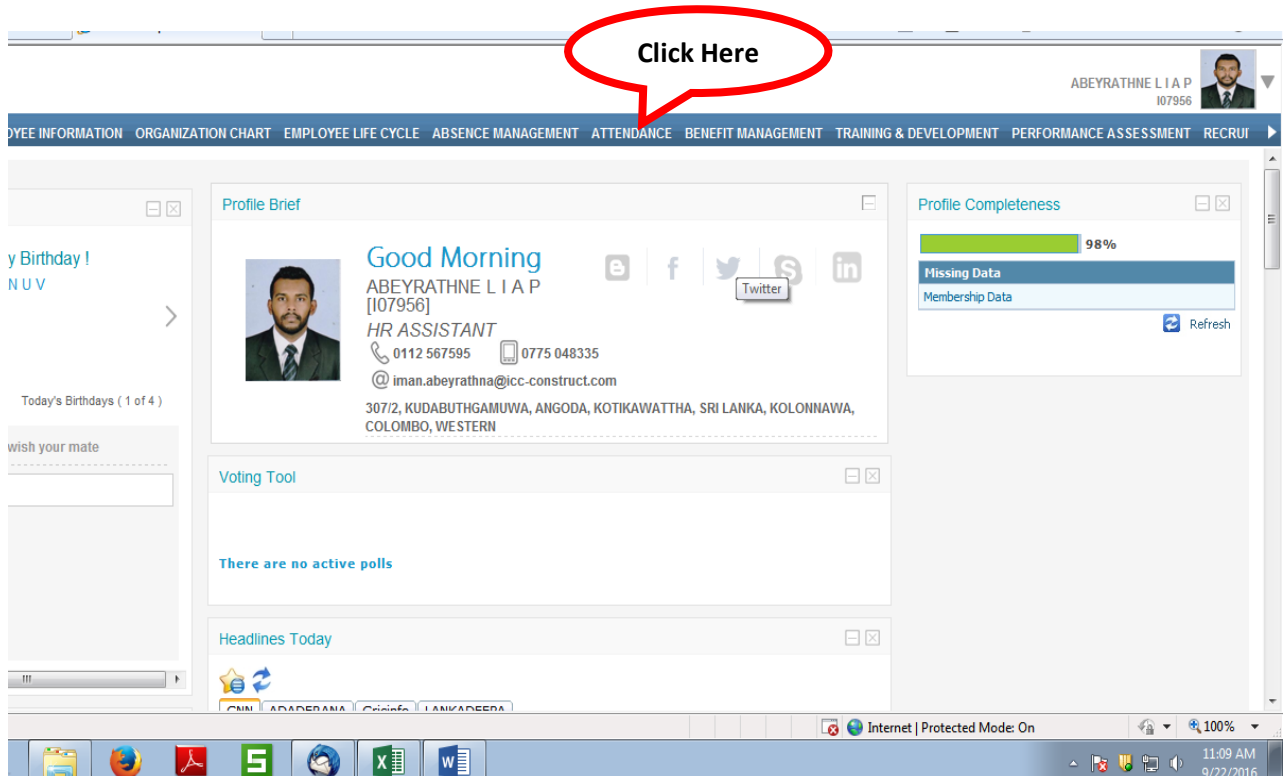
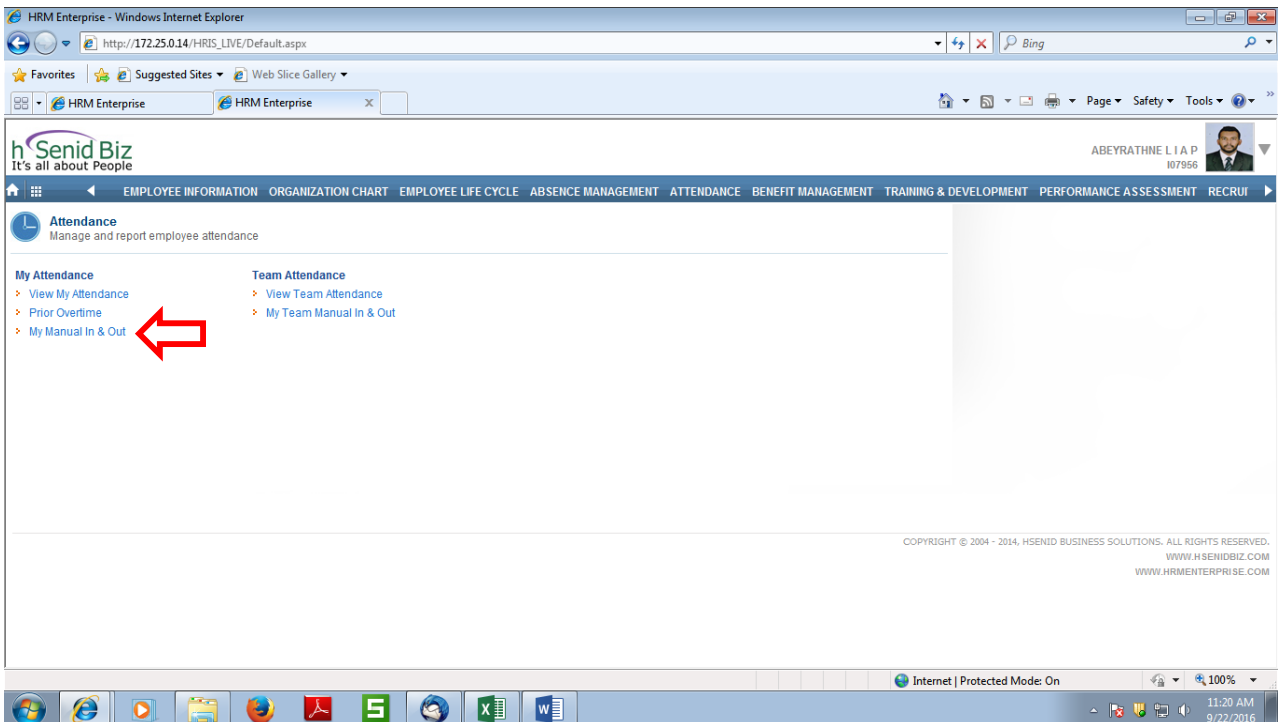


User Manual – Manual “In” and “Out”

Step 1 – Log in to your user ID, then click the attendance icon at header bar.



Step 2 – Click the manual In & Out option



Step 3 – Select the date range which you need to view and click the show button.

HRM Enterprise - Windows Internet Explorer

http://172.25.0.14/HRIS_LIVE/Default.aspx

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EMPLOYEE INFORMATION ORGANIZATION CHART **My Manual In & Out** BENEFIT MANAGEMENT TRAINING & DEVELOPMENT PERFORMANCE ASSESSMENT RECRUITMENT

From: 01/10/2016 To: 08/10/2016 Show Pending Please note the initial values assigned to the From/To dates can be changed by simply clicking on the field.

Valid Swipes Invalid Swipes Unswiped Mid-Night Shift View All

Date	Shift	In Date	In Time	Out Date	Out Time
01/10/2016	8_30_SATURDAY-1	01/10/2016		01/10/2016	
02/10/2016	OFF	02/10/2016		02/10/2016	
03/10/2016	8_30-1	03/10/2016		03/10/2016	
04/10/2016	8_30-1	04/10/2016		04/10/2016	
05/10/2016	8_30-1	05/10/2016		05/10/2016	
06/10/2016	8_30-1	06/10/2016		06/10/2016	
07/10/2016	8_30-1	07/10/2016		07/10/2016	
08/10/2016	8_30_SATURDAY-1	08/10/2016		08/10/2016	

Change page: 1 Page size: 8 Change Displaying page 1 of 1, items 1 to 8 of 8.

Step 4 – Missing attendance will be shown in pink empty boxes. You can put your correct I or Out here and click the submit button. Then your correction will go to your immediate superior for approval.

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EMPLOYEE INFORMATION ORGANIZATION CHART EMPLOYEE LIFE CYCLE ABSENCE MANAGEMENT ATTENDANCE BENEFIT MANAGEMENT TRAINING & DEVELOPMENT PERFORMANCE ASSESSMENT RECRUITMENT

Valid Swipes Invalid Swipes Unswiped Mid-Night Shift View All

Date	Shift	In Date	In Time	Out Date	Out Time
01/10/2016	8_30_SATURDAY-1	01/10/2016		01/10/2016	
02/10/2016	OFF	02/10/2016		02/10/2016	
03/10/2016	8_30-1	03/10/2016		03/10/2016	
04/10/2016	8_30-1	04/10/2016		04/10/2016	
05/10/2016	8_30-1	05/10/2016		05/10/2016	
06/10/2016	8_30-1	06/10/2016		06/10/2016	
07/10/2016	8_30-1	07/10/2016		07/10/2016	
08/10/2016	8_30_SATURDAY-1	08/10/2016		08/10/2016	

Change page: 1 Page size: 8 Change Displaying page 1 of 1, items 1 to 8 of 8.

Submit

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Note : If need to check the approval status, pls click the pending button which is available at next to show button