

Time and Attendance (TnA) User Manual

Approvers Guide

BPO International, Inc.



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Time and Attendance (TnA) System

BPO International, Inc.



A. System Overview

The Time and Attendance System (TnA) contains the following modules:

- Leave Management
- Overtime Management
- Time Management

External Sources of TnA Data:

1. Employee Management and Company Management files - contains information such as personal information, company schedules and business rules.
2. Biometric logs - generated by the company's timekeeping device and uploaded into the TnA system to generate information on working hours.

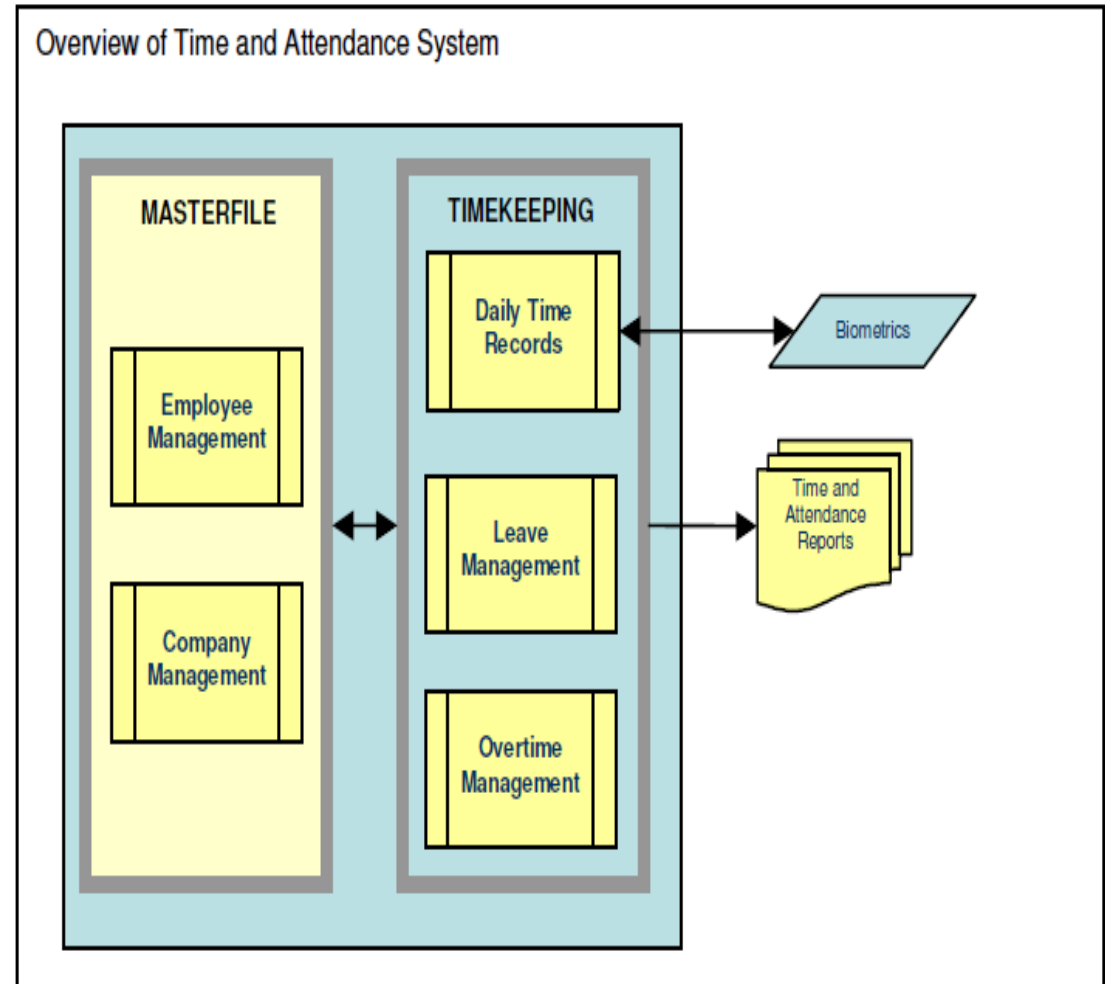


Table1. Overview of Time & Attendance Process

B. System Features

A. Leave Management System

- Online leave approval
- Online approval of leave cancellation requests
- Automatically updates leave credit balances
- Checking of employee's leave summary and leave credits
- Automated email notification to users and approvers
- Incorporates approved leave applications on timesheets
- Export reports into Excel files

B. Overtime Management System

- Online overtime approval
- Online approval of overtime cancellation requests
- Checking of employee's overtime usage and summary
- Automated email notification to users and approvers
- Incorporate approved filed overtime on timesheets
- Export reports into Excel files

C. Time Management System

- Allows online viewing and approval of employee's timesheet



C. System Modules

A. Leave Management System

- Leave Approval – this module allows Approver/s to approve or reject pending leave applications filed by an employee.
- Leave Cancellation – this module allows Approver/s to confirm any leave cancellations requested by an employee.
- Leave Employee Report – this module displays the existing leaves filed by an employee.

B. Overtime Management System

- Overtime Approval – This module allows Approver/s to approve or reject any pending leave applications filed by an employee.
- Overtime Cancellation – This module allows Approver/s to approve or reject any pending overtime cancellations filed by an employee.
- Overtime Employee Report – This module allows Approver/s to view the status of all filed overtime of employees

C. Time Management System

- Timesheet Approval – This module allows the Approver/s to view, modify and approve timesheet submitted by an employee.
- Timesheet Summary – This module provides a summary view of all timesheets selected and an option to Generate a PDF file.

Access to Time and Attendance (TnA)



A. Login to Time and Attendance

1. Open any of the following browsers available on the computer.

Note:

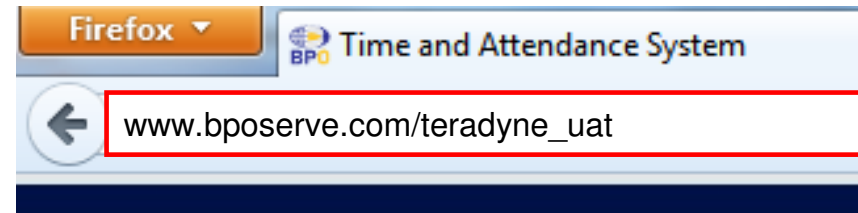
- For MAC users, Mozilla Firefox is to be used.
- If you wish to use other web browsers that are not included in the list, please contact the system developers.

Logo	Browser name, Version and Developer
	Internet Explorer 8 by Microsoft Corporation
	Firefox (also known as Mozilla Firefox) 3.6 + by Mozilla Corporation
	Chrome (also known as Google Chrome) 5.0 + by Google

Table 2. List of Compatible Web Browsers

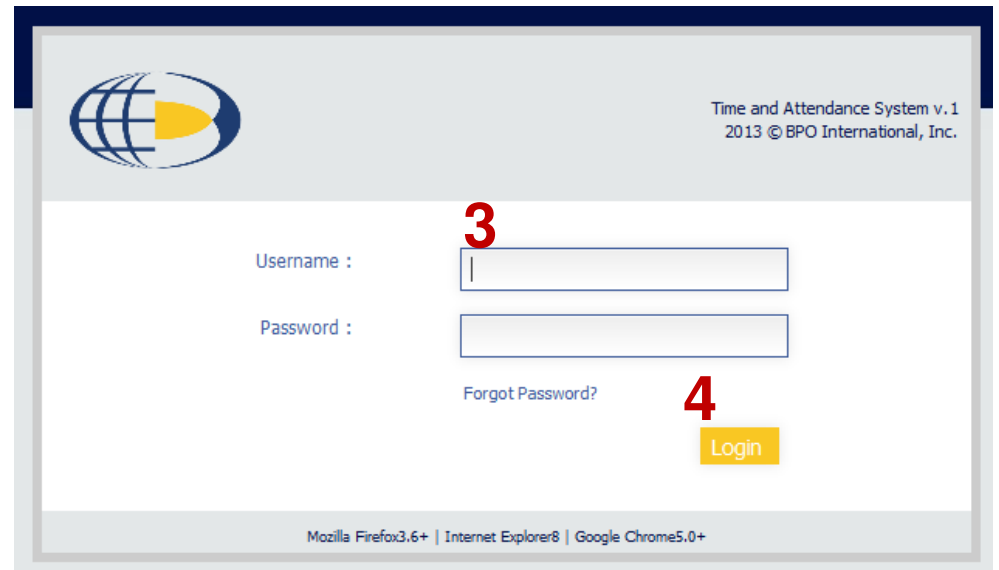
A. Login to Time and Attendance (cont...)

2. Type http://www.bposerve.com/teradyne_uat the address bar and press **ENTER** to the site.



3. Type USERNAME and PASSWORD

4. Click **Login**.

A screenshot of the "Time and Attendance System" login page. The page features a header with the BPO International logo and the text "Time and Attendance System v. 1 2013 © BPO International, Inc.". The main content area has two input fields: "Username :" and "Password :". A red number "3" is placed above the Username field. Below the Password field is a link labeled "Forgot Password?". A red number "4" is placed above a yellow "Login" button. At the bottom, a footer indicates browser compatibility: "Mozilla Firefox3.6+ | Internet Explorer8 | Google Chrome5.0+".

A. Login to Time and Attendance (cont...)

For **First Time Users** follow steps 5 to 13.

5. Type the current password.

6. Enter a new password.

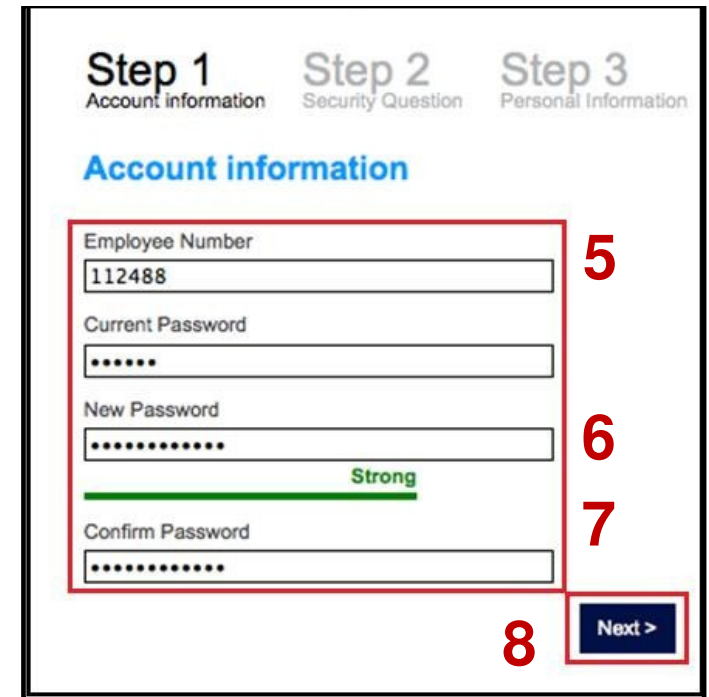
7. Re-type the new password

8. Click **Next**.

PASSWORD Reminders

- The new password must follow these criteria:
- Length: minimum of 8 characters
- Should be alphanumeric
- May have special characters such as #, !, *, etc.
- No space between characters

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Step 1 Account information Step 2 Security Question Step 3 Personal Information

Account information

Employee Number
112488

Current Password

New Password

Strong

Confirm Password

Next >

A. Login to Time and Attendance (cont...)

9. Choose security questions and supply the necessary answers.

Notes:

- Make sure that your answer is not too easy for other people to guess and not too complicated to remember.
- User will be asked to answer these questions correctly in case they forget their password.

10. Click **Next** to proceed or **Back** to go back to the previous page.



The screenshot shows a web form titled "Security Question" with a red border. At the top, there are three tabs: "Step 1 Account Information", "Step 2 Security Question" (which is active), and "Step 3 Personal Information". Below the tabs, the text "In case you forget your ID or password..." is displayed. The form contains two sections for secret questions. The first section, "Secret Question 1", has a dropdown menu with the text "What is the first name of your favourite uncle?" and a "Your Answer" field with five dots. The second section, "Secret Question 2", has a dropdown menu with the text "What was the surname of your favourite teacher?" and a "Your Answer" field with six dots. At the bottom of the form, there are two buttons: "< Back" and "Next >". A large red number "9" is positioned to the right of the form, and a large red number "10" is positioned below the form.

A. Login to Time and Attendance (cont...)

11. Click **Finish** to complete the registration or **Back** to go back to the previous page.

Note:

To correct the details in the Personal Information page, please contact HR.

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Step 1
Account Information

Step 2
Security Question

Step 3
Personal Information

Personal Information

First Name

Last Name

Middle Name

Position

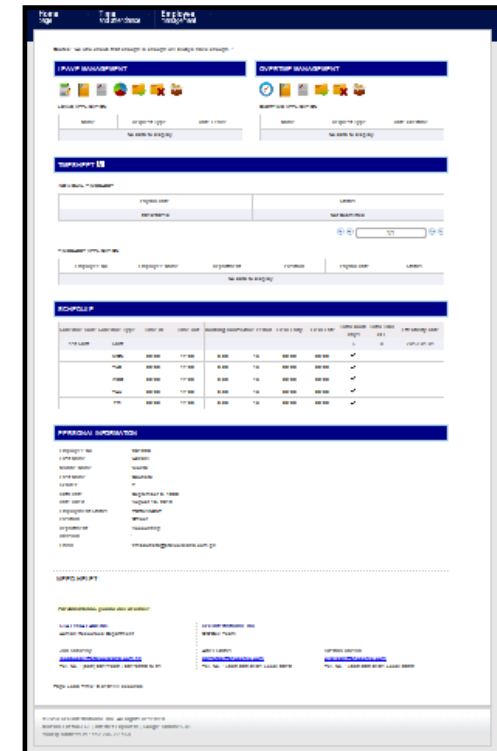
Department

Gender

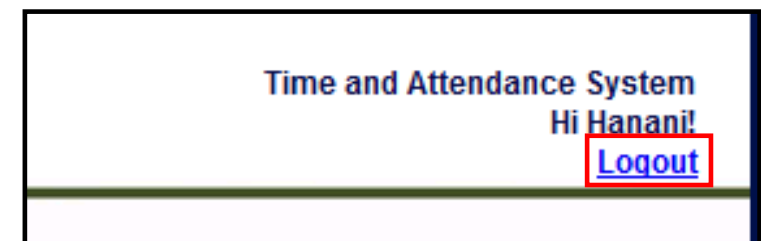
Email

A. Login to Time and Attendance (cont...)

12. User is directed to the Homepage of the TnA System upon successful registration.



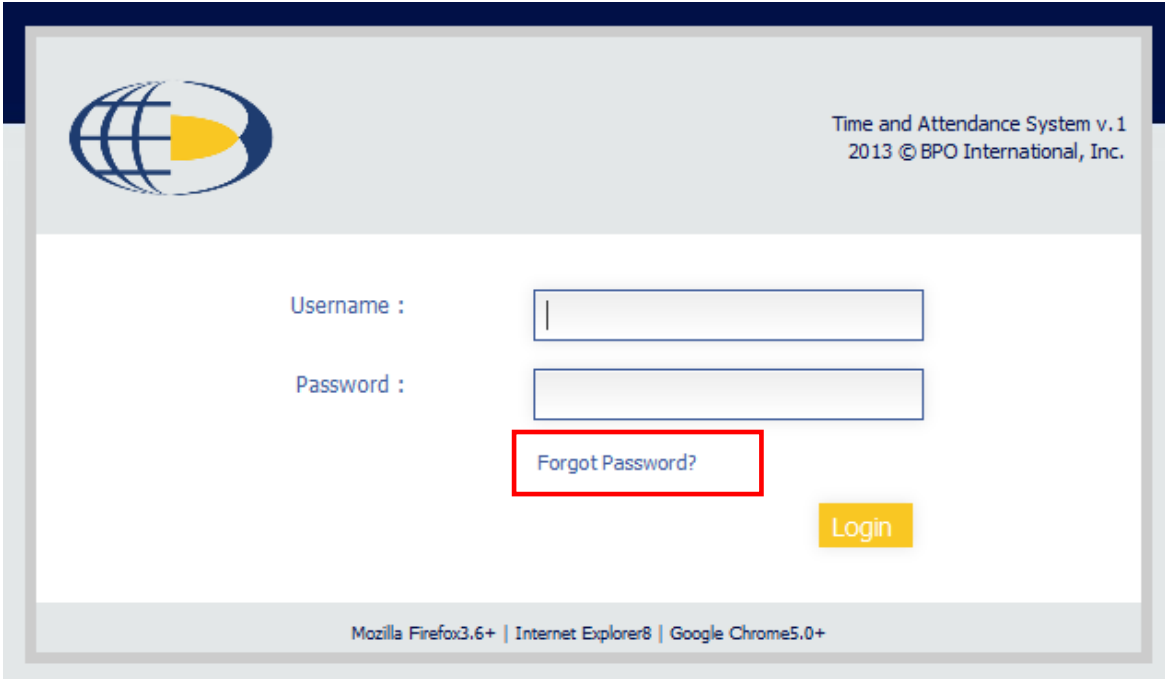
13. To test the new password, click **Logout** (located on the upper right corner of the page) then log in again using the new password.





B. Forgot your Password

1. Click on “**Forgot Password**” link to reset password.

A screenshot of the 'Time and Attendance System v.1' login page. The page has a light gray header with the BPO International logo on the left and the text 'Time and Attendance System v.1' and '2013 © BPO International, Inc.' on the right. Below the header is a white login area. It contains two input fields: 'Username :' and 'Password :'. Below the password field is a red rectangular button labeled 'Forgot Password?'. To the right of this button is a yellow rectangular button labeled 'Login'. At the bottom of the page, there is a footer with the text 'Mozilla Firefox3.6+ | Internet Explorer8 | Google Chrome5.0+'.

Time and Attendance System v.1
2013 © BPO International, Inc.

Username :

Password :

[Forgot Password?](#)

[Login](#)

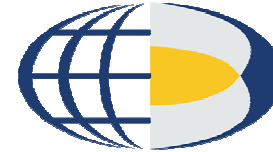
Mozilla Firefox3.6+ | Internet Explorer8 | Google Chrome5.0+



B. Forgot your Password (cont...)

2. Enter the Employee ID and click **Verify**.

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Verify your identity

Employee ID :

112488

Verify

3. Answer the user-selected Security Questions correctly. Click **Verify Account**.

Verify your identity

Employee ID :

112488

Verify

Question 1

In what city or town was your first job?

Makati

Added

Question 2

What is your mother's middle name?

Bon

Added

Verify Account

B. Forgot your Password (cont...)

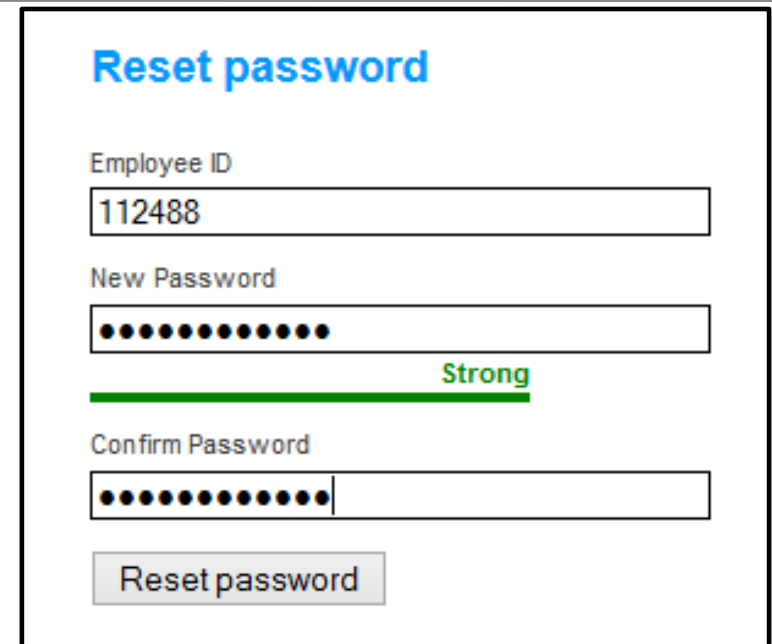
4. Enter a new Password. Re-type the new password in the Confirm Password field.

Click **Reset Password**.

PASSWORD Reminders

- The new password must follow these criteria:
- Length: minimum of 8 characters
- Should be alphanumeric
- May have special characters such as #, !, *, etc.
- No space between characters

5. User is directed to the Login page, where they can login using their new password.



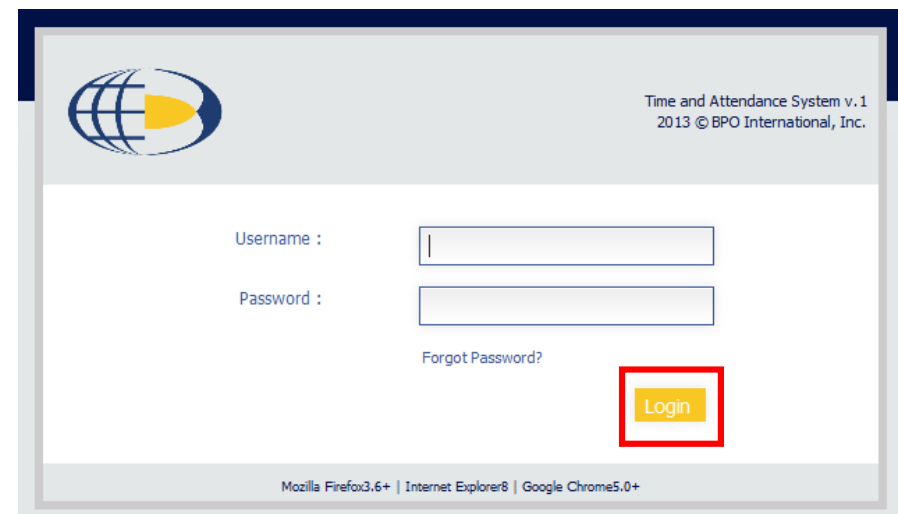
Reset password

Employee ID

New Password

Strong

Confirm Password



 Time and Attendance System v.1
2013 © BPO International, Inc.

Username :

Password :

[Forgot Password?](#)

Mozilla Firefox3.6+ | Internet Explorer8 | Google Chrome5.0+

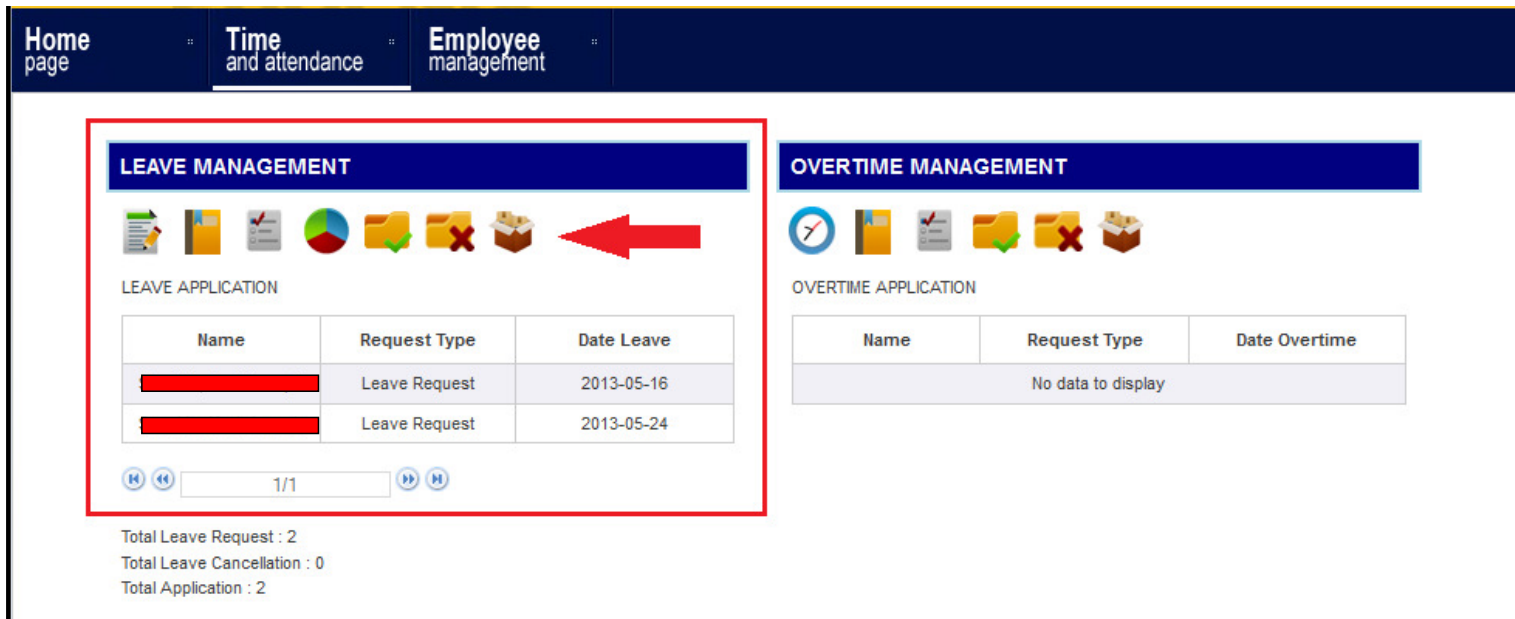
Leave/OB Management System (LMS)

BPO International, Inc.



Leave/OB Management System

Approver may access the **Leave/OB Management System**, from TnA Homepage.



Home page **Time and attendance** **Employee management**

LEAVE MANAGEMENT

LEAVE APPLICATION

Name	Request Type	Date Leave
[REDACTED]	Leave Request	2013-05-16
[REDACTED]	Leave Request	2013-05-24

Total Leave Request : 2
Total Leave Cancellation : 0
Total Application : 2

OVERTIME MANAGEMENT

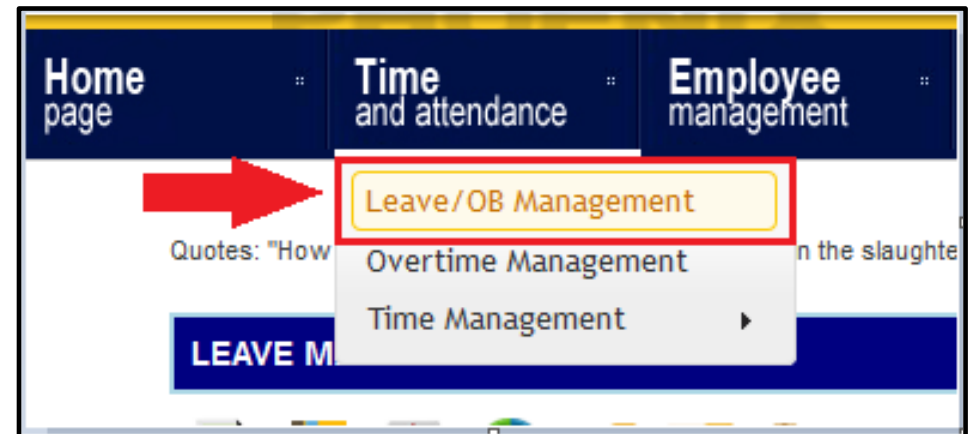
OVERTIME APPLICATION

Name	Request Type	Date Overtime
No data to display		

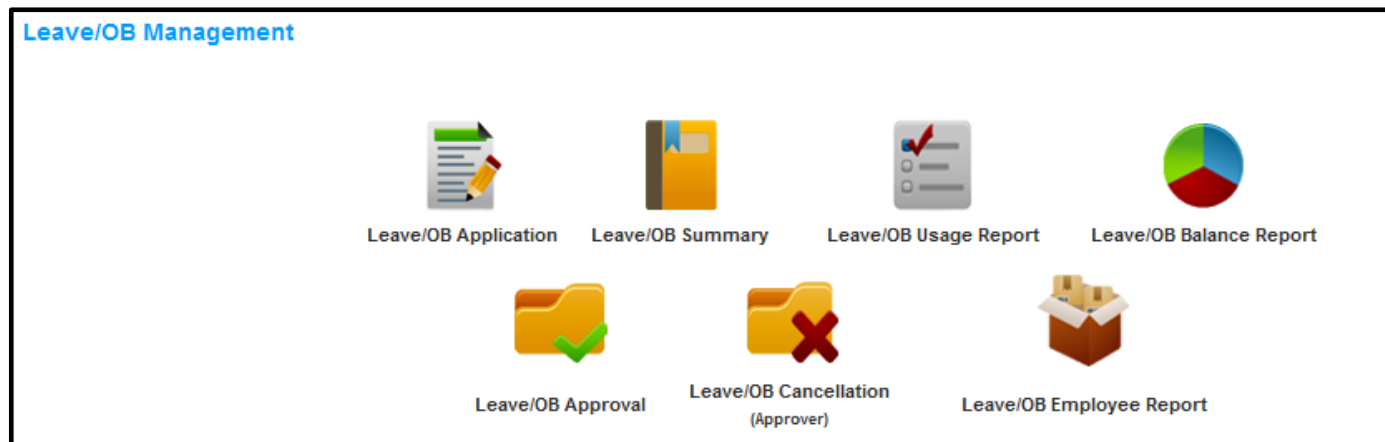
All available modules for Approver will be shown.

Leave/OB Management System

Alternatively, to access the **Leave Management/OB System**, click **Leave/OB Management** under the Time and Attendance menu in the homepage.



The system will direct user to the **Leave/OB Management System (LMS)** entry page. All the available modules for the users are shown in icons.



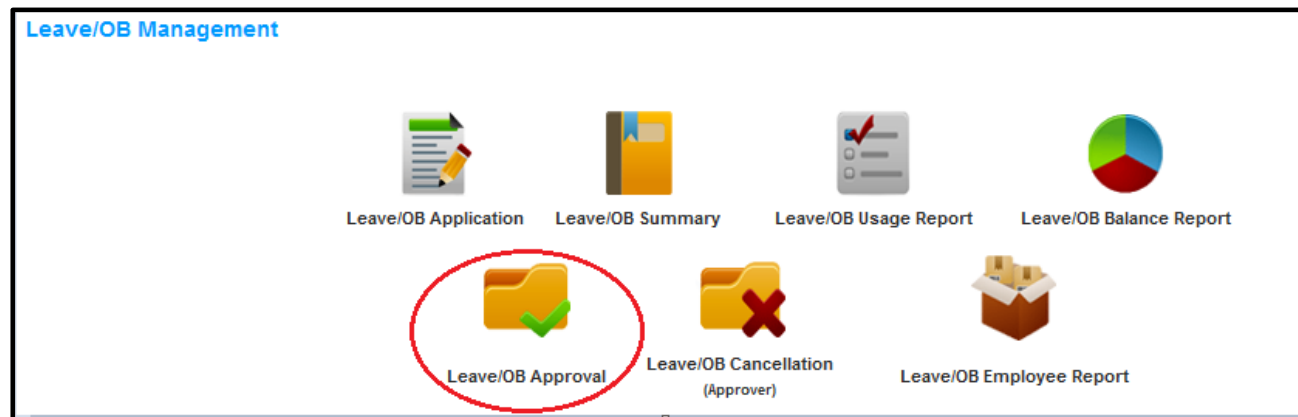


Leave/OB Approval

A. Leave/OB Approval

This module allows Primary Approver and/or Final Approver to approve or reject any pending leave/OB applications filed by an employee.

1. From the LMS entry page, click **Leave/OB Approval**.



2. Enter Last Name or Employee ID of an employee to view specific Leave Requests. Click **SEARCH**.

Note:

- User may opt to leave the filters blank to view all leave approval request.

Leave/OB Approval

* To view all records do not put any value on the input box below then click SEARCH button.

Search Lastname:

Search Employee ID:

SEARCH

A. Leave/OB Approval (cont...)

3. Tick the appropriate checkbox to approve or reject a leave application request.

Leave Employee List									Action		
Emp No.	Name	Type	Date Applied	Date Leave	Hours	Reason	Status	Approver	Approve	Reject	Remarks
		VL	2013-05-07 00:50:18	2013-05-08	4	This is a test. Vacation.	Waiting for Final Approval	ONG - Pending as 1st Final Approver	☐	☒	Set on another time
		VL	2013-05-07 01:11:28	2013-05-09	8	This is a test. Vacation.	Waiting for Final Approval	ONG - Pending as 1st Final Approver	☒	☐	
		VL	2013-05-07 01:11:28	2013-05-10	8	This is a test. Vacation.	Waiting for Final Approval	ONG - Pending as 1st Final Approver	☒	☐	

1/1
 10 per page

Approved : [check all](#) / [unchecked all](#)
 Rejected : [check all](#) / [unchecked all](#)

SUBMIT

4. Click **SUBMIT**.

Notes:

- Email notifications are sent to the Employee and Approvers based on the action done by the Approver.
- Leave applications rejected by the Approver are returned to the leave credit balance and are considered unused.

A. Leave/OB Approval (cont...)

Alternatively, the Approver can approve Leave Applications directly from TnA homepage.

1. From the list of Leave Management list, click on specific Leave Application.

LEAVE MANAGEMENT









LEAVE APPLICATION

Name	Request Type	Date Leave
	Leave Request	2013-06-18
	Leave Request	2013-06-17
	Leave Request	2013-06-18
	Leave Request	2013-06-05
	Leave Request	2013-09-06

A. Leave/OB Approval (cont...)

2. Tick the appropriate checkbox to approve or reject a leave application request.

Leave Employee List

Employee No.	Employee Name	Type	Date Applied	Date Leave	Hours	Reason	Status	Approver	Approve	Reject	Remarks
		VL	2013-06-04 03:05:59	2013-09-06	8	this is a test	Waiting for Final Approval	Pending as 1st Final Approver	☒	☐	

Action

1/1
10 per page

Approved : [check all](#) / [uncheck all](#)
Rejected : [check all](#) / [uncheck all](#)

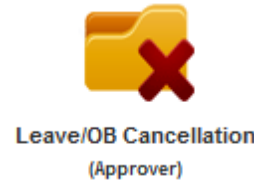
SUBMIT ACTION

5. Click **SUBMIT**.

Notes:

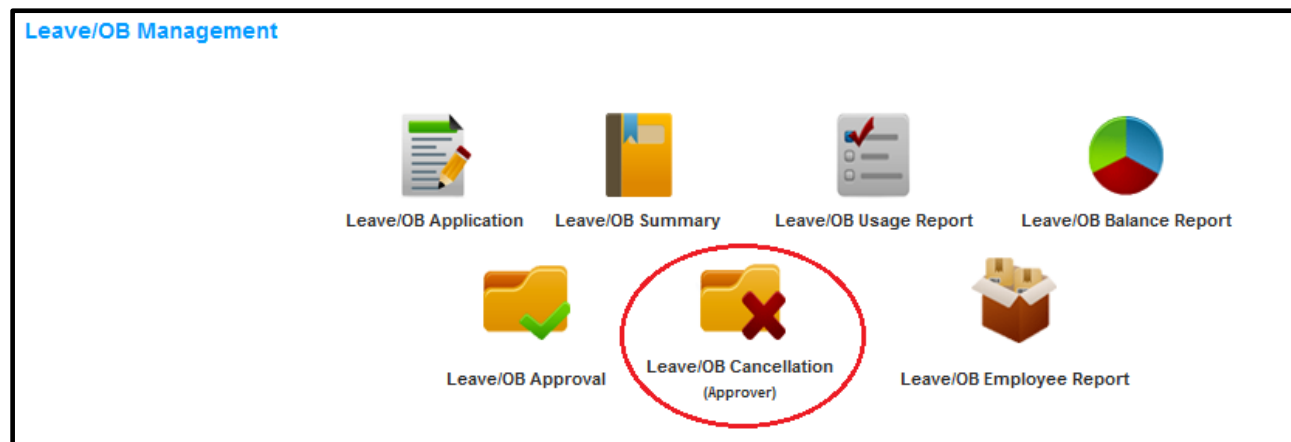
- Email notifications are sent to the Employee and Approvers based on the action done by the Approver.
- Leave applications rejected by the Approver are returned to the leave credit balance and are considered unused.

B. Leave/OB Cancellation



This interface allows Final Approver to confirm any leave/OB cancellations requested by an employee.

1. From the LMS entry page, click **Leave/OB Cancellation**.



2. Enter Last Name or Employee ID of an employee view a specific leave/OB cancellation request. Click **SEARCH**.

Note:

- User may opt to leave the filters blank to view all leave cancellation request.



Leave/OB Cancellation

* To view all records do not put any value on the input box below then click SEARCH button.

Search Lastname:

Search Employee ID:

SEARCH

B. Leave/OB Cancellation (cont...)

3. Tick the appropriate checkbox to approve or deny the leave cancellation request.

Leave Employee List								Action	
Employee No.	Employee Name	Leave Type	Date Applied	Date Leave	Hours	Reason for Cancellation	Leave Status	Approve Request	Denied
		VL	2013-05-02 07:53:55	2013-05-14	8	Test. Vacation cancelled	Approved	☐	☒
		VL	2013-05-02 07:53:55	2013-05-15	8	Cancelled Vacation	Approved	☒	☐

3

4

1/1
10 per page

4. Click **SUBMIT ACTION**.

Notes:

- Email notification are sent to the Employee and Approvers based on the action done by the Approver
- Approved Leave Cancellation Requests are returned to leave credit balance and are considered unused

B. Leave/OB Cancellation (cont...)

Alternatively, the Approver can confirm any Leave Cancellations directly from TnA homepage.

1. From the list of Leave Management list, click on specific Leave Cancellation.

LEAVE MANAGEMENT		
      		
LEAVE APPLICATION		
Name	Request Type	Date Leave
	Leave Request	2013-09-05
	Leave Request	2013-09-04
	Leave Request	2013-09-03
	Leave Cancellation	2013-06-25
	Leave Request	2013-07-29

B. Leave/OB Cancellation (cont...)

2. Tick the appropriate checkbox to approve or deny a leave application request.

Leave Employee List								Action	
Employee No.	Employee Name	Leave Type	Date Applied	Date Leave	Hours	Reason for Cancellation	Leave Status	Approve Request	Denied
[REDACTED]	[REDACTED]	VL	2013-06-04 03:42:44	2013-06-25	4	test	Appro	☒	☐

1/1 10 per page

3 → SUBMIT ACTION

3. Click **SUBMIT**.

Notes:

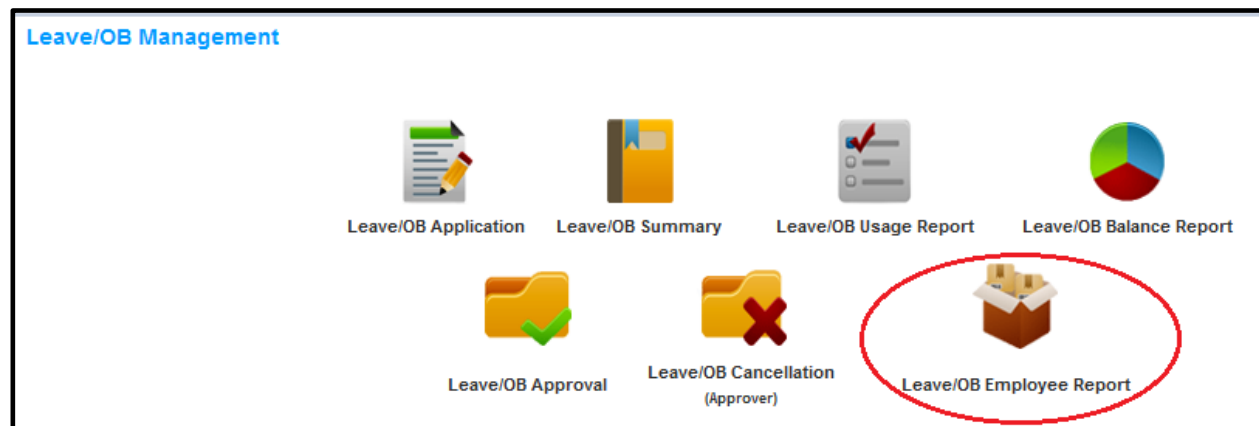
- Email notification are sent to the Employee and Approvers based on the action done by the Approver
- Approved Leave Cancellation Requests are returned to leave credit balance and are considered unused

C. Leave/OB Employee Report



This module displays the existing leaves/OB filed by an employee.

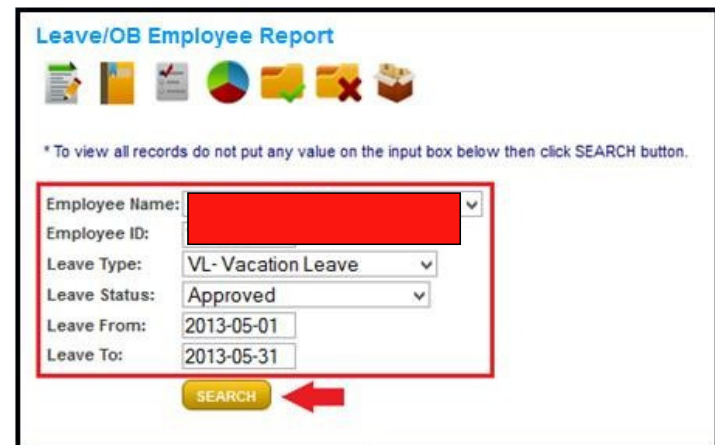
1. From the LMS entry page, click the **Leave/OB Employee Report**.



2. Refine search by using the following criteria: Employee Name, Employee ID, Leave Type, Leave Status or by date range. Click **SEARCH**.

Notes:

- User may opt to leave the filters blank to view all leave applications.
- Employee names displayed in drop down menu are those under the Approver only.



Leave/OB Employee Report

* To view all records do not put any value on the input box below then click SEARCH button.

Employee Name:

Employee ID:

Leave Type:

Leave Status:

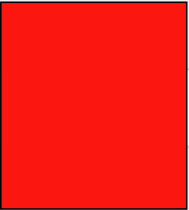
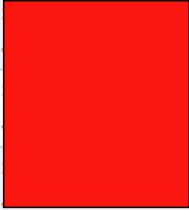
Leave From:

Leave To:

SEARCH

C. Leave/OB Employee Report (cont...)

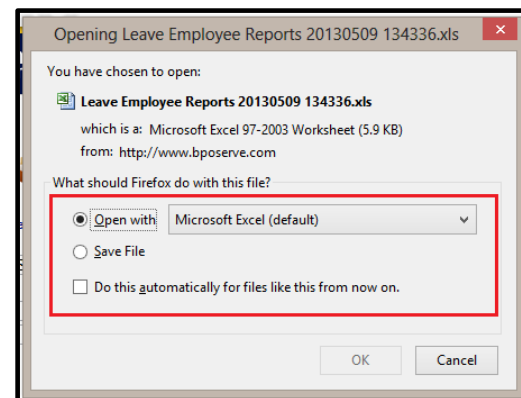
3. Leave Details screen will appear.

Export to excel							
Employee No.	Employee Name	Leave Type	Date Applied	Date Leave	Reason	Leave Hours	Status
		VL	2013-05-07	2013-05-10	This is a test. Vacation.	WHOLE DAY	Approved
		VL	2013-05-07	2013-05-09	This is a test. Vacation.	WHOLE DAY	Approved
		VL	2013-05-02	2013-05-14	Vacation (Test)	WHOLE DAY	Approved

Optional Step: Online leave employee reports are also exportable to excel. Just click **Export to excel**.

Export to excel		
Employee No.	Employee Name	Leave Type
		VL
		VL
		VL

To download the report, click **Save**. To just view the file, click **Open**.



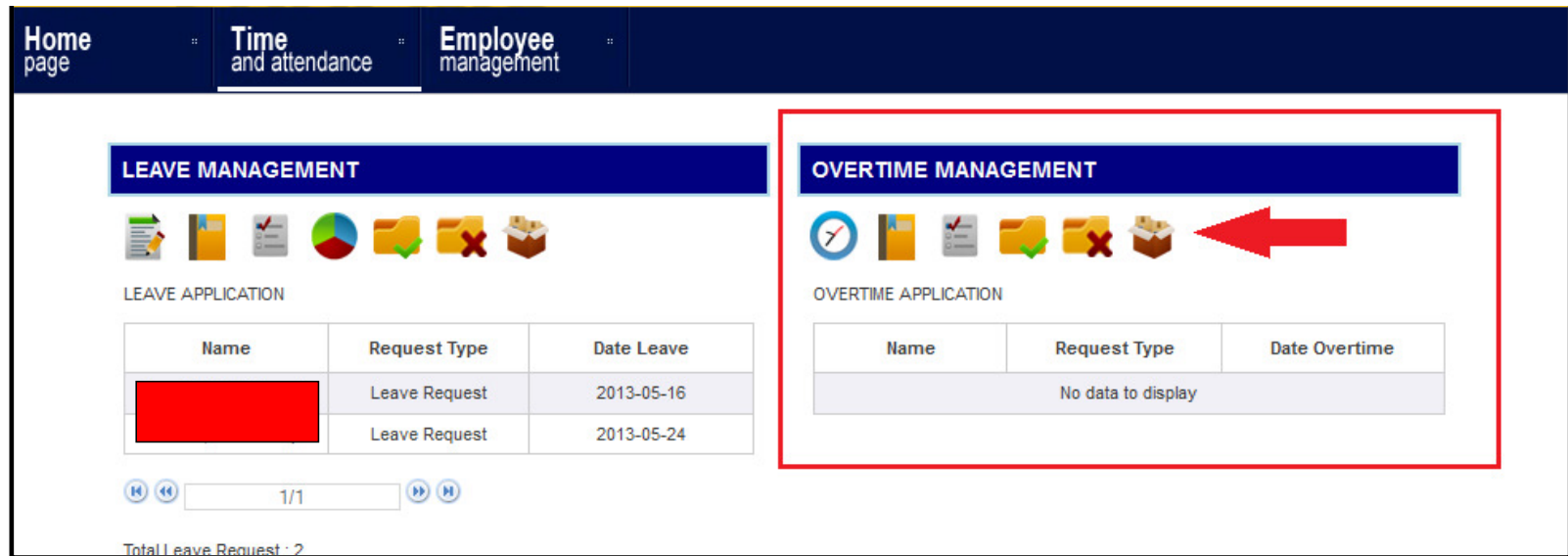
Overtime Management System (OTMS)

BPO International, Inc.



Overtime Management System

Approver may access the **Overtime Management System** from the TnA Homepage.



The screenshot shows the TnA Homepage with a navigation bar at the top containing 'Home page', 'Time and attendance', and 'Employee management'. Below the navigation bar, there are two main sections: 'LEAVE MANAGEMENT' and 'OVERTIME MANAGEMENT'. The 'OVERTIME MANAGEMENT' section is highlighted with a red box, and a red arrow points to it. The 'LEAVE MANAGEMENT' section displays a 'LEAVE APPLICATION' table with two rows of data. The 'OVERTIME MANAGEMENT' section displays an 'OVERTIME APPLICATION' table with the message 'No data to display'.

LEAVE MANAGEMENT

LEAVE APPLICATION

Name	Request Type	Date Leave
[Redacted]	Leave Request	2013-05-16
[Redacted]	Leave Request	2013-05-24

Total Leave Request : 2

OVERTIME MANAGEMENT

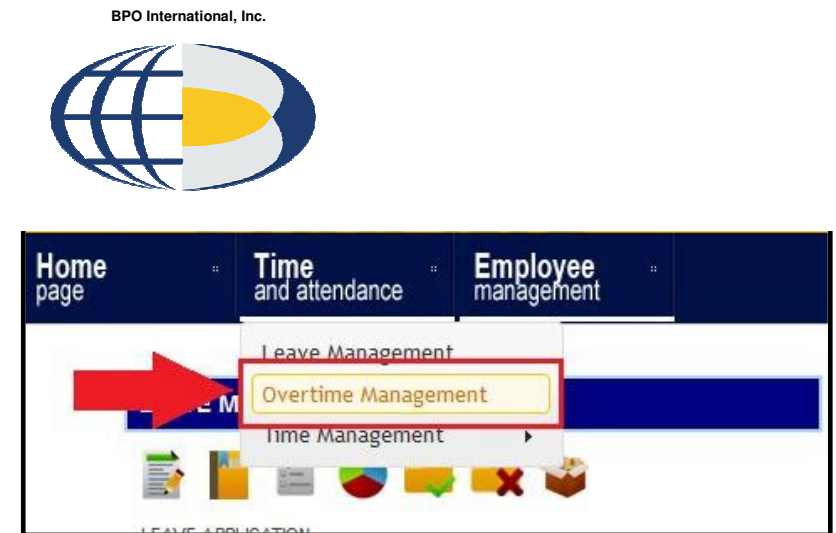
OVERTIME APPLICATION

Name	Request Type	Date Overtime
No data to display		

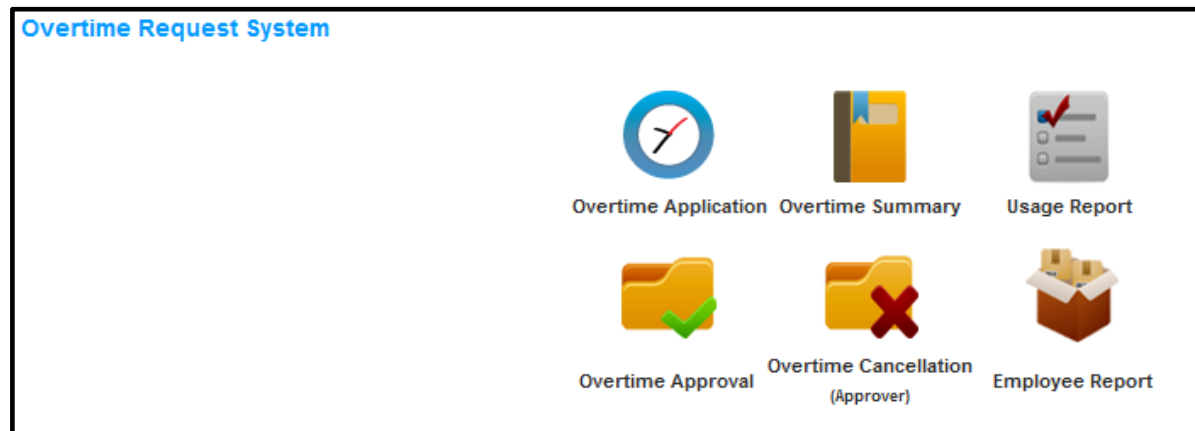
All available modules to Approver is shown.

Overtime Management System

To access the **Overtime Management System**, click **Overtime Management** under the Time and Attendance menu in the homepage.



The system directs user to the **Overtime Management System (OTMS)** entry page.



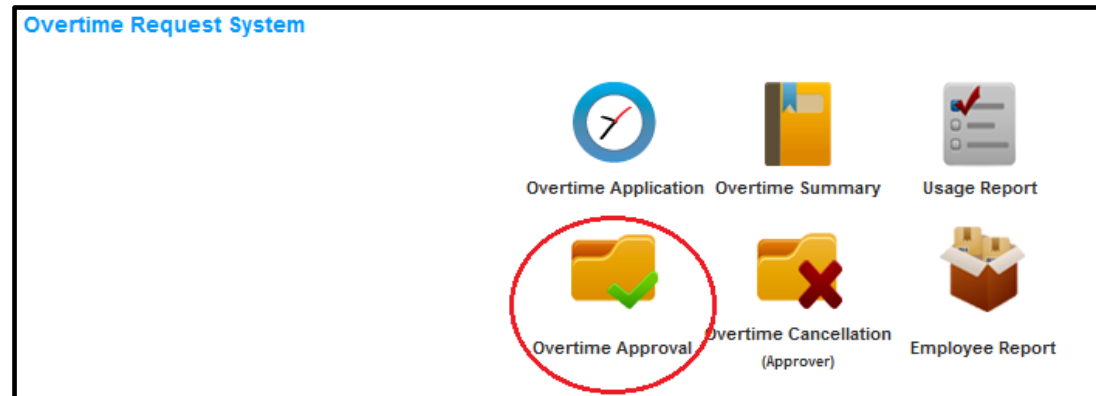


Overtime Approval

A. Overtime Approval

This module allows Approver/s to approve or reject any pending overtime application filed by an employee.

1. From the OTMS entry page, click **Overtime Approval**.



2. Enter Last Name of an employee or Employee ID to view specific overtime requests. Click **SEARCH**.

Note:

- User may opt to leave the filters blank to view all overtime approval request.

A. Overtime Approval (cont...)

3. Tick the corresponding checkbox to approve or reject an overtime application.

Overtime Employee List										Action		
Emp No.	Name	Date Applied	Date OT	In	Out	Total Hours	Reason	Status	Approver Status	Approve	Reject	Remarks
		2013-05-03	2013-02-11	17:00:00	01:00:00	8.00	This is a test.	Waiting for Final Approval	ONG - Pending as 1st Final Approver	☒	☐	

1/1 10 per page

Approved: [check all](#) / [uncheck all](#)
 Rejected: [check all](#) / [uncheck all](#)

SUBMIT ACTION

4. Click **SUBMIT ACTION**.

Notes:

- Email notifications are sent to the Employee and Approvers based on the action done by the Approver
- OT applications which were wither approved and/or rejected by the Approver will no longer be displayed on page.

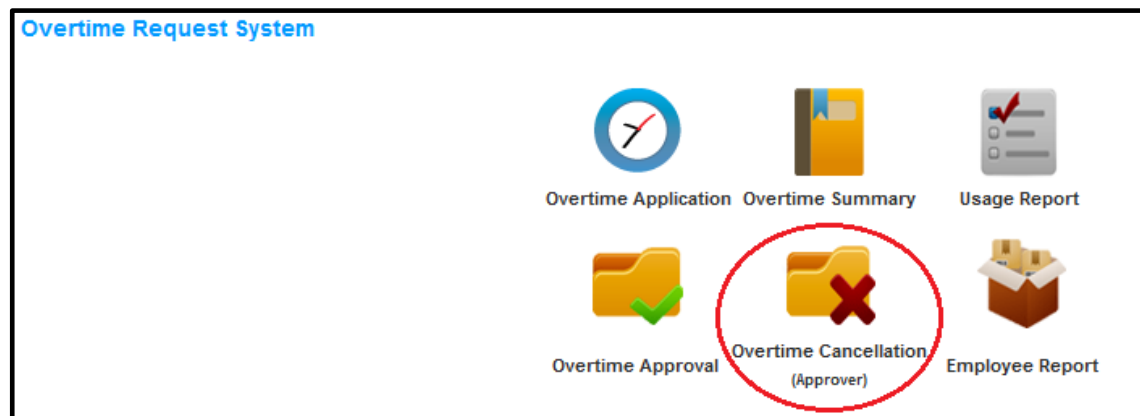


Overtime Cancellation
(Approver)

B. Overtime Cancellation

This interface allows final approver to confirm any overtime cancellations requested by an employee.

1. From the OTMS entry page, click **Overtime Cancellation**.



2. Enter Last Name of an employee or Employee ID to view specific overtime cancellation requests. Click **SEARCH**.

Note:

- User may opt to leave the filters blank to view all overtime cancellation request.

B. Overtime Cancellation (cont...)

3. Tick the appropriate checkbox to approve or deny an overtime cancellation request.

Overtime Employee List								Action	
Emp. No.	Name	Date Applied	Date O.T.	Hours	Night Diff	Reason for Cancellation	Overtime	Approve Request	Denied
		2013-03-25	2013-02-13	6.25	1.25	Cancel	Approved	☒	☐

1/1 10 per page

SUBMIT ACTION

4. Click **SUBMIT ACTION** when done.

Notes:

- Email notification are sent to the employee and approvers based on the action done by the Approver
- The approved overtime cancellation request will no longer be displayed on the page.

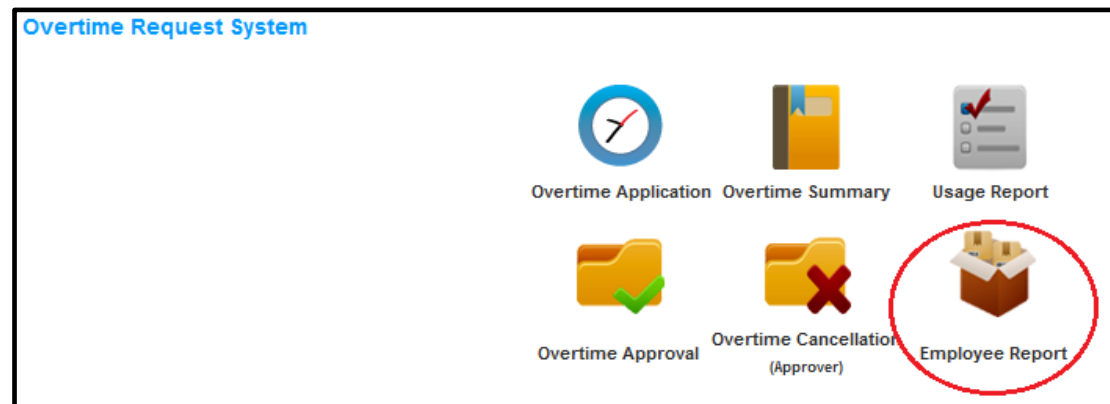


C. Overtime Employee Report



This module displays the existing overtime applications filed by the staff of the approver.

1. From the OTMS entry page, click the **Employee Report**.



2. Refine search by using the following criteria: Employee Name, Employee ID, Overtime Status or by date range. Click **SEARCH**.

Note:

- User may opt to leave the filters blank to view all overtime application.

Overtime Employee Report

* To view all records do not put any value on the input box below then click SEARCH button.

Employee Name:

Employee ID:

Status:

Overtime From:

Overtime To:

SEARCH

C. Overtime Employee Report (cont...)

3. Overtime Details screen will appear.

Export to excel

Employee No.	Employee Name	Date Applied	Date OT	Time In	Time Out	Total Hours	Reason	Status
		2013-05-03	2013-02-11	17:00:00	01:00:00	8.00	This is a test.	Approved
		2013-03-25	2013-02-13	17:00:00	23:30:00	6.25	test	Approved
		2013-03-25	2013-02-01	17:00:00	21:00:00	3.75	test	Approved

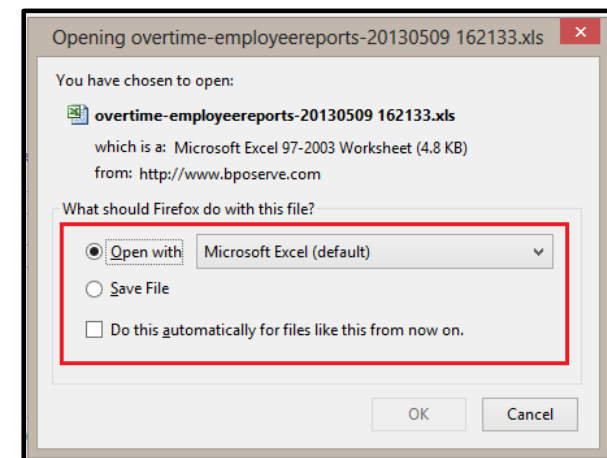
1/1 10 per page

Optional Step: Online overtime employee reports are also exportable to excel. Just click **Export to excel**.

Export to excel

Employee No.	Employee Name	Date Applied	Date OT
		2013-05-03	2013-02-11
		2013-03-25	2013-02-13
		2013-03-25	2013-02-01

To download the report, click **Save**. To just view the file, click **Open**.



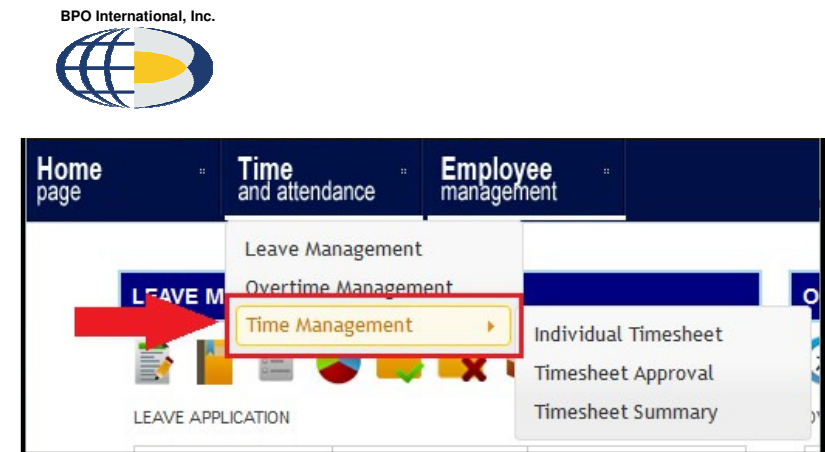
Time Management System (TMS)

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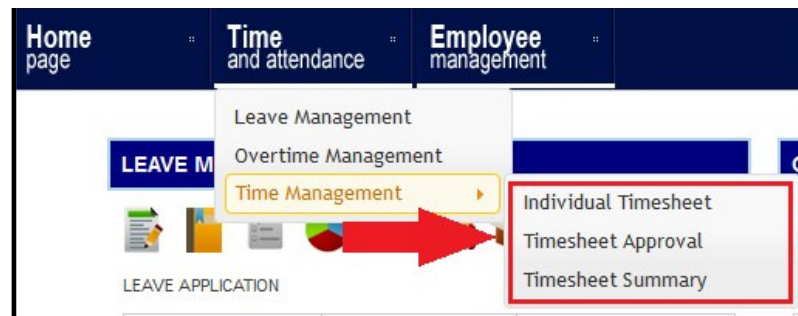


Time Management System

To access the **Time Management System**, click **Time Management** under the Time and Attendance menu in the homepage



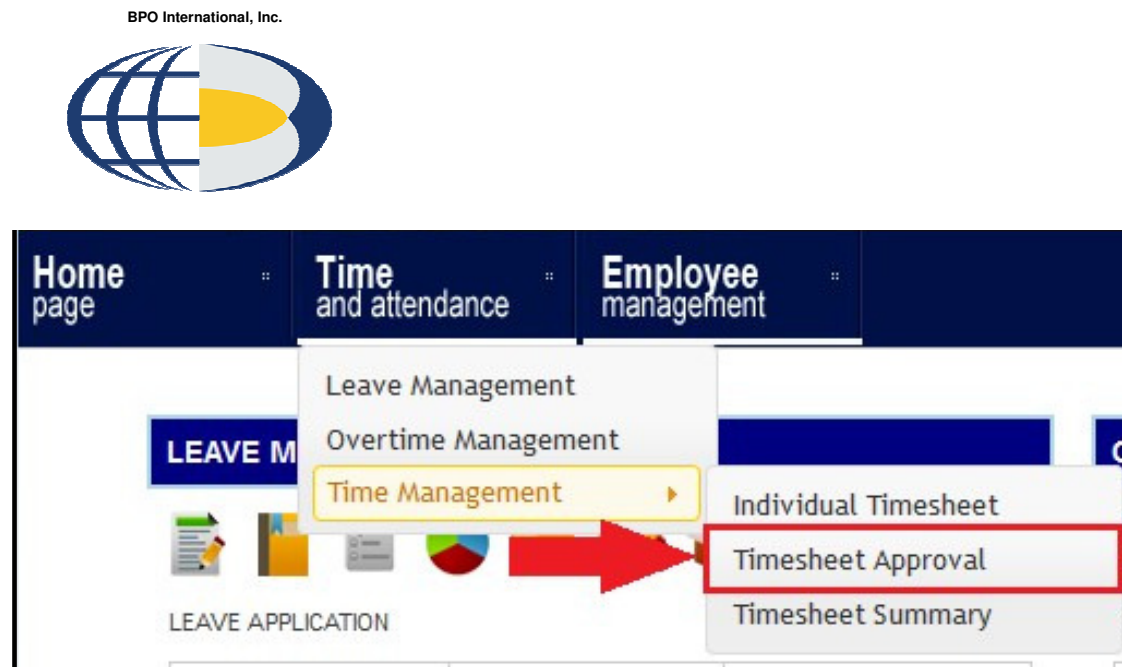
The system will redirect user to the **Time Management System (TMS)** modules menu. All the available modules for the user are shown in a list.



A. Timesheet Approval

This module allows the Approver to view, modify and approve timesheets submitted by employees.

1. From the TMS menu list, click **Timesheet Approval**.



A. Timesheet Approval (cont...)

This module allows the Approvers to **view** and **approve** the timesheet submitted by an employee.

Timesheet Approval

* To view all records do not put any value on the input box below then click SEARCH button.

Select Payroll Date: 2013-02-25 ▾

Employee Lastname:

Employee ID:

SEARCH

Employee No.	Employee Name	Department	Position	TS Status	Approver Status	Option
		Human Resources	MANAGERIAL	Pending to employee	ONG - Pending as 1st Final Approver	
		Human Resources	ASSISTANT MANAGER	Pending to employee	ONG - Pending as 1st Final Approver	
		Brand and Marketing Group	EXECUTIVE	Approved	ONG - Pending as 1st Final Approver	
		Accounting	ASSISTANT MANAGER	Pending to employee	ONG - Pending as 1st Final Approver	
		Information Technology	EXECUTIVE	Pending to employee	ONG - Pending as 1st Final Approver	
		Accounting	ASSISTANT MANAGER	Pending to employee	ONG - Pending as 1st Final Approver	

APPROVE

CHECK ALL

UNCHECK ALL

A. Timesheet Approval (cont...)

2. Select Payroll Date, Employee LastName or Employee ID to view selected timesheet details. Click **SEARCH**.

Timesheet Approval

* To view all records do not put any value on the input box below then click SEARCH button.

Select Payroll Date:

2013-02-25 ▾

Employee Lastname:

Employee ID:

SEARCH

3. Review the timesheet details by clicking the **pencil** icon under the Option column.

Employee No.	Employee Name	Department	Position	TS Status	Approver Status	Option
		Information Technology	MANAGERIAL	Pending to Final Approver/s	ONG - Pending as 1st Final Approver	☐ 

APPROVE

CHECK ALL

UNCHECK ALL

A. Timesheet Approval (cont...)

4. Employee timesheet details appears

Note:

- Entries which were updated by the Employee are highlighted in **RED**


Time and Attendance Reports

This module is for the approval of employee's timesheet.

Employee Name: [REDACTED]
Email Address: [REDACTED]
Payroll Date:

Message :

✓	Regular day	Thu	2013-07-11	08:10	18:54	08:10	18:54			0	0	07:50	01:54	0	0	0			
✓	Regular day	Fri	2013-07-12	07:47	17:20	07:47	17:20			0	0	08:00	0	0	0	0			
✓	Time Off	Sat	2013-07-13							0	0								
⚠	Time Off	Sun	2013-07-14							0	0								
✓	Regular day	Mon	2013-07-15			07:12	18:13			0	0	08:00	01:13	0	0	0			Test

A. Timesheet Approval (cont...)

5. To close this window, click on **CLOSE**
- To request employee to update the timesheet, enter comments in the Approver Remark field then click **SEND BACK TO EMPLOYEE**
- To update timesheet on behalf of employee, enter comments in the approver remarks field and click on **UPDATE TIMESHEET**



The screenshot shows a software interface for timesheet approval. At the top, there is a red header bar containing several fields: a numeric field with '0', a time field with '08:00', another time field with '01:13', and three more numeric fields with '0'. To the right of these fields is a large white text area for 'Approver Remark' and a 'Test' button. Below the header bar is a horizontal scrollbar. At the bottom of the window, there are three yellow buttons: 'SEND BACK TO EMPLOYEE', 'UPDATE TIMESHEET', and 'CLOSE'. The text 'ed for Approval' is visible in the bottom left corner.

0	08:00	01:13	0	0	0			
---	-------	-------	---	---	---	--	--	--

ed for Approval

SEND BACK TO EMPLOYEE UPDATE TIMESHEET CLOSE

A. Timesheet Approval (cont...)

6. The Approver can now Approve the timesheet. Click **APPROVE**.

Employee No.	Employee Name	Department	Position	TS Status	Approver Status	Option
		Information Technology	MANAGERIAL	Pending to Final Approver/s	ONG - Pending as 1st Final Approver	☒ 

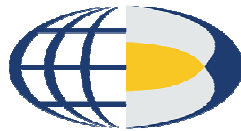
[APPROVE](#) [CHECK ALL](#) [UNCHECK ALL](#)

B. Timesheet Summary Report

This module provides a summary view of Approver's personal timesheets and/or summary of employee timesheets under Approver.

1. From the TMS menu list, click the **Timesheet Summary**.

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B. Timesheet Summary Report (cont...)

2. Refine search by using the following criteria: Payroll Date, Employee Last Name, Employee ID, Status and Report type. Click **GO**.

Note:

- Selecting **User Report** generates Approver's own timesheet summary.
- Selecting **Employee Report** generates a Employee's own timesheet summary.

Timesheet Summary Reports

Select Payroll Date:
Employee Last Name:
Employee ID:
Select Status:
Select Report:

GO...

3. Click **VIEW** to view details of the selected timesheet.

Export to Excel

Generate PDF Report

Employee				Regular Day									Rest Day			HoliDay			Rest Day Holiday			Status	Action
Employee No.	Last Name	First Name	Payroll Date	A	Leave	Late	UT	REG	EXH	AOT	OTND	SFTND	EXH	AOT	ND	EXH	AOT	ND	EXH	AOT	ND		
			2013-02-25	-	-	-	-	8:0	1:39	-	-	-	12:0	-	-	-	-	-	-	-	-	Approved	
				0	0	0:0	0:0	8:0	1:39	0	0	0	12:0	0	0	0:0	0	0	0:0	0	0		



Page 1 of 1



10 per page ▾

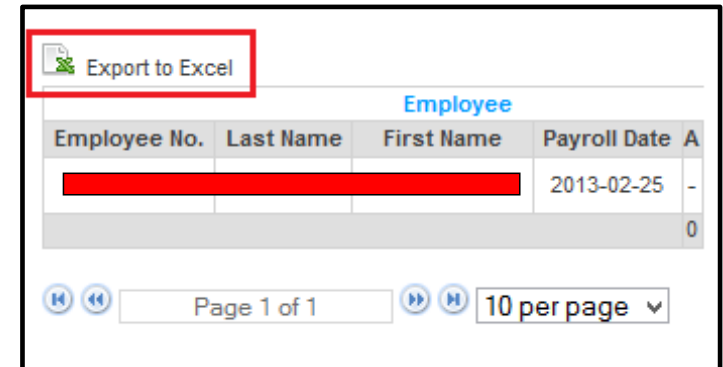
4. Click **exit** to close the timesheet details window.

Timesheet Detail Report

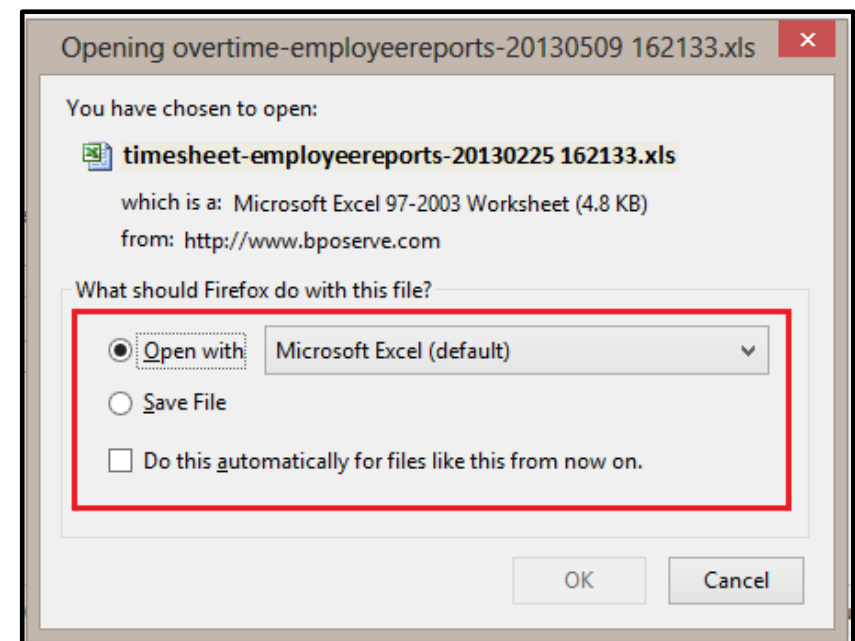
Employee :
Payroll Date: 2013-02-25

B. Timesheet Summary Report (cont...)

Optional Step: Timesheet summary reports are also exportable to excel. Just click **Export to excel**.

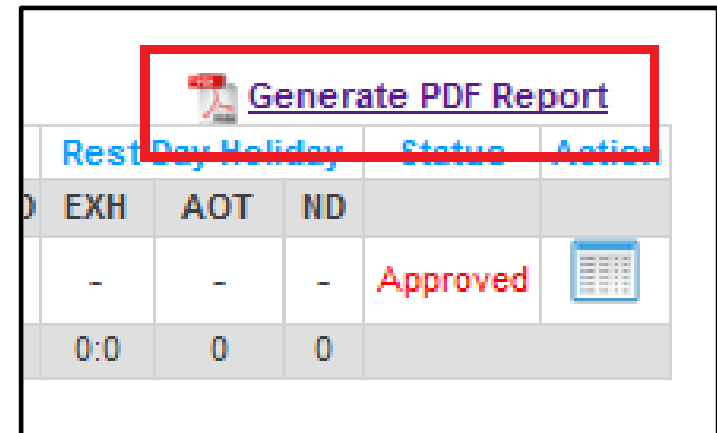


To download the report, click **Save**. To just view the file, click **Open**.



B. Timesheet Summary Report (cont...)

Optional Step: Timesheet summary reports can also be viewed as PDF. Just click **Generate PDF Report**.



PDF Report will open.

Employee Name : XXXXXXXXXX

					Regular Day									
Work Date	Day	Shift	Time In	Time Out	A	LWP	LT	Late	UT	REG	EXH	AOT	OTND	SHFTND
2013-02-01	Fri	08:00-17:00	2013-02-01 07:39	-	-	-	-	0	0	08:00	01:39	-	-	0
2013-02-02	Sat	-	2013-02-02 07:42	-	-	-	-	0	0	0	0	-	-	0
2013-02-03	Sun	-	-	-	-	-	-	0	0	0	0	-	-	0

Time and Attendance (TnA) User Manual

Approvers Guide

- END -

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