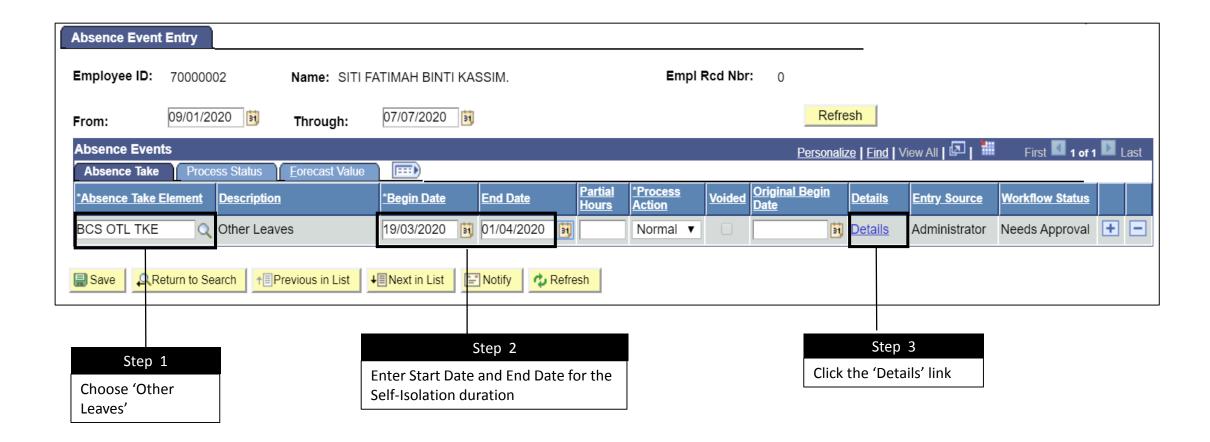


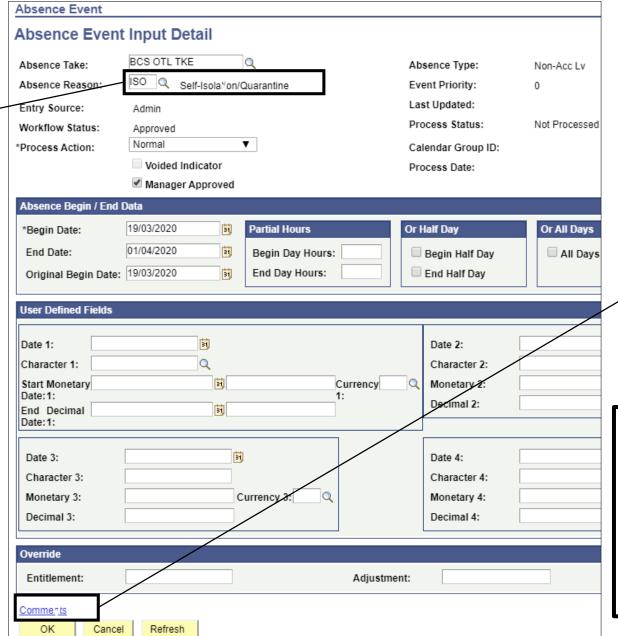
USER MANUAL TO UPDATE "SELF-ISOLATION/QUARANTINE" NOTICE (HR User)

For HR Users (Employment type: Tetap)

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



Step 4 Choose: Absence Reason Self-Isolation/Quarantine



Step 5

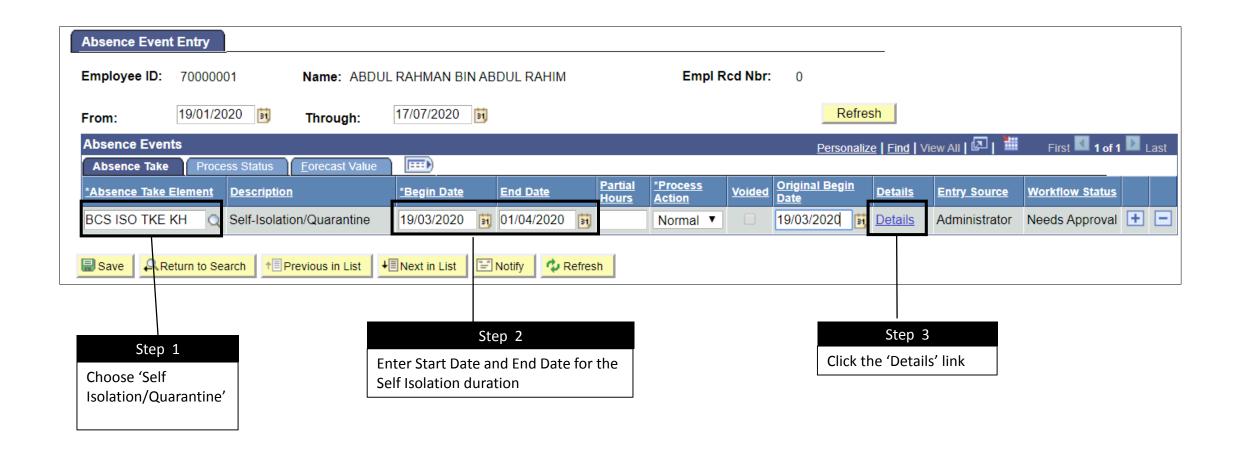
Click the 'Comment' link to enter the Self-Isolation details in the provided comment section

vent



For HR Users (Employment Type: Daily Paid/Contract)

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



Step 4 Absence Reason **Self-Isolation/Quarantine**

Choose:

