

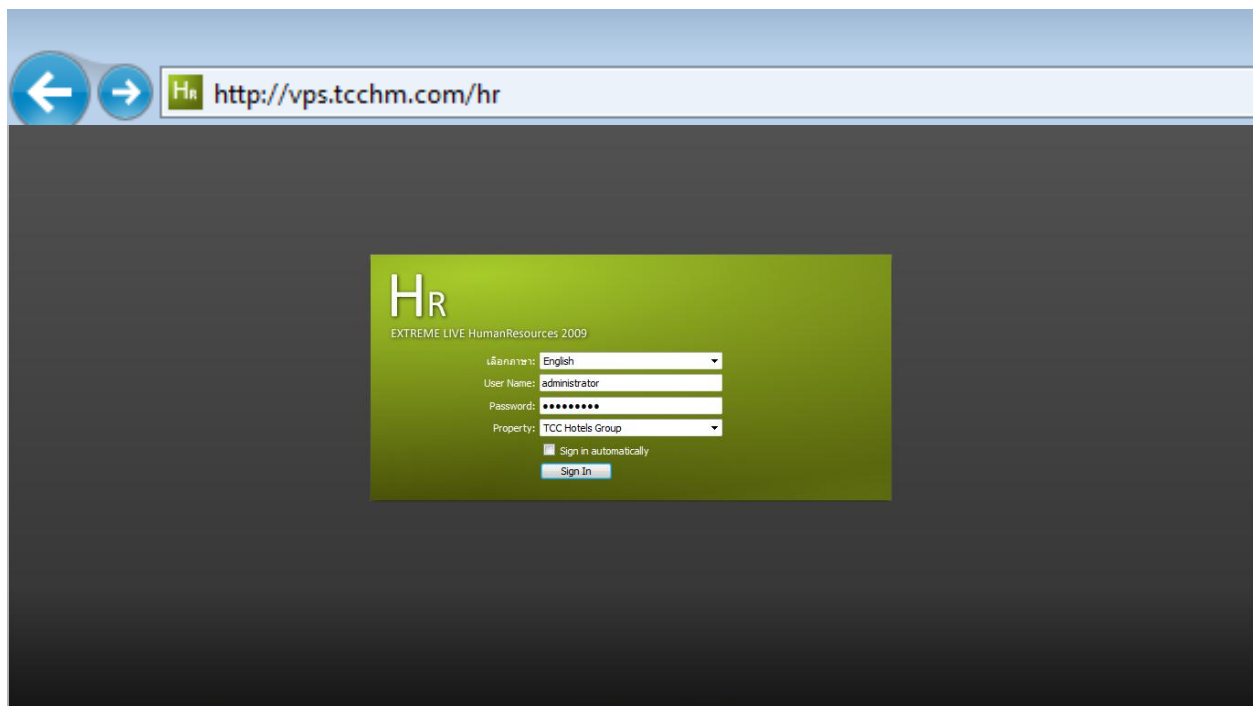
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Absence Request

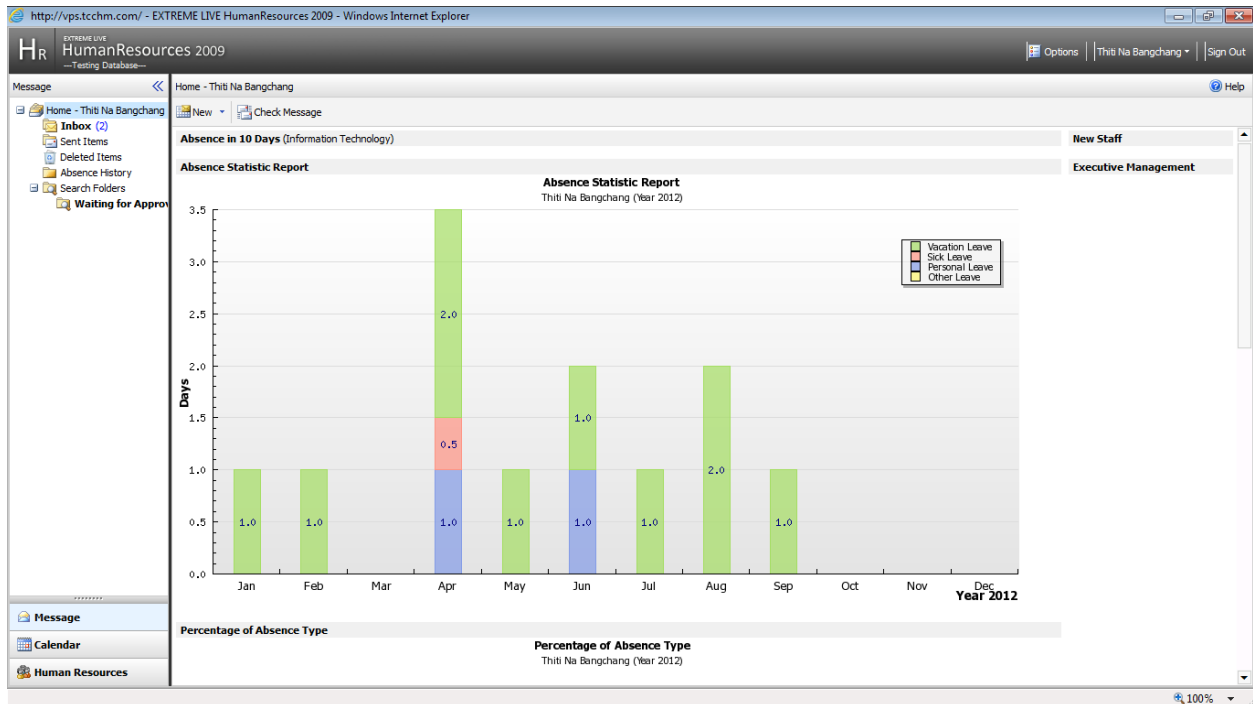
Accessing to the system

1. Open Internet Explorer and type <http://vps.tcchm.com/hr>
2. Select language.
3. Fill in User Name and Password.
4. Select your property.
5. Click Sign in automatically if you want the system to automatically sign in every time you access to the system.
6. Click Sign In button.



Create new absence request

1. Click New to create an absence request.



Adding absence details

1. Click Add Details to fill in your absence details.
2. Select absence date.
3. Select absence type.
4. Select action
 - Use Credits to claim for absence. Your absence credits will be deducted
 - For your information is only for recording absence reason to the system. For example, none punch in/out.
 - Add Credits is to request for additional absence credits, for example, working on holiday. The system will add credit to your absence credits.
5. Fill in absence reason.
6. Click Add button.
7. All details will show in Absence Details table.
8. Repeat step 1 to 6 for adding absence request.

[illegible]

Adding Approver

1. Click Add Approval to fill in details of the approver.
2. Select role of approver.
3. Select approver's name.
4. Select order of approver.
5. If the approver is in different department, select Show All and the system will show the authorized approver from all departments.
6. Click Add button.
7. All details will show in Approved by.
8. Repeat step 1 to 6 for adding the approvers.

http://vps.tccchm.com/?absence_id=- Absence Request - EXTREME LIVE HumanResources 2009 - Windows Internet Explorer

Send Add Details Add Approval Absence Calendar Absence Card

This request has not been sent.

Absence Details

From	To	Time	Absence Type	Reason	Add Credits		Use Credits	
					Days	Hours	Days	Hours
12/09/12	12/09/12	Full Day	2012: Vacation Leave		0	0	1	0
Total					0	0	1	0

Absence Availability

Absence Type	Previous Balance		This Request		New Balance	
	Days	Hours	Days	Hours	Days	Hours
2011: Vacation Leave	0	5	0	0	5	0
2012: Business Leave	0	4	0	0	4	0
2012: Change Day Off	0	1	0	0	1	0
2012: Education Leave	0	0	0	0	0	0
2012: Leave without Pay	0	0	0	0	0	0
2012: Maternity Leave	0	0	0	0	0	0
2012: Military Leave	0	0	0	0	0	0
2012: Non Punch In/Out	0	0	0	0	0	0
2012: Ordination Leave	0	0	0	0	0	0
2012: Others Leave	0	0	0	0	0	0
2012: Over Time Leave	0	0	0	0	0	0
2012: Public Holiday	0	0	0	0	0	0
2012: Schedule Change (Time/Shift)	0	0	0	0	0	0
2012: Sick Leave	0	29	4	0	29	4
2012: Sterilization Leave	0	0	0	0	0	0
2012: Vacation Leave	14	0	1	0	13	0

Approval Details -- Webpage Dialog

Roles : Department Head

Approved by: Nipapan Sirihanyakorn
Nont Buranasri
Pachree Sukma
Supong Pornkumpolrat
Veerasong Kruwang
Watcharin Pisarnveerawong

Order: At End of Approval

☒ Show All

Add Cancel

Approved by

Veerasong Kruwang (Waiting)
Department Head

Date

Submitting request

1. Click Send button. The system will send absence request to approver by approver's order.
2. After the request is approved, the system will send a notification email to inform you and will record in the system. The human resource department will access the system for later verifying.
3. After verifying by human resource department, the system will send a notification email to inform that your request is completed.

http://vps.tccm.com/?absence_id= - Absence Request - EXTREME LIVE HumanResources 2009 - Windows Internet Explorer

Send Add Details Add Approval Absence Calendar Absence Card

This request has not been sent.

Absence Details

From	To	Time	Absence Type	Reason	Add Credits		Use Credits	
					Days	Hours	Days	Hours
12/09/12	12/09/12	Full Day	2012: Vacation Leave		0	0	1	0
20/09/12	20/09/12	Full Day	2012: Sick Leave	ไม่สบาย	0	0	1	0
Total					0	0	2	0

Absence Availability

Absence Type	Annual Credits		Previous Balance		This Request		New Balance	
	Days	Hours	Days	Hours	Days	Hours	Days	Hours
2011: Vacation Leave	14	0	5	0	0	0	5	0
2012: Business Leave	6	0	4	0	0	0	4	0
2012: Change Day Off	0	0	1	0	0	0	1	0
2012: Education Leave	0	0	0	0	0	0	0	0
2012: Leave without Pay	0	0	0	0	0	0	0	0
2012: Maternity Leave	0	0	0	0	0	0	0	0
2012: Military Leave	0	0	0	0	0	0	0	0
2012: Non Punish In/Out	0	0	0	0	0	0	0	0
2012: Ordination Leave	0	0	0	0	0	0	0	0
2012: Others Leave	0	0	0	0	0	0	0	0
2012: Over Time Leave	0	0	0	0	0	0	0	0
2012: Public Holiday	0	0	0	0	0	0	0	0
2012: Schedule Change (Time/Shift)	0	0	0	0	0	0	0	0
2012: Sick Leave	30	0	29	4	1	0	28	4
2012: Sterilization Leave	0	0	0	0	0	0	0	0
2012: Vacation Leave	14	0	14	0	1	0	13	0

Approved by

Veerapong Kruwang (Waiting)

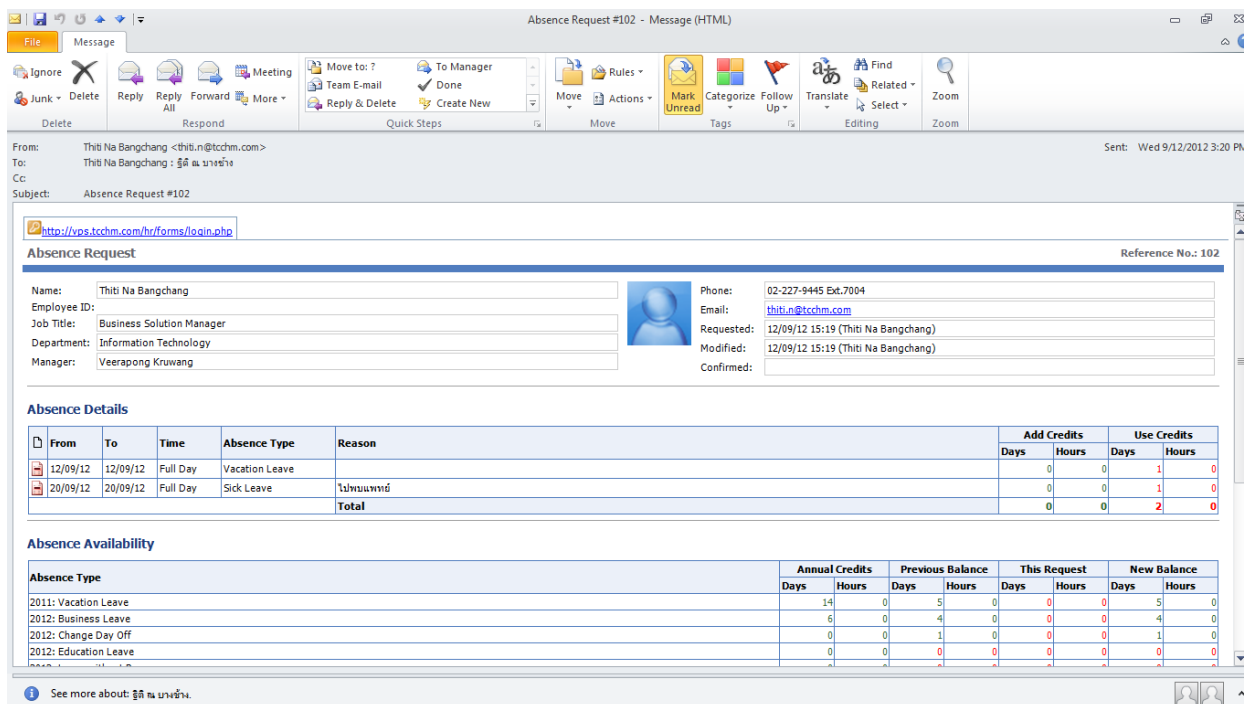
Department Head _____ Date _____

100%

Approve the request

Email Notification

1. After an employee submit the absence request, the approver will receive a notification email (the email address of the approver need to be filling in the system, otherwise, the system cannot send a notification email).
2. Click Link in an email that located in the upper left corner.
3. The system will open Internet Explorer. Follow the steps of accessing to the system.



Absence Request

Reference No.: 102

Name: Thiti Na Bangchang
 Employee ID:
 Job Title: Business Solution Manager
 Department: Information Technology
 Manager: Veerapong Kruwang

Phone: 02-227-9445 Ext.7004
 Email: thiti.n@tccm.com
 Requested: 12/09/12 15:19 (Thiti Na Bangchang)
 Modified: 12/09/12 15:19 (Thiti Na Bangchang)
 Confirmed:

Absence Details

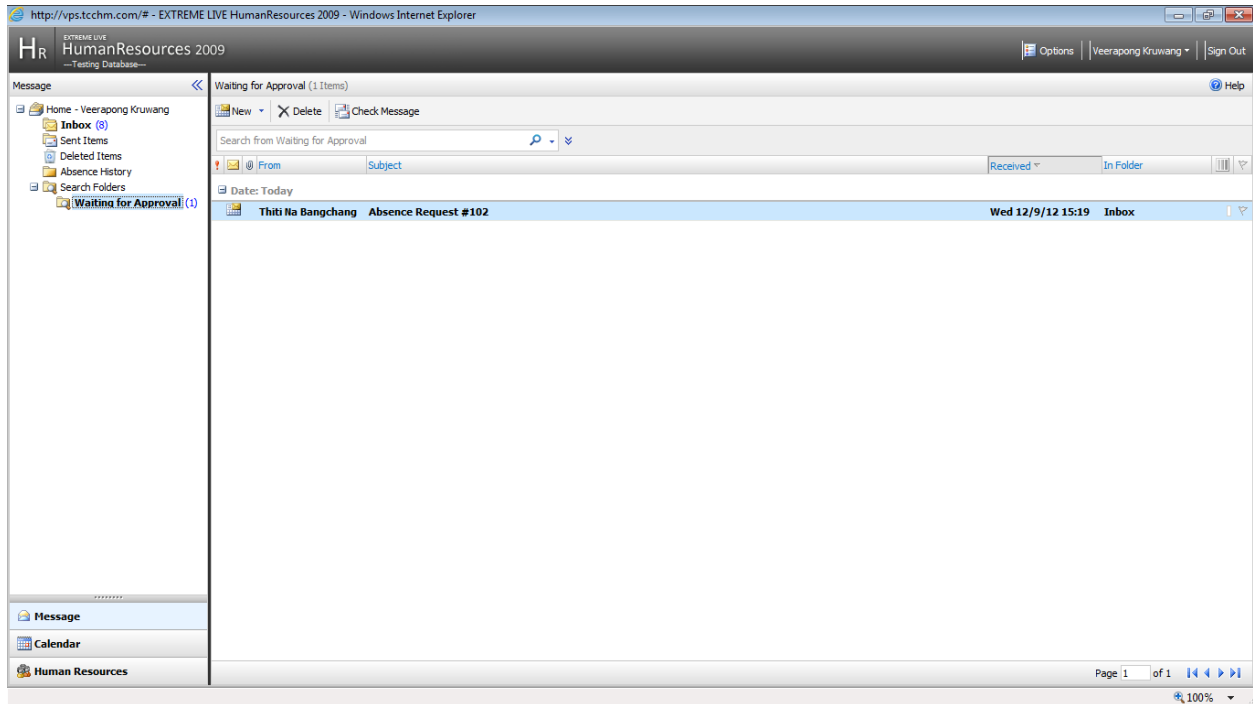
From	To	Time	Absence Type	Reason	Add Credits		Use Credits	
					Days	Hours	Days	Hours
12/09/12	12/09/12	Full Day	Vacation Leave		0	0	1	0
20/09/12	20/09/12	Full Day	Sick Leave	ป่วยหนัก	0	0	1	0
Total					0	0	2	0

Absence Availability

Absence Type	Annual Credits		Previous Balance		This Request		New Balance	
	Days	Hours	Days	Hours	Days	Hours	Days	Hours
2011: Vacation Leave	14	0	5	0	0	0	5	0
2012: Business Leave	6	0	4	0	0	0	4	0
2012: Change Day Off	0	0	1	0	0	0	1	0
2012: Education Leave	0	0	0	0	0	0	0	0

List of Waiting for Approval

1. After sign in to the system. Please select the menu on the navigation pane > Waiting for Approval.
2. Double click on the item that you need to approve.



Approval

1. Examined in absence details then click on your name in the “Approved by” section.
2. You can choose in 3 options:
 - Approve: System will send notification email to the next approver (if any). After approval process is completed, the system will forward the request to HR department to verify the request.
 - Tentative: the system will send a notification email to requester.
 - Decline: the system will send a notification email to requester.

http://vps.tccm.com/?absence_id=102&msgbox_id=441 - Absence Request - EXTREME LIVE HumanResour - Windows Internet Explorer

Approve Tentative Decline Absence Calendar Absence Card Reply Forward

From: Thiti Na Bangchang
To: Veerapong Kruwang
Subject: Absence Request #102
Attach:

Sent: Wed 12/9/12 15:19

	From	To	Time	Absence Type	Reason	Add Credits		Use Credits	
						Days	Hours	Days	Hours
	12/09/12	12/09/12	Full Day	2012: Vacation Leave		0	0	1	0
	20/09/12	20/09/12	Full Day	2012: Sick Leave	ไม่สบาย	0	0	1	0
	Total					0	0	2	0

Absence Availability

Absence Type	Annual Credits		Previous Balance		This Request		New Balance	
	Days	Hours	Days	Hours	Days	Hours	Days	Hours
2011: Vacation Leave	14	0	5	0	0	0	5	0
2012: Business Leave	6	0	4	0	0	0	4	0
2012: Change Day Off	0	0	1	0	0	0	1	0
2012: Education Leave	0	0	0	0	0	0	0	0
2012: Leave without Pay	0	0	0	0	0	0	0	0
2012: Maternity Leave	0	0	0	0	0	0	0	0
2012: Military Leave	0	0	0	0	0	0	0	0
2012: Non Punch In/Out	0	0	0	0	0	0	0	0
2012: Ordination Leave	0	0	0	0	0	0	0	0
2012: Others Leave	0	0	0	0	0	0	0	0
2012: Over Time Leave	0	0	0	0	0	0	0	0
2012: Public Holiday	0	0	0	0	0	0	0	0
2012: Schedule Change (Time/Shift)	0	0	0	0	0	0	0	0
2012: Sick Leave	30	0	29	4	1	0	28	4
2012: Sterilization Leave	0	0	0	0	0	0	0	0
2012: Vacation Leave	14	0	14	0	1	0	13	0

Approved by

☒ **Veerapong Kruwang (Waiting)** _____
 Department Head Date

100%