

E-STAFF SYSTEM – ATTENDANCE MODULE

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Apply Clock In Clock Out Submission

Step 1

Step 2

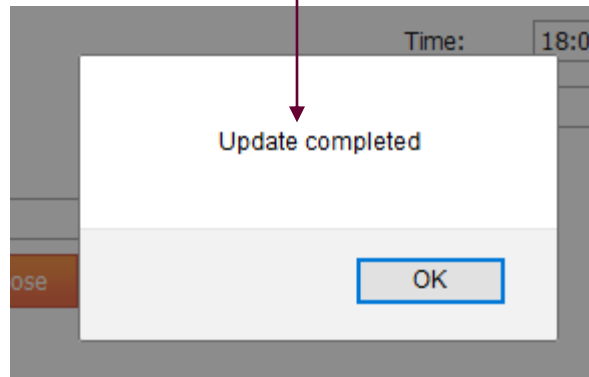
Step 3: If want to add a new clock, click on "Add" button. If want to modify current clock. click on "Edit" button.

#	Badge No.	Emp No.	Name	Date	Time	Org ClockTime	Reason	Source
Edit	100140	APSB0140	SITI NUR FASIH	04/09/2019	09:00			C

Step 4: Enter all clock data.

Step 5: Click on "Update" button.

You will see below message when apply successfully.



How to Check Clock Application Status?

Step 1 → Home | e-Employee | **e-Attendance** | e-OT | e-Leave | e-Payslip | e-Claims (Payroll) | Admin

Step 2 → Attendance Record | Schedule by Shift Code | Schedule by Clock | **Clock Application Modify/Cancel** | Schedule Entry | Schedule Modify/Cancel

Step 3: All your pending clock application will appear here. Scroll from left to right to check your status.

Home > Default > Clock Application

Pending/Process/Resubmit Clock Data Record | Approve/Reject Clock Data Record

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

#	#	ID	Emp No.	Name	Date	Time	Org ClockTime	Reason	Modified By	M
Detail	<input type="checkbox"/>	CLOCK-17/09/20-000059	APSB0140	SITI NUR FASIAH BINTI JAMALUDIN	04/09/2019	18:00			apsb0140	1 1

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

Activate Win
Go to Settings to

Clock Application Modify/Cancel

Emp No. : APSB0140; SITI NUR FASIAH BINTI JAMALUDIN

Name: SITI NUR FASIAH BINTI JAMALUDIN

Your clock application status.

Pending/Process/Resubmit Clock Data Record | Approve/Reject Clock Data Record

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

Name	Date	Time	Org ClockTime	Reason	Modified By	Modified Date	Badge No.	Record Status	Created By	Apply Action
SITI NUR FASIAH BINTI JAMALUDIN	04/09/2019	18:00			apsb0140	17/09/2020 11:54 AM	100140	PENDING	apsb0140	ADD

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

Activate Window:
Go to Settings to activ

How to Cancel Clock Application?

The screenshot shows the 'e-Attendance' menu with 'Clock Application Modify/Cancel' selected. A table lists a clock application for SITI NUR FASIAH BINTI JAMALUDIN on 04/09/2019 at 18:00. A 'Cancel' button is visible at the bottom left.

Step 1: Click on the 'e-Attendance' menu item.

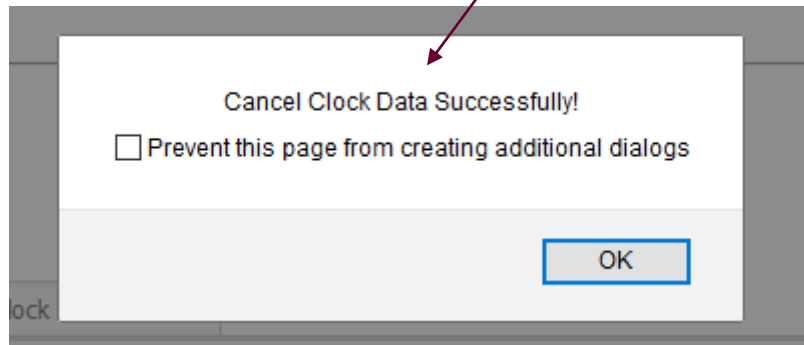
Step 2: Click on 'Clock Application Modify/Cancel' in the dropdown menu.

Step 3: Click on the 'Cancel' button in the table row.

Step 4: Click on the 'Cancel' button at the bottom left of the page.

#	#	ID	Emp No.	Name	Date	Time	Org ClockTime	Reason	Modified By	M
Detail	<input type="checkbox"/>	CLOCK-17/09/20-000059	APS80140	SITI NUR FASIAH BINTI JAMALUDIN	04/09/2019	18:00			apsb0140	1 1

Your clock application cancel successfully if you see below message.



How to Edit Clock Application Form?

The screenshot shows a web application interface for managing attendance. The top navigation bar includes 'Home', 'e-Employee', 'e-Attendance', 'e-OT', 'e-Leave', 'e-Payslip', 'e-Claims (Payroll)', and 'Admin'. The 'e-Attendance' menu is expanded, showing options like 'Attendance Record', 'Schedule by Shift Code', 'Schedule by Clock', 'Clock Application Modify/Cancel', 'Schedule Entry', and 'Schedule Modify/Cancel'. A dropdown menu for the user 'SITI NUR FASIAH BINTI JAMALUDIN' is visible. Below the menu, there are buttons for 'Pending/Process/Resubmit Clock Data Record' and 'Approve/Reject Clock Data Record'. A table displays one record for 'SITI NUR FASIAH BINTI JAMALUDIN' with a 'Detail' link. A 'Cancel' button is at the bottom left, and 'Activate Win Go to Settings to' is at the bottom right.

Step 1 points to the **e-Attendance** menu item.

Step 2 points to the **Clock Application Modify/Cancel** option in the dropdown menu.

Step 3 points to the **Detail** link in the table row.

#	#	ID	Emp No.	Name	Date	Time	Org ClockTime	Reason	Modified By	M
Detail	<input type="checkbox"/>	CLOCK-17/09/20-000059	AP580140	SITI NUR FASIAH BINTI JAMALUDIN	04/09/2019	18:00			apsb0140	1 1

Clock Data Detail

Clock Data Detail

Clock Data Condition

ID: **CLOCK-17/09/20-000060**

Clock Data Condition: **PENDING**

Badge No: **100140**

Employee No: **APSB0140**

Employee Name: **SITI NUR FASIAH BINTI JAMALUDIN**

Created By: **APSB0140**

Apply Action: **ADD**

Original Clock Time:

Clock Date: **04-Sep-2019**

Time:

Clock ID:

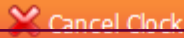
First? Manual? InActive?

Day:

Reason:

Remark Approval (for Reject/Resubmit Record):

 Update Clock

 Cancel Clock

 Close

Step 4: Modify your clock data as above screen and click on "Update Clock".

Clock Data Detail

• **Update Success!**

You will see this message when update successfully.

Clock Data Detail

Clock Data Condition

ID: **CLOCK-17/0**