**MANUAL MEMASUKKAN MAKLUMAT NOTIS
"PENGASINGAN DIRI / KUARANTIN"**
(PENGGUNA *HR*)

Bagi pengguna HR (Perkhidmatan Tetap)

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: 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 OTL TKE 🔍	Other Leaves	19/03/2020	01/04/2020		Normal ▼	☐	19/03/2020	Details	Administrator	Needs Approval	➕	➖

[Save] [Return to Search] [Notify] [Refresh]

Langkah 1

Pilih 'Other Leaves'

Langkah 2

Masukkan Tarikh Mula dan Tarikh Tamat tempoh pengasingan diri

Langkah 3

Tekan pautan 'Details'

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

Langkah 4

Pilih :
Absence Reason
Self-Isolation/Quarantine

Langkah 5

Tekan pautan 'Comment' bagi mengisikan maklumat 'pengasingan diri di dalam ruangan yang disediakan

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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

Bagi pengguna HR (Perkhidmatan Gaji Hari / Kontrak)

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

Langkah 1

Pilih 'Self-Isolation/Quarantine

Langkah 2

Masukkan Tarikh Mula dan Tarikh Tamat tempoh pengasingan diri

Langkah 3

Tekan pautan 'Details'

Absence Event

Absence Event Input Detail

Absence Take:	BCS ISO TKE KH 🔍	Absence Type:	Medical Lv
Absence Reason:	ISO 🔍 Self-Isolation/Quarantine	Event Priority:	0
Entry Source:	Employee	Last Updated:	08/04/2020
Workflow Status:	Approved	Process Status:	Not Processed
*Process Action:	Normal ▼	Calendar Group ID:	
	☐ Voided Indicator	Process Date:	
	☑ Manager Approved		

Absence Begin / End Data

*Begin Date:	19/03/2020 📅	**Partial Hours**	**Or Half Day**	**Or All Days**
End Date:	01/04/2020 📅	Begin Day Hours: ☐	☐ Begin Half Day	☐ All Days
Original Begin Date:	19/03/2020 📅	End Day Hours:	☐ End Half Day	

User Defined Fields

Date 1:	📅	Date 2:	
Character 1:	🔍	Character 2:	
Start Monetary Date:1:	📅	Currency 1: 🔍	Monetary 2:
End Decimal Date:1:	📅		Decimal 2:

Date 3:	📅	Date 4:	
Character 3:		Character 4:	
Monetary 3:	Currency 3: 🔍	Monetary 4:	
Decimal 3:		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]