



**MANUAL BAGI MENGEMASKINI
“MAKLUMAT KEHADIRAN”
(HRS Attendance)**



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1. Klik "Workforce Administration"

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Workforce Administration

Hire employees, add non-employees, maintain personal and job data, administer global assignments, labor relations, absence and vacation.

Edit "Workforce Administration" Folder

Brunei Civil Service Room Book Brunei Civil Service Room Book View Room Booking	Manpower Planning Manpower Planning Interview Module Setup Interview Information	Sample PeopleCode Program Sample PeopleCode Program
Personal Information Maintain information about a person regardless of Jobs. Add a Person Manage Hires Modify a Person 15 More...	Job Information Maintain information about a person tied to a specific job record Employee Exit Interview Job Data Add Employment Instance 34 More...	Global Assignments Track assignment data; Maintain assignee qualifications, educational allowances and other education related information. Track Assignment Assignee Qualifications Educational Allowances
Labor Administration Administer workforce agreements, layoffs, recalls and disciplinary actions. Union Workforce Mgmt Center Reports Record Disciplinary Actions 5 More...	Absence and Vacation Identifies absence and vacation, including specific types of leave. Also allows working time monitoring Track Absence History Create Vacation Schedule Absence Reports 3 More...	Leave Administration USF US Federal Leave Administration Manage Leave Information Reports
Flexible Service EG Maintain flexible service rules; Calculate and print employee service data. Define Service Rules Flexible Service Service History 7 More...	Collective Processes Processes that affect multiple people Outstanding Task Alert Refresh Compensation Process Automated Actions USF 12 More...	Self Service Transactions Administer Self Service workflow transactions. Workflow Inquiry Approvals and Delegation Workflow Inquiry (USF) 7 More...
Template-Based Hire Template-Based Hire Transaction Management Template-Based Hire Template-Based Hire Status	Attendance Ad Hoc Auto Punch Out Ad Hoc AutoPunch Out (AM) Ad Hoc AutoPunch Out (EV) 5 More...	Workforce Reports General Workforce Reporting Employee Portfolio Report Change of Service Stats Rpt Establishment Budget Rpt 23 More...
Time and Attendance Reports Attendance Rating Report Detailed Attendance Report Retirement Package Report		



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- Ad Hoc AutoPunch Out (AM)
- Ad Hoc AutoPunch Out (EV)
- Ad Hoc AutoPunch Out (PM)
- Online Attendance CRT
- Online Attendance TLH
- Online Submission Page
- Assign Work Schedule
- ▷ Workforce Reports
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Attendance

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[Ad Hoc Auto Punch Out](#)
Ad Hoc Auto Punch Out

[Ad Hoc AutoPunch Out \(AM\)](#)
Ad Hoc AutoPunch Out (AM)

[Ad Hoc AutoPunch Out \(EV\)](#)
Ad Hoc AutoPunch Out (EV)

[Ad Hoc AutoPunch Out \(PM\)](#)
Ad Hoc AutoPunch Out (PM)

[Online Attendance CRT](#)
Online Attendance and Calculation Status

[Online Attendance TLH](#)
Online Attendance Training, Leave and Holiday

[Online Submission Page](#)
Online Submission Page

[Assign Work Schedule](#)
Assign a time reporter's permanent work schedule.

3. Klik "Online Submission Page"

2. Klik "Attendance"



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Online Submission Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

EmplID:	begins with	70000004
SetID:	begins with	
Department:	begins with	
Date Under Report:	=	03/07/2014
Approval Status:	=	
Late:	begins with	

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

- 4. Masukkan Bil K/P dalam ruang "EmplID"
- 5. Masukkan tarikh dalam ruang "Date Under Report"
- 6. Klik "Search"

HR Online Time and Attendance

Name: MD ALI BIN HUSSIN Employee ID: 70000004
 Department: Date: 03/07/2014

Sequence Number	Time	Entered By	Attendance Reason	Comment	Absence From	Absence To
1	7:40:00AM	DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU	Urusan Rasmi	menghadiri mesyuarat di JPM jam 7.45 pagi		
2	10:00:00AM	MD ALI BIN HUSSIN	Datang Kerja	menghadiri mesyuarat di JPM jam 7.45 pagi terus dari rumah		
3	12:15:00PM	MD ALI BIN HUSSIN	Balik Tengahari			
4	1:45:00PM	MD ALI BIN HUSSIN	Datang Kerja			
5	4:30:00PM	MD ALI BIN HUSSIN	Balik Kerja			

Submission Time Approval

Approval Status

Normal Workday Absence
 Workoff Day Training
 Holiday Others
 Leave

Approved Override Approval Status

Comments

Last Update Date/Time: 03/07/14 11:13:05AM
 Last Updated By: DAYANGKU HAJAH ASILAH BINTI PENGIRAN HAJI CHUCHU

Total Hours Clocked: 7.3333 Late

Flag Field
Normal Workday

Save

7. Masukkan maklumat kehadiran seperti yang dinyatakan dalam ruang **“Comments”**

7a. Pilih **“Attendance Reason”** samada **“Datang Kerja”** / **“Urusan Rasmi”** / **“Urusan Peribadi”** / **“Balik Tengahari”** / **“Balik Kerja”**

Atau

7b. Jika Pegawai diberikan cuti setelah memasukkan maklumat kehadiran, maklumat kehadiran hendaklah di *‘delete’* dan click **“Save”**

8. Pilih **“Override Approval Status”**

9. Pilih **“Normal Workday”**

10. Pilih **“Approved”**

11. Masukkan keterangan diruang **“Comments”**.

12. Click **“Save”**