USER MANUAL TO UPDATE
"SELF-ISOLATION/QUARANTINE" NOTICE
(HR User)

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

Absence Event Entry

| Employee ID: | 70000002 | Name: | SITI FATIMAH BINTI KASSIM. | | Empl Rcd Nbr: | 0 |

From: 09/01/2020 Through: 07/07/2020 Refresh

Absence Events Personalize | Find | View All | First 1 of 1 Last

Absence Take | Process Status | Forecast Value

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
BCS OTL TKE	Other Leaves	19/03/2020	01/04/2020		Normal ▾	☐		Details	Administrator	Needs Approval	+	−

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Step 1

Choose 'Other Leaves'

Step 2

Enter Start Date and End Date for the Self-Isolation duration

Step 3

Click the 'Details' link

Absence Event

Absence Event Input Detail

Absence Take: BCS OTL TKE 🔍

Absence Reason: ISO 🔍 Self-Isolation/Quarantine

Entry Source: Admin

Workflow Status: Approved

*Process Action: Normal ▼

☐ Voided Indicator

☑ Manager Approved

Absence Type: Non-Acc Lv

Event Priority: 0

Last Updated:

Process Status: Not Processed

Calendar Group ID:

Process Date:

Absence Begin / End Data

*Begin Date: 19/03/2020 📅

End Date: 01/04/2020 📅

Original Begin Date: 19/03/2020 📅

Partial Hours

Begin Day Hours:

End Day Hours:

Or Half Day

☐ Begin Half Day

☐ End Half Day

Or All Days

☐ All Days

User Defined Fields

Date 1: 📅

Character 1: 🔍

Start Monetary Date: 1: 📅 Currency 1: 🔍

End Decimal Date: 1: 📅

Date 2:

Character 2:

Monetary 2:

Decimal 2:

Date 3: 📅

Character 3:

Monetary 3: Currency 3: 🔍

Decimal 3:

Date 4:

Character 4:

Monetary 4:

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

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

Absence Event Entry

Employee ID: 70000001   Name: ABDUL RAHMAN BIN ABDUL RAHIM   Empl Rcd Nbr: 0

From: 19/01/2020   Through: 17/07/2020   Refresh

Absence Events   Personalize | Find | View All | First 1 of 1 Last

Absence Take | Process Status | Forecast Value

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
BCS ISO TKE KH	Self-Isolation/Quarantine	19/03/2020	01/04/2020		Normal ▼	☐	19/03/2020	Details	Administrator	Needs Approval	➕	➖

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Step 1
Choose 'Self Isolation/Quarantine'

Step 2
Enter Start Date and End Date for the Self Isolation duration

Step 3
Click the 'Details' link

Absence Event

Absence Event Input Detail

Absence Take: BCS ISO TKE KH 🔍

Absence Reason: ISO 🔍 Self-Isolation/Quarantine

Entry Source: Employee

Workflow Status: Approved

*Process Action: Normal ▼

☐ Voided Indicator

☑ Manager Approved

Absence Type: Medical Lv

Event Priority: 0

Last Updated: 08/04/2020

Process Status: Not Processed

Calendar Group ID:

Process Date:

Absence Begin / End Data

*Begin Date: 19/03/2020 📅

End Date: 01/04/2020 📅

Original Begin Date: 19/03/2020 📅

Partial Hours

Begin Day Hours: [   ]

End Day Hours: [   ]

Or Half Day

☐ Begin Half Day

☐ End Half Day

Or All Days

☐ All Days

User Defined Fields

Date 1: [   ] 📅

Character 1: [   ] 🔍

Start Monetary Date:1 [   ] 📅 [   ] Currency 1: [   ] 🔍

End Decimal Date:1: [   ] 📅 [   ]

Date 2: [   ]

Character 2: [   ]

Monetary 2: [   ]

Decimal 2: [   ]

Date 3: [   ] 📅

Character 3: [   ]

Monetary 3: [   ] Currency 3: [   ] 🔍

Decimal 3: [   ]

Date 4: [   ]

Character 4: [   ]

Monetary 4: [   ]

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]