

E-STAFF SYSTEM – ATTENDANCE MODULE

Version: 1.0.11.0

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Approve Individual Schedule Submission

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

Welcome To e-Staff System

Notification Announcement

- 4 Incoming Leave waiting for your approval.
- 1 Incoming ShiftCode waiting for your approval.
- 1 Incoming Claims (Welfare) waiting for your approval.

Step 1

Click this link. Alternatively go to below top menu:

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

Step 2

ShiftCode Schedule Approval

Approval: AP5B0064

Record Status: PENDING

Page 1 of 1 (1 items)

Drag a column header here to group by that column

#	Action	Schedule ID	Period	EmpNo	Name	Remark	Reason	Attachment	More Details	View
+	Detail	ATTN-17/09/20-000014	202009	AP5B0140	SITI NUR FASIAH BINTI JAMALUDIN		change schedule		More Details...	Others Schedule

Page 1 of 1 (1 items)

Resubmit Approve Reject

Step 1

Step 2: Click on "Approve" button.

When you approve successfully, you will see this message.

The screenshot shows a web application interface for 'ShiftCode Schedule Approval'. It includes a form with the following fields:

- Approval:
- Record Status:

Below the form, there is a table area with the text 'Page 1 of 0 (0 items)' and navigation arrows. Below the table is a prompt: 'Drag a column header here to group by that column'.

Overlaid on the right side of the form is a white message box with the text 'Approved record completed' and an 'OK' button.

Request Re-submit Individual Schedule Submission

ShiftCode Schedule Approval

Approval:

Record Status:

Page 1 of 1 (1 items)

Drag a column header here to group by that column

#	Action	Schedule ID	Period	EmpNo	Name	Remark	Reason	Attachment	More Details	View
+	Detail	ATTN-17/09/20-000014	202009	APSB0140	SITI NUR FASIAH BINTI JAMALUDIN	<input type="text"/>	change schedule		More Details...	Others Schedule

Page 1 of 1 (1 items)

Resubmit Approve Reject

Activate Window

Step 1

Step 2: Click on "Resubmit" button.

Reject Failed

ShiftCode Schedule Approval

Approval:

Record Status:

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

Page 1 of 1 (1 items)

Drag a column header here to group by that column

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

Re-submit Success

ShiftCode Schedule Approval

Approval:

Record Status:

Resubmit ShiftCode Data Successfully!

Page 1 of 0 (0 items) < >

Drag a column header here to group by that column

Reject Individual Schedule Submission

ShiftCode Schedule Approval

Approval:

Record Status:

Page 1 of 1 (1 items)

Drag a column header here to group by that column

#	Action	Schedule ID	Period	EmpNo	Name	Remark	Reason	Attachment	More Details	View
+	Detail	ATTN-17/09/20-000014	202009	APSB0140	SITI NUR FASIAH BINTI JAMALUDIN	<input type="text"/>	change schedule		More Details...	Others Schedule

Page 1 of 1 (1 items)

Resubmit Approve **Reject**

Activate Window

Step 1

Step 2: Click on "Reject" button.

ShiftCode Schedule Approval

Approval:

Record Status:

Reject Failed

When approver reject, he/she must enter reason.

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

Reject Success

Reject completed

OK