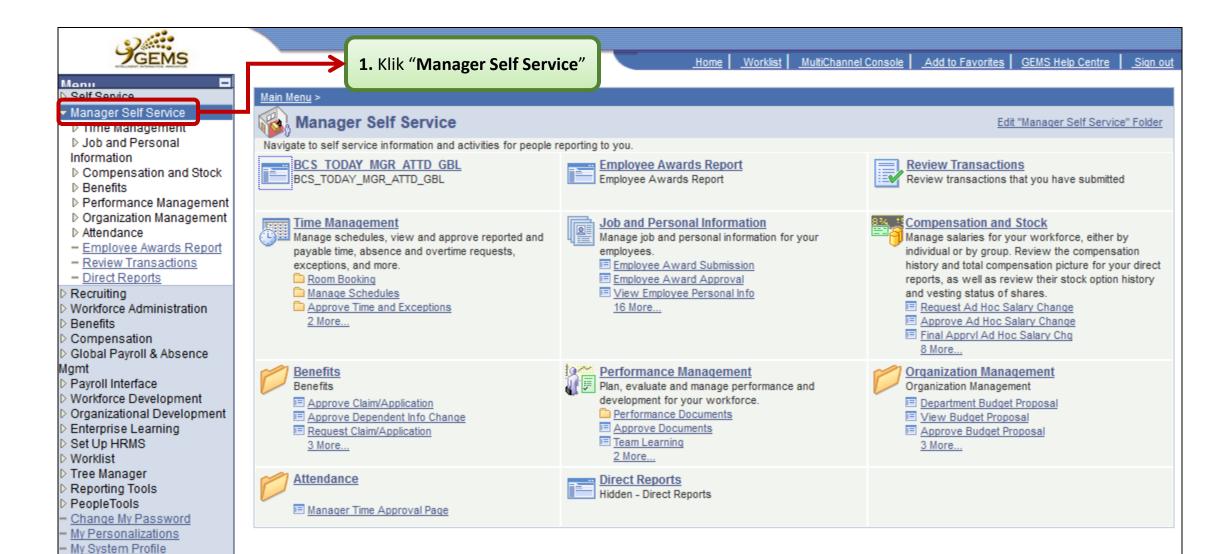


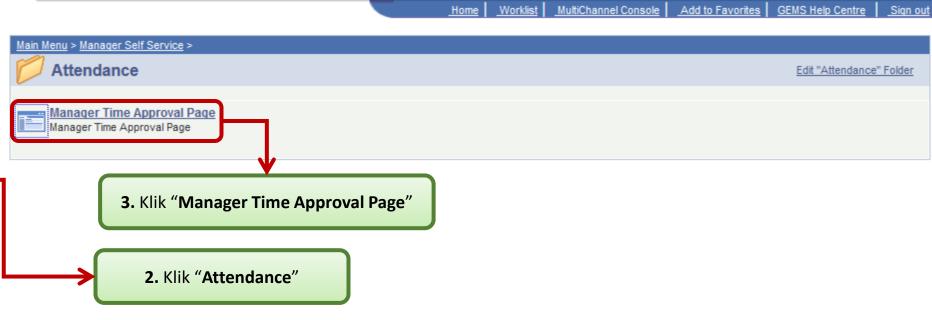
MANUAL BAGI MELULUSKAN "MAKLUMAT KEHADIRAN BEKERJA" (Melalui Manager Self Service)

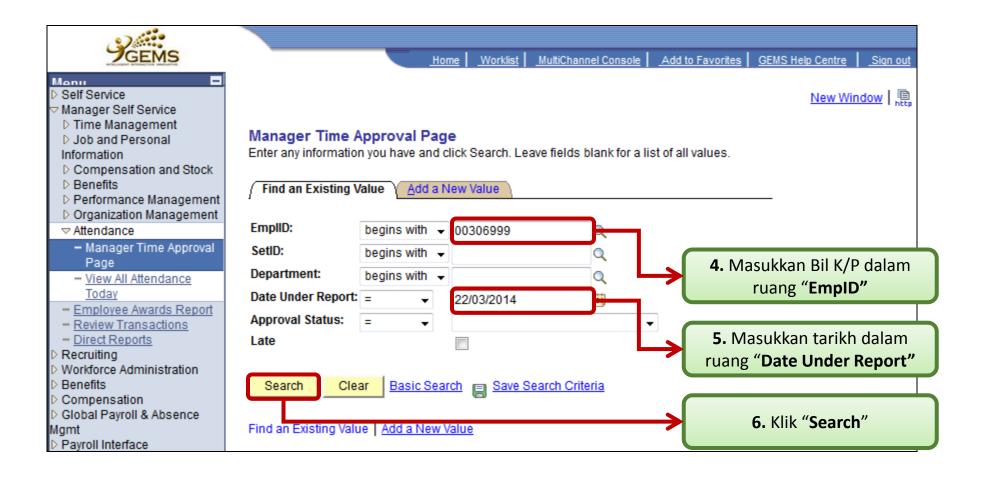


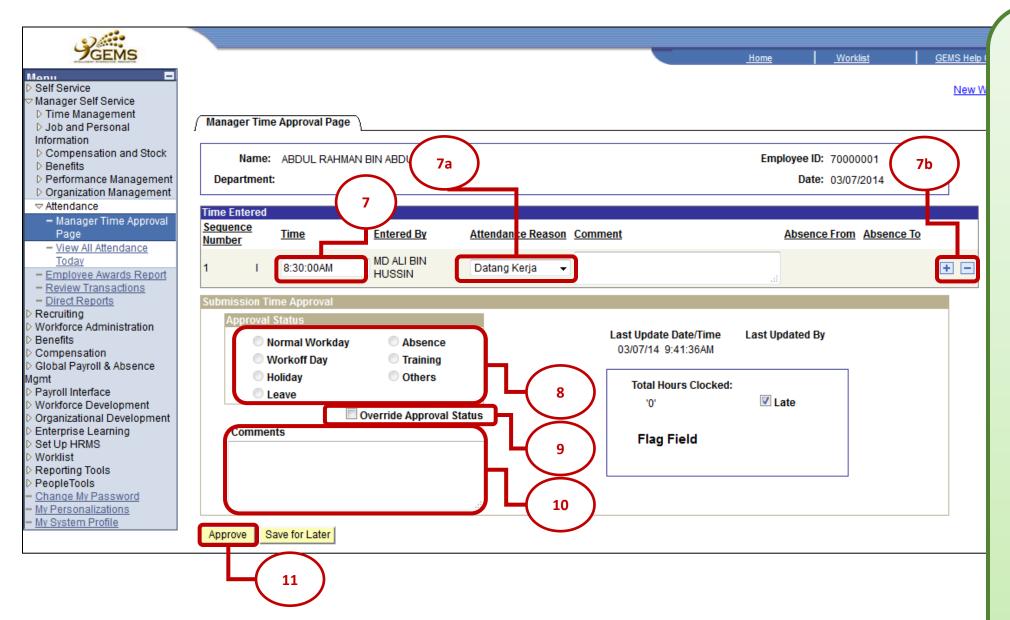




 My Personalizations - My System Profile







7. Masukkan masa kehadiran seperti yang dinyatakan diruang "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 klik "**Save for Later**"

8. Tandakan petak "Override Approval Status"

- 9. Tandakan petak yang berkenaan pada ruang "Approval Status"
- **10.** Masukkan keterangan diruang "Comments"

11. Klik "Save"