



**MANUAL BAGI MELULUSKAN
“MAKLUMAT KEHADIRAN BEKERJA”
(Melalui Manager Self Service)**



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Manager Self Service

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Navigate to self service information and activities for people reporting to you.

BCS TODAY MGR ATTD_GBL BCS_TODAY_MGR_ATTD_GBL	Employee Awards Report Employee Awards Report	Review Transactions Review transactions that you have submitted
Time Management Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more. Room Booking Manage Schedules Approve Time and Exceptions 2 More...	Job and Personal Information Manage job and personal information for your employees. Employee Award Submission Employee Award Approval View Employee Personal Info 16 More...	Compensation and Stock Manage salaries for your workforce, either by individual or by group. Review the compensation history and total compensation picture for your direct reports, as well as review their stock option history and vesting status of shares. Request Ad Hoc Salary Change Approve Ad Hoc Salary Change Final Apprvl Ad Hoc Salary Chg 8 More...
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Attendance Manager Time Approval Page	Direct Reports Hidden - Direct Reports	



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Manager Time Approval Page

3. Klik "Manager Time Approval Page"

2. Klik "Attendance"



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Manager Time Approval 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](#)

EmpID:

SetID:

Department:

Date Under Report:

Approval Status:

Late

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

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

The screenshot shows the GEMS Manager Time Approval Page. The interface includes a left-hand menu, a top navigation bar, and a main content area. Red circles and lines with numbers 7 through 11 point to specific elements:

- 7**: Points to the "Time Entered" table header.
- 7a**: Points to the "Name" field (ABDUL RAHMAN BIN ABDU).
- 7b**: Points to the "Employee ID" field (70000001).
- 8**: Points to the "Approval Status" section, which includes radio buttons for Normal Workday, Workoff Day, Holiday, Leave, Absence, Training, and Others, along with an "Override Approval Status" checkbox.
- 9**: Points to the "Comments" text area.
- 10**: Points to the "Comments" text area.
- 11**: Points to the "Approve" button.

Additional UI elements visible include the "Attendance Reason" dropdown menu (set to "Datang Kerja"), the "Total Hours Clocked" field (0), and the "Late" checkbox.

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"**