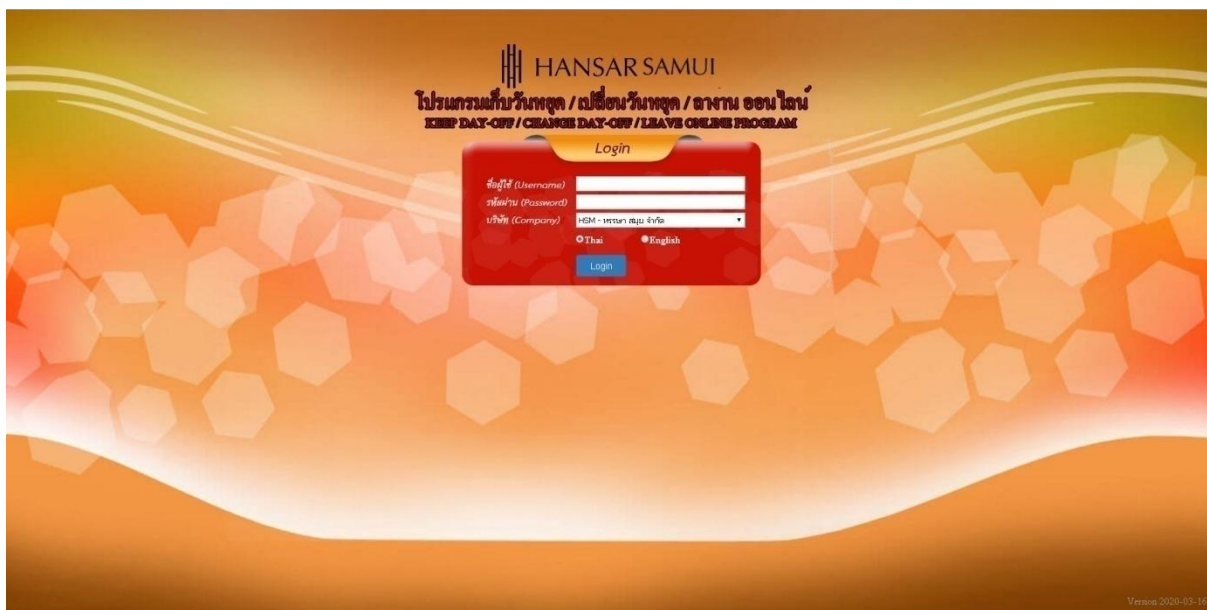




คู่มือการใช้โปรแกรมเปลี่ยนวันหยุด สำหรับหัวหน้าแผนก (ภาษาอังกฤษ)

MANUAL of Change Day-Off PROGRAM for HOD (English)



Contents

(You can click on a topic and the system will bring up the manual window you want to browse)

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How to Change Day-Off

In the Case, Change Day-Off will have to be performed 2 times.

1. Keep Day-Off
2. Leave Online by use Reason: Leave Keep Day-Off

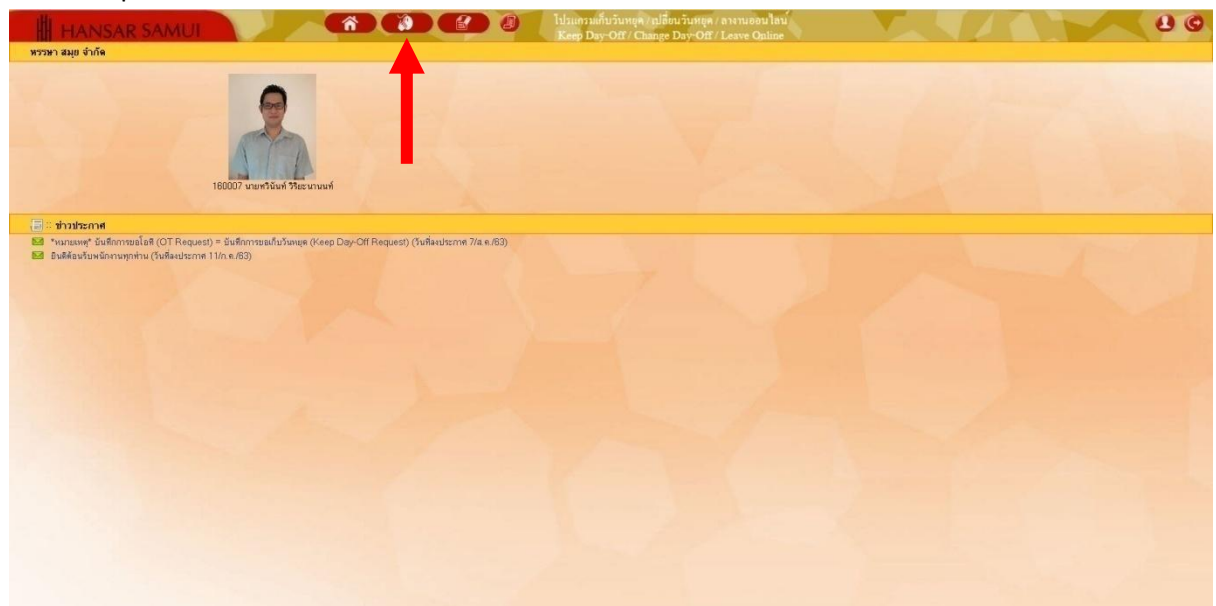
Example

Sunday, August 16, 2020 according to the working schedule is a holiday. But must come to work had to go in and request a record for the Keep Day-Off first.


After that, Monday, August 17, 2020 according to the working schedule is a working day. But want to stop work Instead of having to come to work on Sunday had to go in to request leave by using Leave Keep Day-Off.

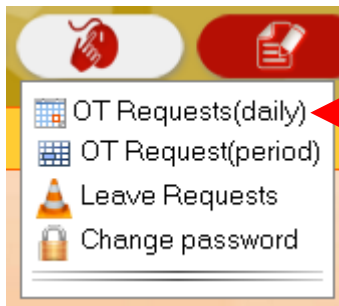
First, you have request to Keep Day-Off on Sunday, August 16, 2020 first.

1. On top click at the icon menu

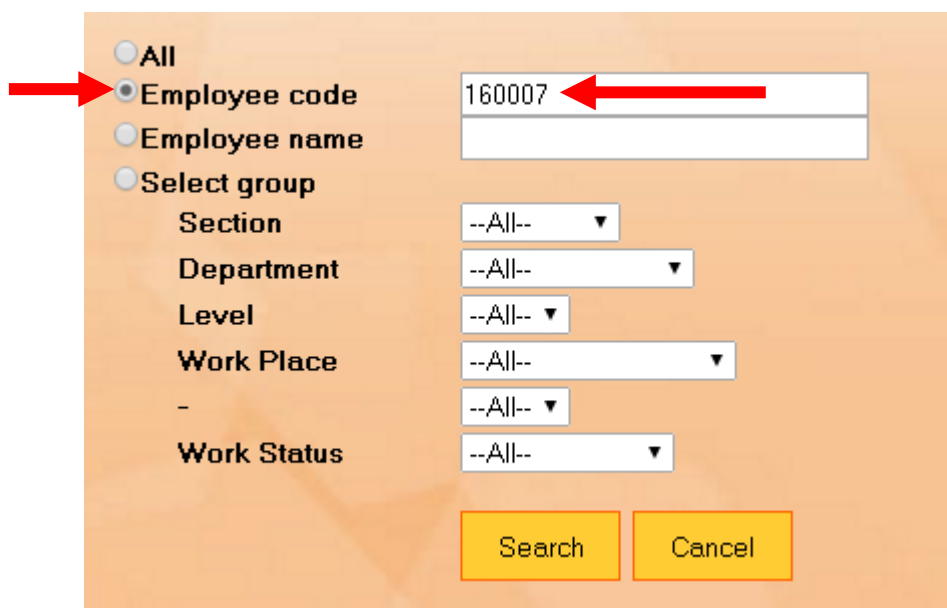


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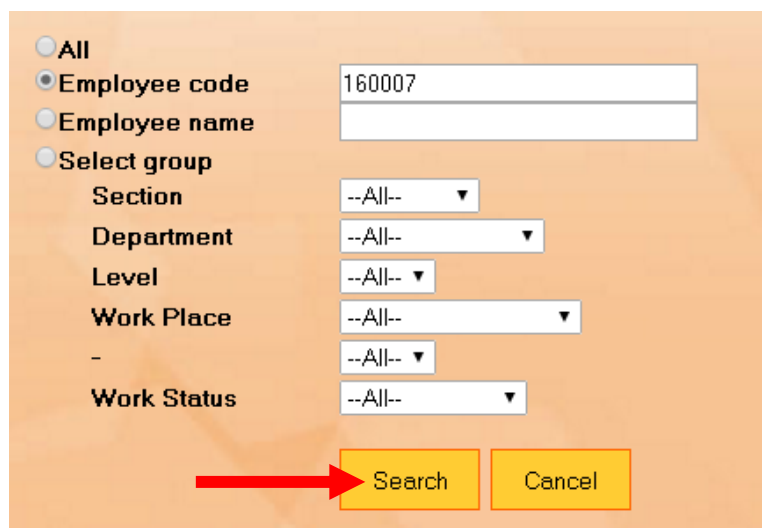
2. After that click at  OT Requests(daily) = Keep Day-Off Request




3. After that, click at **“Employee code”** and put your Employee ID into the white box. (But if we choose all we will also see the employees in the department.)

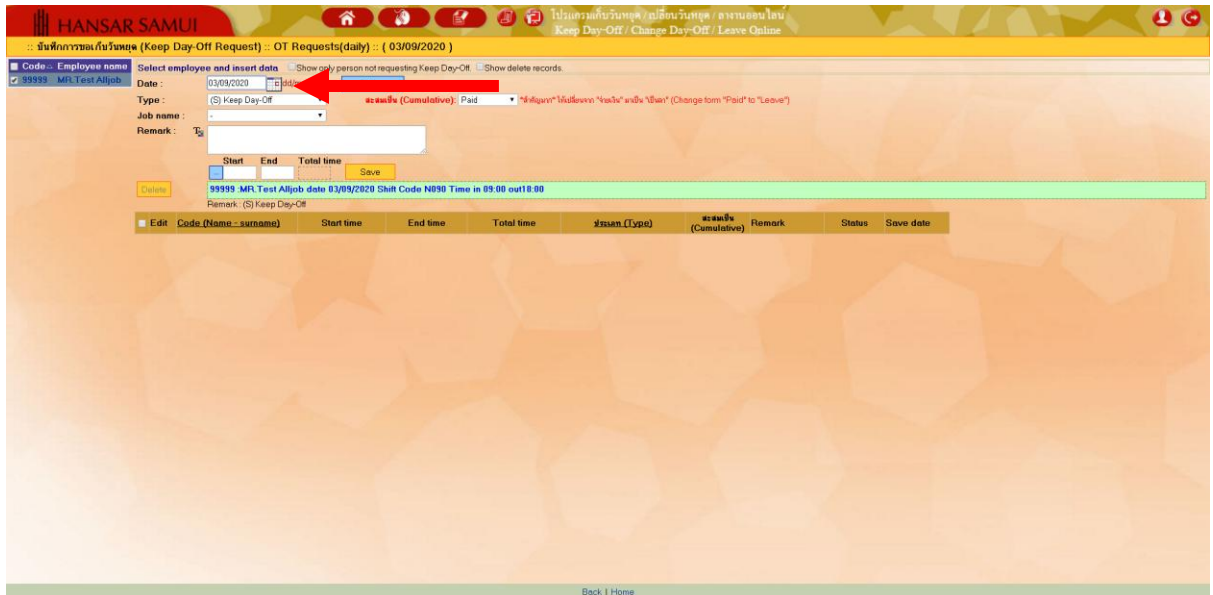
A screenshot of a search form with an orange background. On the left, there are radio buttons for 'All', 'Employee code', 'Employee name', and 'Select group'. The 'Employee code' radio button is selected and highlighted with a red arrow. To the right of the radio buttons are input fields for 'Section', 'Department', 'Level', 'Work Place', '-', and 'Work Status', each with a dropdown menu showing '--All--'. The 'Employee code' input field contains the number '160007' and is also highlighted with a red arrow. At the bottom right, there are two yellow buttons: 'Search' and 'Cancel'.

4. After that click at 

A screenshot of the same search form as in the previous image. The 'Search' button is now highlighted with a red arrow, indicating it has been clicked. The rest of the form, including the selected 'Employee code' radio button and the '160007' input field, remains the same.


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7. After that, select the day that we want to collect the holidays. By clicking on the calendar icon 



.. บันทึกการขอลาวันหยุด (Keep Day-Off Request) - OT Requests(daily) :: (03/09/2020)

Select employee and insert data

Date : 03/09/2020 

Type : (S) Keep Day-Off **สะสม (Cumulative) : Paid** *เปลี่ยนวันหยุด "ขาด" และ "ลา" (Change form "Paid" to "Leave")

Job name :

Remark :

Start	End	Total time
<input type="text"/>	<input type="text"/>	<input type="text"/>

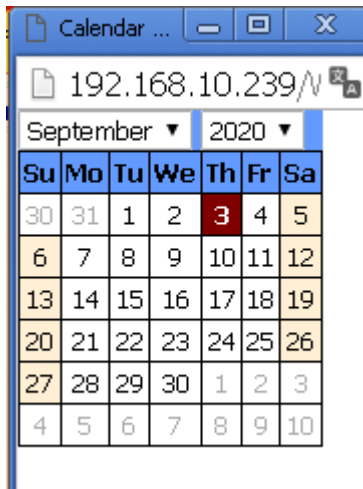
99999 MR.Test Alljob data 03/09/2020 Shift Code N090 Time in 09:00 out18:00

Remark : (S) Keep Day-Off

Edit	Code (Name_surname)	Start time	End time	Total time	ประเภท (Type)	สะสม (Cumulative)	Remark	Status	Save date

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8. After that, choose the day that we will collect the holidays. From the calendar.



Calendar ...

192.168.10.239/N

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

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9. After that click at **“Show”**.

The screenshot displays the 'Keep Day-Off Request' form in the HANSAR SAMUI system. The form is for employee 'MR. Test Alljob' on the date '16/08/2020'. The 'Type' is set to 'Keep Day-Off' and the 'Status' is 'Paid'. A red arrow points to the 'Show' button. Below the form, a table shows the request details:

Edit	Code (Name - surname)	Start time	End time	Total time	รวมเวลา (Cumulative)	หมายเหตุ (Remark)	Status	Save date
	99999 MR. Test Alljob	date 16/08/2020	Shift Code N090	Time in 09:00 out 18:00		Remark: (S) Keep Day-Off		

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12. After that at the channel

Start: Let us type the time to start working.

End: Let us type the time at the end of the work.

Total Time: The system will automatically calculate the duration of Keep Day-Off for us.

(Usually, this box must include 9 Hours of work time to equal 1 day.)

Start	End	Total
09:00	18:00	09:00

13. When everything is in complete, press the button

Save

Select employee and insert data Show only person not requesting Keep Day-Off. Show delete records.

Date : 16/08/2020 dd/mm/yyyy Show

Type : (S) Keep Day-Off **สะสมเงิน (Cumulative):** Leave *จำกัดเวลา* ให้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เงินขาด" (Change form "Paid" to "Leave")

Job name : โดรนยกเลิกวันหยุด - Cancel Ds

Remark :

Start	End	Total
09:00	18:00	09:00

Delete 99999 MR, Test Alljob date 16/08/2020 Shift Code N090 Time in 09:00 out18:00

Remark : (S) Keep Day-Off

Edit	Code (Name - surname)	Start time	End time	Total time	ประเภท (Type)	สะสมเงิน (Cumulative)	Remark	Status	Save date
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14. After that system will pop-up show "Save complete" Please click at

ตกลง

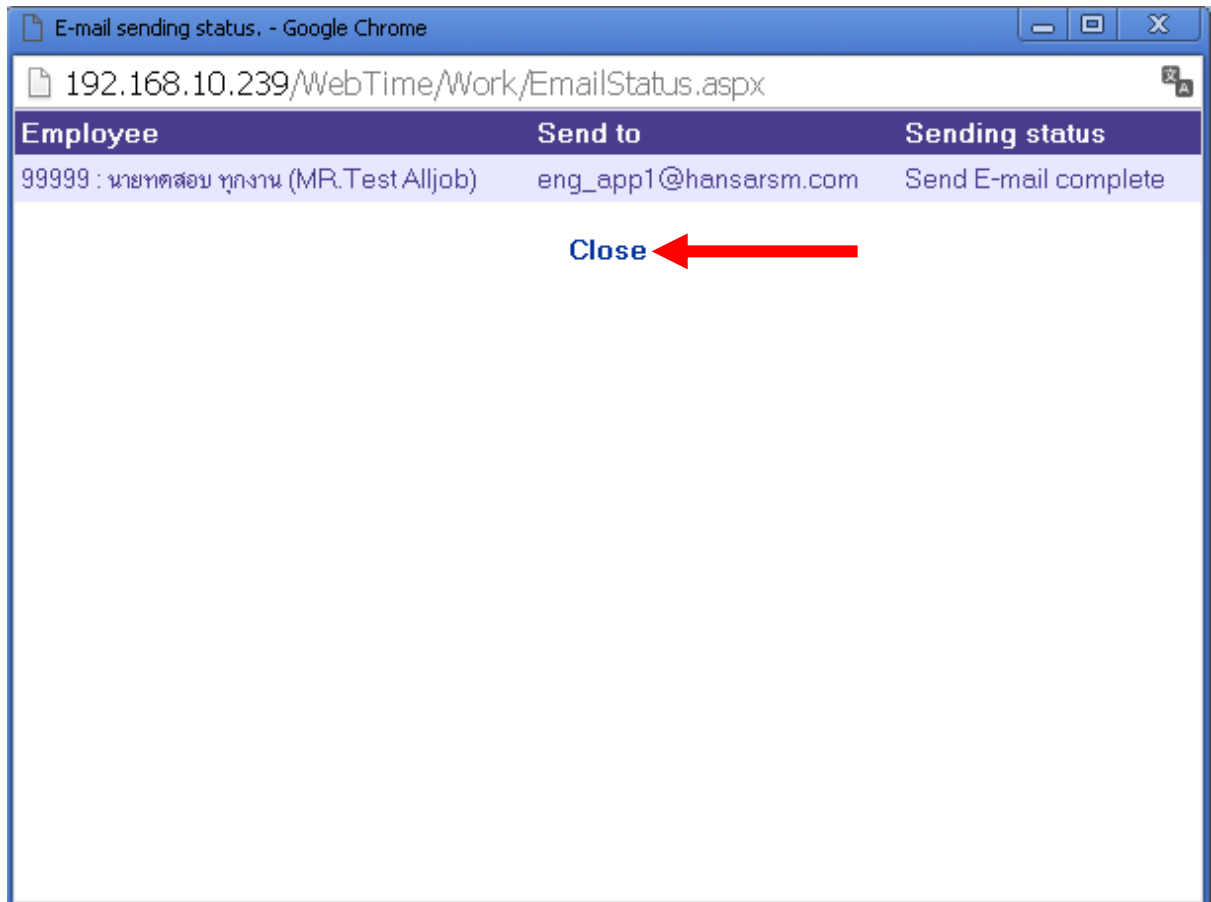
192.168.10.239 บอกว่า:

Save completed.

ตกลง

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15. After that, the system will show that has sent an email to your department head to approve the request to collect holidays and then click on **"Close"**.



16. Our Keep Day-Off request system will be displayed as a list.

Select employee and insert data Show only person not requesting Keep Day-Off. Show delete records.

Date : 16/08/2020

Type : (S) Keep Day-Off **สะสมเงิน (Cumulative):** Leave *ตั้งค่าสูงสุดให้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เงินลา" (Change form "Paid" to "Leave")

Job name :

Remark :

Start End Total time

Start: 09:00 End: 18:00 Total time: 09:00

99999 MR.Test Alljob date 16/08/2020 Shift Code N090 Time in 09:00 out18:00

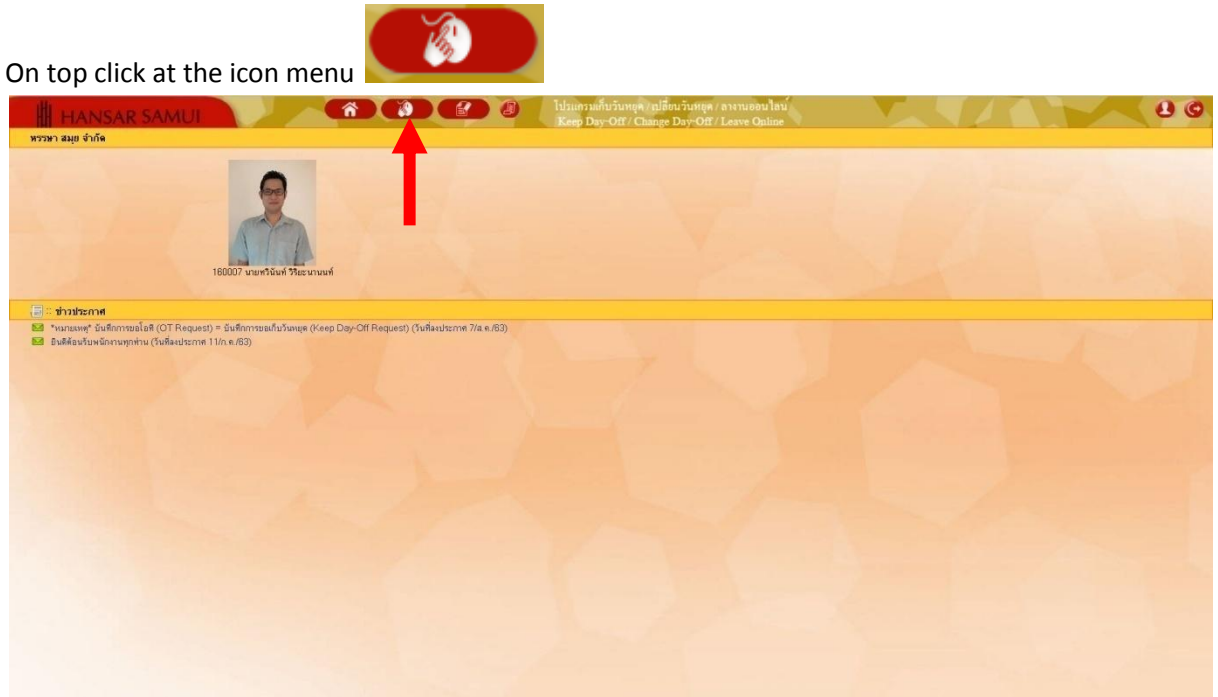
Remark: (S) Keep Day-Off

Edit	Code (Name - surname)	Start time	End time	Total time	ประเภท (Type)	สะสมเงิน (Cumulative)	Remark	Status	Save date
<input type="checkbox"/> Edit	99999 MR.Test Alljob	09:00	18:00	09:00	S	Comp.time	Remark: (S) Keep Day-Off	Waiting no.1	3/Sep/20 10:37 Test Alljob

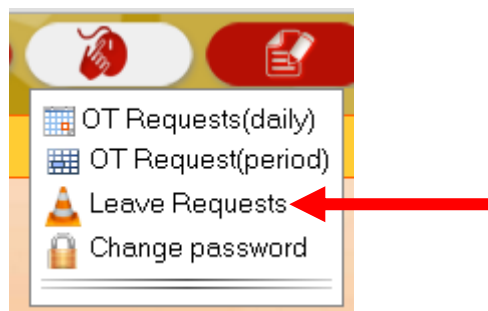
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Next, you must to Leave Request on Monday 17 August 2020 by using Leave Keep Day-Off.
On Sunday, August 16, 2020 as follows.

17. On top click at the icon menu

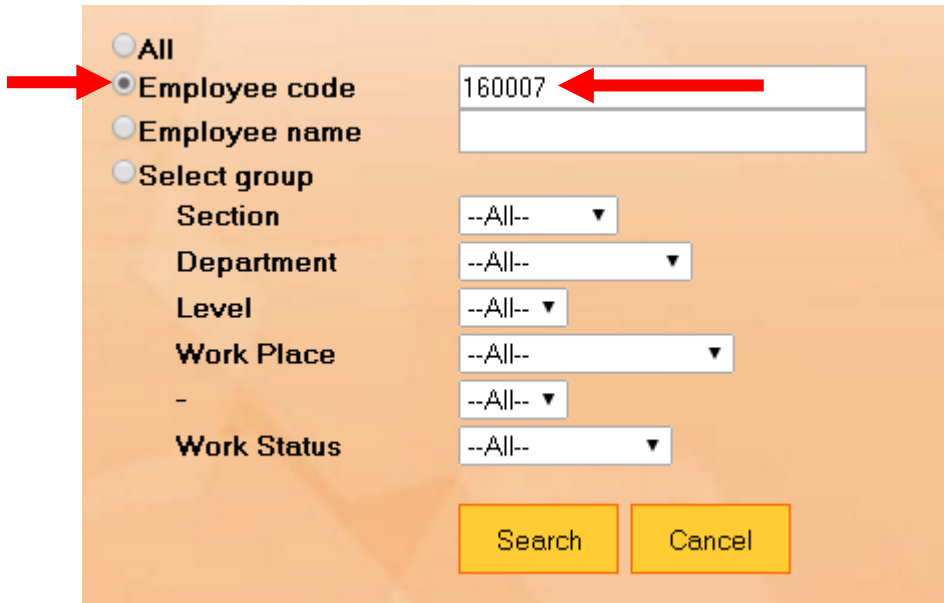


18. After that click at  Leave Requests




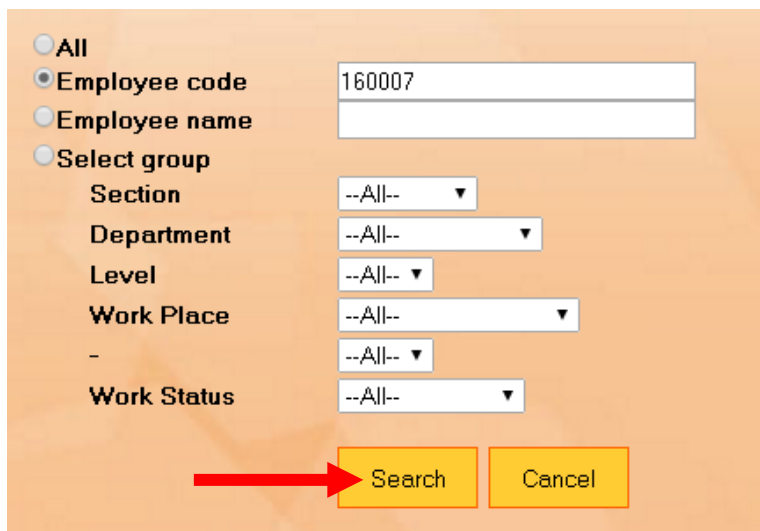
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19. After that, click at **“Employee code”** and put your Employee ID into the white box. (But if we choose all we will also see the employees in the department.)



A screenshot of a search interface on an orange background. On the left, there are radio buttons for 'All', 'Employee code', 'Employee name', and 'Select group'. The 'Employee code' radio button is selected and has a red arrow pointing to it. To the right of these options are input fields: a text box containing '160007' with a red arrow pointing to it, an empty text box, and several dropdown menus labeled 'Section', 'Department', 'Level', 'Work Place', '-', and 'Work Status', all set to '--All--'. At the bottom right are two yellow buttons: 'Search' and 'Cancel'.

20. After that click at 



A screenshot of the same search interface as above. The 'Employee code' radio button is still selected. The 'Search' button at the bottom right is now highlighted with a red arrow pointing to it.

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21. As shown in the figure below.

The screenshot shows the 'Leave Requests' form for employee MR. Test Alljob. The form includes fields for Employee name, Reason (Annual leave), Remark, Start date (03/09/2020), End date (03/09/2020), and Type of leave (Full-day leave). A table below the form lists previous leave requests with columns: Del, Print, Code (Name - surname), Reason, Start date, End date, Start time, End time, Total day, Total time, Status, Leave Without pay, Type of leave, Remark, and Save date.

Del	Print	Code (Name - surname)	Reason	Start date	End date	Start time	End time	Total day	Total time	Status	Leave Without pay	Type of leave	Remark	Save date
		99999 Test Alljob	Leave Keep Day Off	14/Sep/20	14/Sep/20	:	:	0	08:00	Approved	With pay	Full-day leave	MR. Test Alljob 1308/2020	24/Aug/20 99999MR. Test Alljob
		99999 Test Alljob	Leave Keep Day Off	7/Sep/20	7/Sep/20	:	:	0	08:00	Approved	With pay	Full-day leave	MR. Test Alljob 06/09/2020	26/Aug/20 99999MR. Test Alljob
		99999 Test Alljob	Leave Keep Day Off	4/Sep/20	4/Sep/20	:	:	0	08:00	Not Approved	With pay	Full-day leave	MR. Test Alljob	23/Aug/20 99999MR. Test Alljob
		99999 Test Alljob	Leave Keep Day Off	31/Aug/20	31/Aug/20	:	:	0	08:00	Not Approved	With pay	Full-day leave	MR. Test Alljob 30/08/2020	23/Aug/20 99999MR. Test Alljob
		99999 Test Alljob	Ernard leave	28/Aug/20	28/Aug/20	:	:	1	:	Not Approved	With pay	Full-day leave	MR. Test Alljob	21/Aug/20 99999MR. Test Alljob
		99999 Test Alljob	Annual leave	28/Aug/20	28/Aug/20	:	:	1	:	Not Approved	With pay	Full-day leave	MR. Test Alljob	26/Aug/20 99999MR. Test Alljob

22. First time: the employee to click on our name on the corner of left menu first.

This screenshot is identical to the previous one, but includes a red arrow pointing to the employee name 'MR. Test Alljob' in the left-hand menu area of the form.

23. After that, observe the channel Employees who request leave will show our name and show date of Leave Request and our work shift.

Employee name : 99999 : MR. Test Alljob : date 03/09/2020 Shift Code N090 Time in 09:00 out18:00

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24. At the **“Reason”** Please select reason is **“Leave Keep Day-Off”**.

Reason : ▼

- Annual leave
- Sick Leave
- Errand leave
- Public Holiday
- Maternity Leave
- Matrimonial Leave
- With Out Pay
- Leave Keep Day Off** ←

25. After that at the table below. Will show up the right to request that leave for us. If we take more than of the right to leave in the system will not allow saving.

Entitled Leave Keep Day Off	3 -0:0
Used	3 -0:0
Remaining	0 -0:0
Pending Leave Keep Day Off request	0 -0:0
Pending all request	0 -0:0

26. Put **“Change Day-Off from date/month/year”** into reason.

Remark :

27. After that, select the leave start date and end of leave date.

Start date : dd/mm/yyyy

End date : dd/mm/yyyy

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28. At the **“Type of leave:”** Please choose the kind we will leave.

Full-day leave = leave work all day.

= Leave Period time.

First-half day lea = Leave work only in the morning.

Second-half day = Leave work only in the afternoon.

29. When everything is in complete, press the button

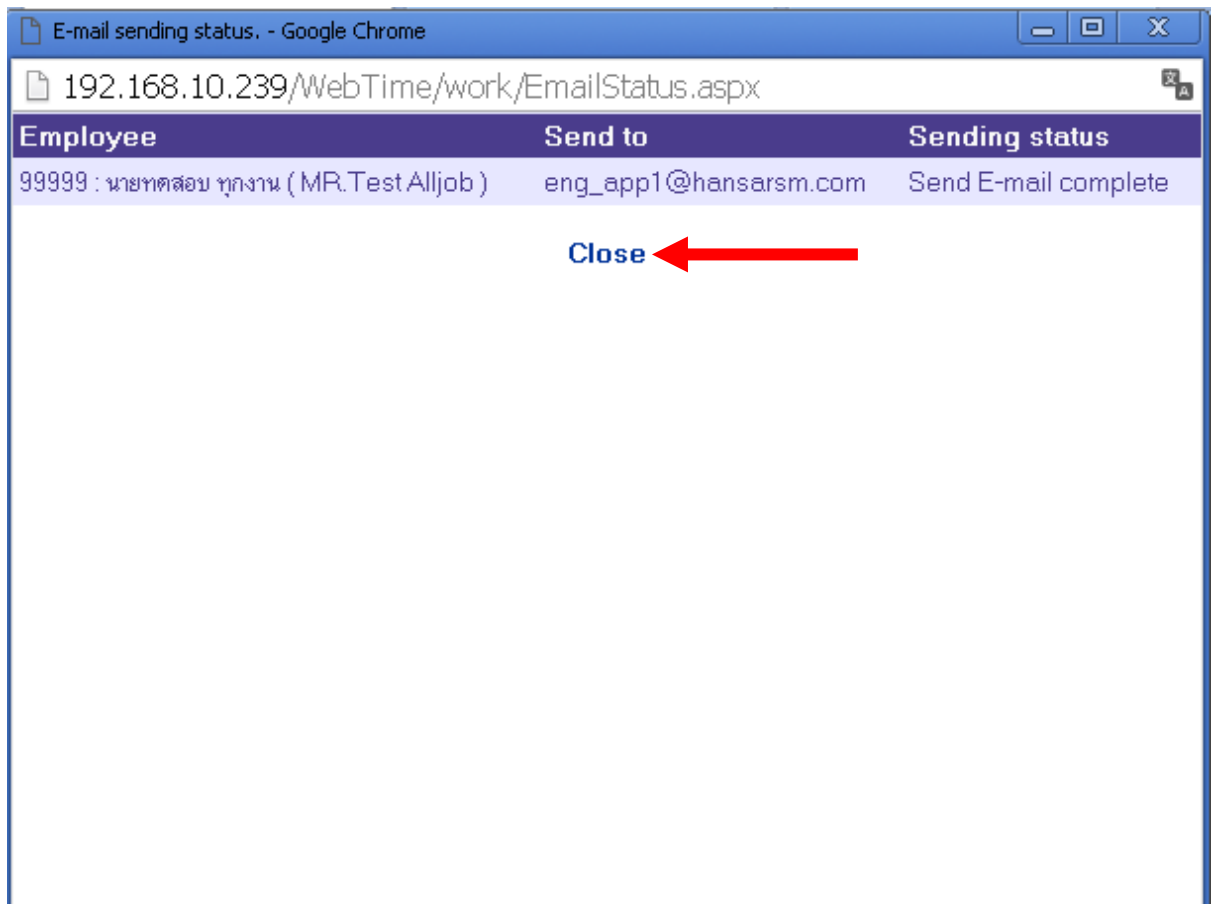
Save leave

Reason	Entitled Annual leave	Used	Remaining	Pending Annual leave request	Pending all request
Annual leave	1-00 0-00 (Previous Year Current Year)	0-00	1-00	0-00	0-00

30. After that system will pop-up show **“Save complete”** Please click at

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31. After that, the system will show that has sent an email to your department head to approve the request to collect holidays and then click on **“Close”**.



32. Our Leave request system will be displayed as a list.



----- Finish -----