MANUAL BAGI MEMOHON NOTIS
"PENGASINGAN DIRI / KUARANTIN"
(PENGGUNA *SELF-SERVICE*)

Menu Path : **Self Service > Time Reporting > ReportTime > Request Absence**

Absence Detail

*Start Date: 19/03/2020

End Date: 01/04/2020

View Monthly Schedule

Filter by Type: Non-Accumulating Leaves ▼

*Absence Name: Other Leaves ▼

*Reason: Self-Isolation/Quarantine ▼

Duration: 14.00 Days

Calculate Duration

Handover Document

Personalize | Find | | First ◄ 1 of 1 ► Last

Job Description	Status	Refer To	Comments		
1	▼			+	−

Leave Request Approval Chain

Leave Approver 70000004 🔍 MD ALI BIN HUSSIN

Confirm Approver

Comments

Requestor Comments: Diberikan Self-Isolation Notice bertarikh 18 Mac 2020, untuk menjalani Self-Isolation selama 2 minggu iaitu bermula 19 Mac 2020 hingga 1 April 2020.

Langkah 1

Masukkan Tarikh Mula dan Tarikh Tamat tempoh pengasingan diri

Langkah 2

Pilih :
Filter by type: **Non-Accumulating Leaves**
Absence Name: **Other Leaves**
Reason: **Self-Isolation/Quarantine**

Langkah 3

Tekan *Calculate Duration*, pastikan tempoh adalah betul (14 hari)

Langkah 4

Pilih *Approver* dan tekan punat 'Confirm Approver'

Langkah 5

Isikan maklumat pengasingan diri di dalam ruangan komen yang disediakan

Bagi pengguna Self-Service (Perkhidmatan Gaji Hari/Kontrak)

Menu Path : **Self Service > Time Reporting > ReportTime > Request Absence**

Absence Detail

*Start Date:	19/03/2020
End Date:	01/04/2020
Filter by Type:	Medical Leave ▼
*Absence Name:	Self-Isolation/Quarantine ▼
Duration:	14.00 Days

View Monthly Schedule

Calculate Duration

Handover Document

Personalize | Find | 🖾 🖫   First ◀ 1 of 1 ▶ Last

	Job Description	Status	Refer To	Comments	
1		▼			➕ ➖

Leave Request Approval Chain

Leave Approver 70000004 🔍 MD ALI BIN HUSSIN

Confirm Approver

Comments

Requestor Comments: Diberikan Self-Isolation Notice bertarikh 18 Mac 2020, untuk menjalani Self-Isolation selama 2 minggu iaitu bermula 19 Mac 2020 hingga 1 April 2020.

Langkah 1

Masukkan Tarikh Mula dan Tarikh Tamat tempoh pengasingan diri

Langkah 2

Pilih :
Filter by type: **Medical Leave**
Absence Name: **Self Isolation/Quarantine**

Langkah 3

Tekan *Calculate Duration*, pastikan tempoh adalah betul (14 hari)

Langkah 4

Pilih *Approver* dan tekan punat 'Confirm Approver'

Langkah 5

Isikan maklumat pengasingan diri' di dalam ruangan komen yang disediakan

MANUAL MEMASUKKAN MAKLUMAT NOTIS "PENGASINGAN DIRI / KUARANTIN"
(PENGGUNA *HR*)

Menu Path: **Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event**

Langkah 1
Pilih 'Other Leaves'

Langkah 2
Masukkan Tarikh Mula dan Tarikh Tamat tempoh pengasingan diri

Langkah 3
Tekan pautan 'Details'

Absence Event

Absence Event Input Detail

Absence Take:	BCS OTL TKE	**Absence Type:**	Non-Acc Lv
Absence Reason:	ISO — Self-Isolation/Quarantine	**Event Priority:**	0
		Last Updated:	
Entry Source:	Admin		
Workflow Status:	Approved	**Process Status:**	Not Processed
*Process Action:	Normal ▼	**Calendar Group ID:**	
		Process Date:	

☐ Voided Indicator
☑ Manager Approved

Langkah 4

Pilih :
Absence Reason
Self-Isolation/Quarantine

Absence Begin / End Data

		Partial Hours	**Or Half Day**	**Or All Days**
*Begin Date:	19/03/2020	Begin Day Hours:	☐ Begin Half Day	☐ All Days
End Date:	01/04/2020	End Day Hours:	☐ End Half Day	
Original Begin Date:	19/03/2020			

User Defined Fields

Date 1:		Date 2:	
Character 1:		Character 2:	
Start Monetary Date: 1:		Monetary 2:	
	Currency 1:	Decimal 2:	
End Decimal Date: 1:			

Date 3:		Date 4:	
Character 3:		Character 4:	
Monetary 3:	Currency 3:	Monetary 4:	
Decimal 3:		Decimal 4:	

Override

Entitlement:		Adjustment:	

Comments

OK   Cancel   Refresh

Langkah 5

Tekan pautan 'Comment' bagi mengisikan maklumat 'pengasingan diri di dalam ruangan yang disediakan

Absence Event

Absence Event Comments

Comment: Diberikan Self-Isolation Notice bertarikh 18 Mac 2020, untuk menjalani Self-Isolation selama 2 minggu iaitu bermula 19 Mac 2020 hingga 1 April 2020.

OK   Cancel   Refresh

Bagi pengguna HR (Perkhidmatan Gaji Hari / Kontrak)

Menu Path: **Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event**

Langkah 1
Pilih 'Self-Isolation/Quarantine'

Langkah 2
Masukkan Tarikh Mula dan Tarikh Tamat tempoh pengasingan diri

Langkah 3
Tekan pautan 'Details'

Absence Event

Absence Event Input Detail

Absence Take:	BCS ISO TKE KH 🔍	Absence Type:	Medical Lv
Absence Reason:	ISO 🔍 Self-Isolation/Quarantine	Event Priority:	0
Entry Source:	Employee	Last Updated:	08/04/2020
Workflow Status:	Approved	Process Status:	Not Processed
*Process Action:	Normal ▼	Calendar Group ID:	
	☐ Voided Indicator	Process Date:	
	☑ Manager Approved		

Absence Begin / End Data

*Begin Date:	19/03/2020 📅	**Partial Hours**	**Or Half Day**	**Or All Days**
End Date:	01/04/2020 📅	Begin Day Hours: [ ]	☐ Begin Half Day	☐ All Days
Original Begin Date:	19/03/2020 📅	End Day Hours: [ ]	☐ End Half Day	

User Defined Fields

Date 1:	[ ] 📅	Date 2:	[ ]
Character 1:	[ ] 🔍	Character 2:	[ ]
Start Monetary Date:1:	[ ] 📅 [ ] Currency 1: [ ] 🔍	Monetary 2:	[ ]
End Decimal Date:1:	[ ] 📅 [ ]	Decimal 2:	[ ]

Date 3:	[ ] 📅	Date 4:	[ ]
Character 3:	[ ]	Character 4:	[ ]
Monetary 3:	[ ] Currency 3: [ ] 🔍	Monetary 4:	[ ]
Decimal 3:	[ ]	Decimal 4:	[ ]

Override

Entitlement:	[ ]	Adjustment:	[ ]

Comments

[OK] [Cancel] [Refresh]

Absence Event

Absence Event Comments

Comment: Diberikan Self-Isolation Notice bertarikh 18 Mac 2020, untuk menjalani Self-Isolation selama 2 minggu iaitu bermula 19 Mac 2020 hingga 1 April 2020.

[OK] [Cancel] [Refresh]