSB0140	SITI NUR FASHIAH BINTI JAMALUDIN	25-Sep-2020	08:00	1/1/0001 12:00:00 AM	25-Sep-2020	APSB0140	APSB0140	ADD	<input type="text"/>

Page 1 of 1 (1 items)

Step 1

Step 2: Click on "Reject" button.

Reject Failed

Clock Data Approval

Approval:

Record Status:

- Reject for APSB0140 not success, the Remarks must not blank

When approver reject, he/she must enter reason.

Reject Success

Clock Data Approval

Approval:

Record Status:

- Reject Success. EmpNo: APSB0140, ClockTime: 25-Sep-2020 08:00