

E-STAFF SYSTEM – ATTENDANCE MODULE

Version: 1.0.11.0

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Apply Clock In Clock Out on Behalf

Step 3: Select employee number.

Step 1

Step 2

Step 4: If want to add a new clock, click on "Add" button. If want to modify current clock. click on "Edit" button.

The screenshot shows the 'e-Attendance' menu with a dropdown for 'Clock Data Reports'. The 'Choose Clock Data' section includes a 'SuperVisor Menu' with options like 'Import Schedule', 'Schedule Entry On Behalf On Subordinate', 'Schedule Approve/Reject', 'Clock Data Entry', and 'Clock Data Approve/Reject'. Below this, there are fields for 'Employee:' (AP), 'From Date:' (04-Sep-2019), and 'To Date:' (04-Sep-2019), along with a 'Refresh' button. The 'Clock Data' section features an 'Add' button and an 'Edit' button. A table with columns: #, Badge No., Emp No., Name, Date, Time, Org ClockTime, Reason, and Source is shown. The table contains one row with data: #, 100140, APSB0140, SITI NUR FASIH, 04/09/2019, 09:00, Org ClockTime, Reason, and Source C.

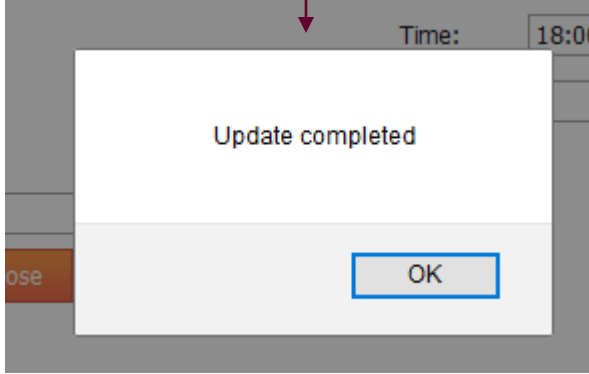
#	Badge No.	Emp No.	Name	Date	Time	Org ClockTime	Reason	Source
	100140	APSB0140	SITI NUR FASIH	04/09/2019	09:00			C

Step 5: Enter all clock data.

Step 6: Click on "Update" button.

The screenshot shows the Mozilla Firefox browser window with the URL localhost/eStaff/eAttendance/ClockDataEdit.aspx. The form contains the following fields: Name: APSB0140; SITI NUR FASIAH BINTI JAMALUDIN, Badge No.: 100140, Date: 4/9/2019, Time: 18:00, Clock ID, Day, and Reason. There are also checkboxes for 'First?', 'Manual?', and 'InActive?'. At the bottom, there are three buttons: 'Update', 'Cancel', and 'Close'.

You will see below message when apply successfully.



How to Check Clock Application Status?

Step 1

Step 2

Step 3: Select employee number.

Step 4: All pending clock application will appear here. Scroll from left to right to check status.

Home > Default > Clock Application

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

#	#	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

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Cancel Activate Win
Go to Settings to

Clock Application Modify/Cancel

Emp No . APSB0140; SITI NUR FASIAH BINTI JAMALUDIN

Name: SITI NUR FASIAH BINTI JAMALUDIN

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

Clock application status.

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] >

Cancel Activate Window:
Go to Settings to activ

How to Cancel Clock Application?

Step 1

Step 2

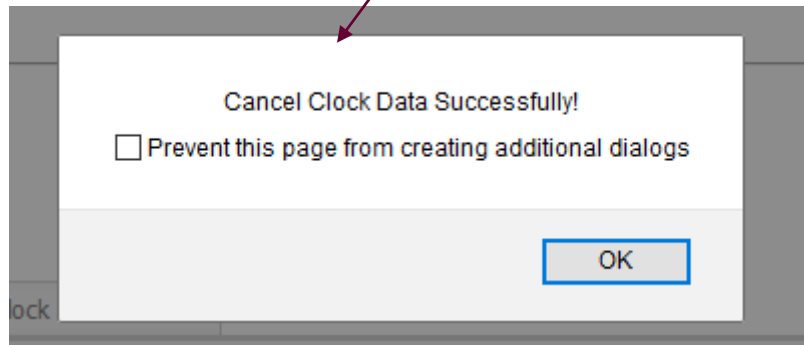
Step 3: Select employee number.

Step 4

Step 5: Click on "Cancel" button.

#	#	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?

The screenshot shows a web application interface with a navigation menu at the top. The 'e-Attendance' menu item is highlighted, and a dropdown menu is open. The 'Clock Application Modify/Cancel' option is selected. Below the menu, there is a table with one row of data. The 'Detail' link is highlighted in the first column of the table row.

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**