

Quick guide for HOD

How to Key Keep Day-Off/Leave/Change Day-Off

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

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การเก็บวันหยุด (Keep Day-Off)

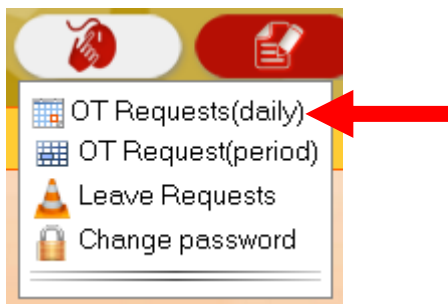
13 Step for Keep Day-Off request for HOD

Keep Day-Off is the day that is our holiday But returned to work Due to various reasons such as many customers causing being canceled on holidays So let us enter the key, let's keep the holidays that day before. To be used for the next vacation this can access to request the key to keep the holiday as follows.

STEP 1 Click at the icon



STEP 2 Click at menu **“OT Requests(daily)”**



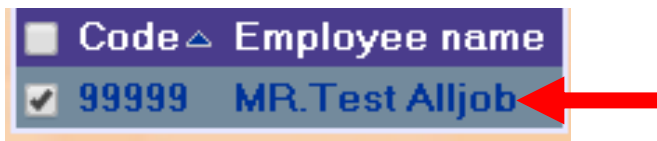
STEP 3 After that, click at **“Employee code”** and put your Employee ID into the white box and click at

Search

All
 Employee code 160007
 Employee name
 Select group

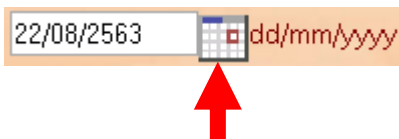
Section --All--
 Department --All--
 Level --All--
 Work Place --All--
 - --All--
 Work Status --All--

STEP 4 First time: the employee to click on our name on the corner of left menu first.

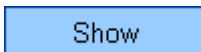


STEP 5 After that, select the day that we want to collect the holidays. By clicking on the calendar

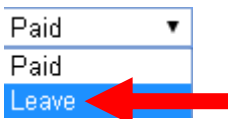
icon 




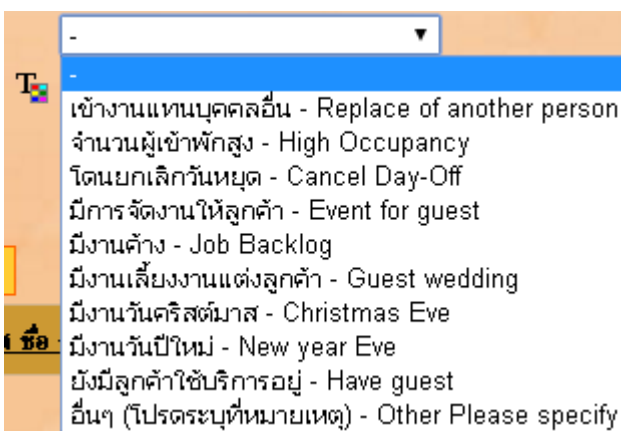
STEP 6 After that click at **"Show"**.



STEP 7 After that at the **"Cumulative"** (This is very important) Choose to change from **"Paid"** to **"Leave"**.

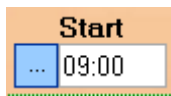


STEP 8 After that at **"Job name"** please click at  select a reason for the Keep Day-Off.

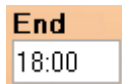


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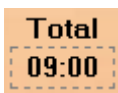
STEP 9 At the **“Start”** Let us type the time to start working.


A screenshot of a web form with an orange header labeled "Start". Below the header is a text input field containing "09:00". To the left of the input field is a small blue square with three white dots.

STEP 10 At the **“End”** Let us type the time at the end of the work.

A screenshot of a web form with an orange header labeled "End". Below the header is a text input field containing "18:00".

STEP 11 At the **“Total”** 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.)

A screenshot of a web form with an orange header labeled "Total". Below the header is a text input field containing "09:00". The input field has a dashed border.

STEP 12 When everything is in complete, press the button 

STEP 13 Our Keep Day-Off request system will be displayed as a list.

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การลางาน (Leave)

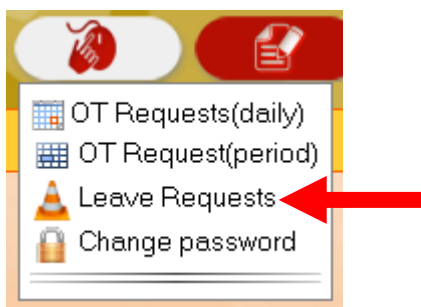
11 Step for Leave request for HOD

Leave request is คือ the day that is our working day But want to stop work So let us enter the key to take a leave on that day Which can enter the key to request leave as follows.

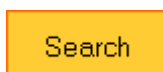
STEP 1 Click at the icon



STEP 2 Click at menu **“Leave Requests”**



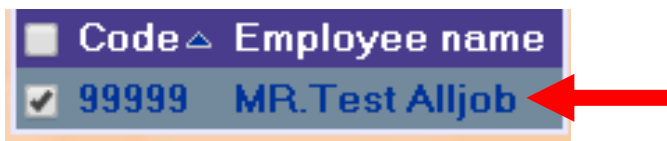
STEP 3 After that, click at **“Employee code”** and put your Employee ID into the white box and click at



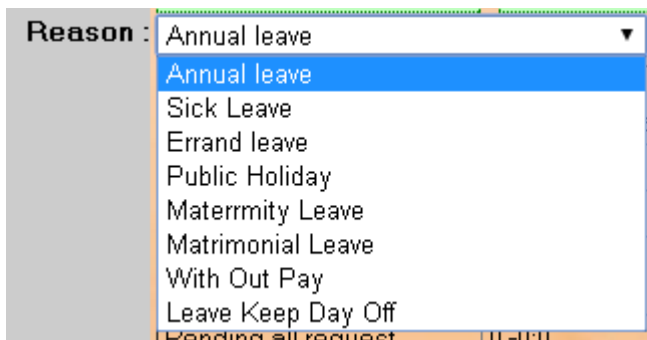
All
 Employee code
 Employee name
 Select group
 Section
 Department
 Level
 Work Place
 -
 Work Status

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STEP 4 First time: the employee to click on our name on the corner of left menu first.



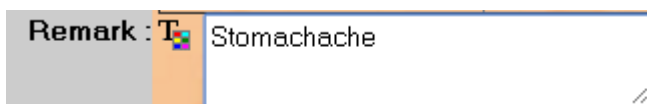
STEP 5 At the **“Reason”** please select your reason



STEP 6 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.

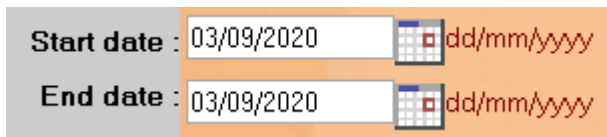
สิทธิ์การลา ลาพักร้อน	1 -0:0 0 -0:0 (สิทธิ์สะสม สิทธิ์ปัจจุบัน)
ไร้ไป	0 -0:0
คงเหลือ	1 -0:0
ใบลาพักร้อน ที่รออนุมัติ	0 -0:0
ใบลาที่รออนุมัติ ทั้งหมด	0 -0:0

STEP 7 After that, include a reason for leaving. To be used in consideration in approving leave (Anyone who doesn't wear it might not be considered on leave).



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STEP 8 After that, select the leave start date and end of leave date.



The image shows two input fields for dates. The first field is labeled 'Start date' and contains the text '03/09/2020'. To its right is a small calendar icon and a placeholder text 'dd/mm/yyyy'. The second field is labeled 'End date' and also contains '03/09/2020', with a similar calendar icon and placeholder text.

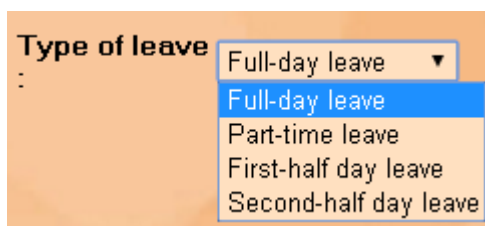
STEP 9 At the **“Type of leave:”** Please choose the kind we will leave.

Full-day leave = leave work all day.

Part-time leave = Leave Period time.

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

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



The image shows a dropdown menu for 'Type of leave'. The menu is open, showing five options: 'Full-day leave', 'Full-day leave', 'Part-time leave', 'First-half day leave', and 'Second-half day leave'. The first 'Full-day leave' option is highlighted with a blue background.

STEP 10 When everything is in complete, press the button

Save leave

STEP 11 Our Leave request system will be displayed as a list.

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การเปลี่ยนวันหยุด (Change Day-Off)

24 Step for Change Day-Off for HOD

Change Day-Off will have to be performed 2 times.

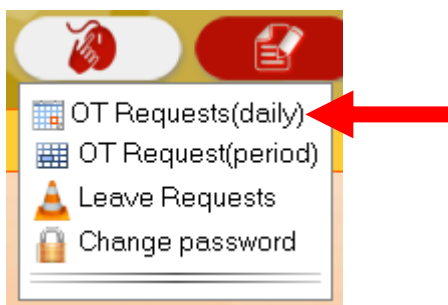
1. Keep Day-Off
2. Leave Online by use Reason: Leave Keep Day-Off

First: Keep Day-Off

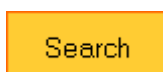
STEP 1 Click at the icon



STEP 2 Click at menu **“OT Requests(daily)”**



STEP 3 After that, click at **“Employee code”** and put your Employee ID into the white box and click at



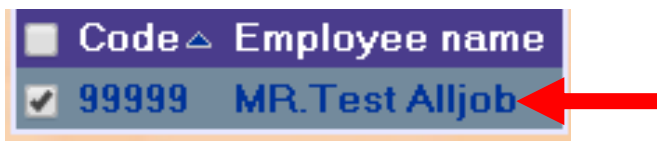
All
 Employee code
 Employee name
 Select group

Section: --All--
 Department: --All--
 Level: --All--
 Work Place: --All--
 -: --All--
 Work Status: --All--

Employee code: 160007
 Search
 Cancel

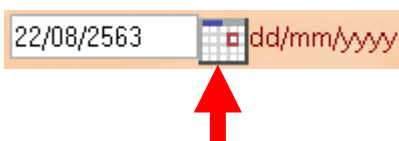
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STEP 4 First time: the employee to click on our name on the corner of left menu first.

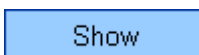


STEP 5 After that, select the day that we want to collect the holidays. By clicking on the calendar

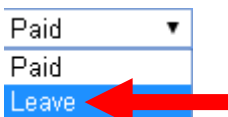
icon 




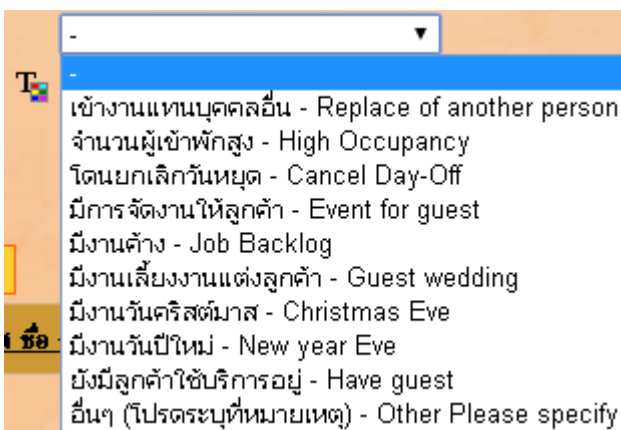
STEP 6 After that click at **"Show"**.



STEP 7 After that at the **"Cumulative"** (This is very important) Choose to change from **"Paid"** to **"Leave"**.

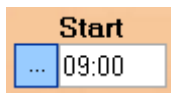


STEP 8 After that at **"Job name"** please click at  Select a reason for the Keep Day-Off.



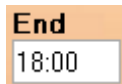
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STEP 9 At the **“Start”** Let us type the time to start working.



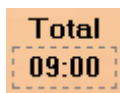
A screenshot of a form field labeled 'Start'. The field contains the text '09:00' and has a blue dropdown arrow on the left side.

STEP 10 At the **“End”** Let us type the time at the end of the work.




A screenshot of a form field labeled 'End'. The field contains the text '18:00'.

STEP 11 At the **“Total”** 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.)



A screenshot of a form field labeled 'Total'. The field contains the text '09:00' and has a dashed border.

STEP 12 When everything is in complete, press the button 

STEP 13 Our Keep Day-Off request system will be displayed as a list.

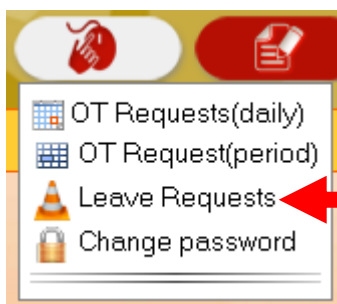
After we go into the Keep Day-Off on the day that we have been canceled, then that holiday. Next, let us take a leave using leave as a Leave Keep Day-Off.

Second: Leave Request (By use Leave Keep Day-Off)



STEP 14 Click at the icon

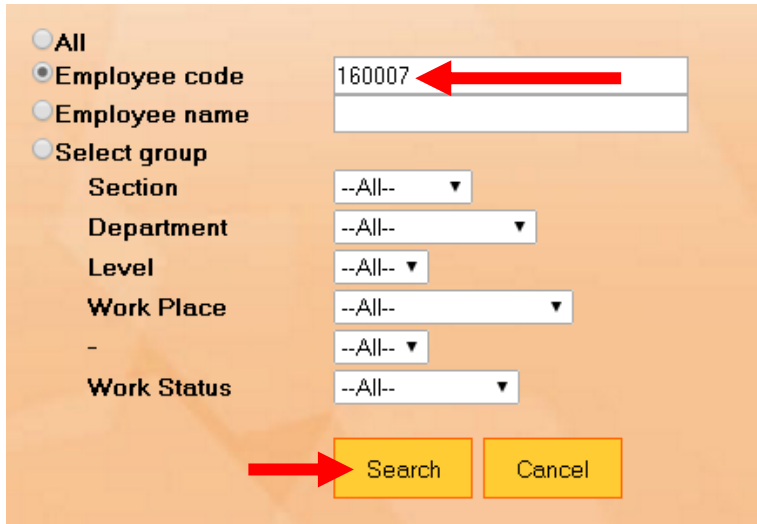
STEP 15 Click at menu **“Leave Requests”**



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STEP 16 After that, click at **“Employee code”** and put your Employee ID into the white box and click

at 



All
 Employee code 160007
 Employee name
 Select group
Section --All--
Department --All--
Level --All--
Work Place --All--
- --All--
Work Status --All--
Search Cancel

STEP 17 First time: the employee to click on our name on the corner of left menu first.



Code Employee name
 99999 MR. Test Alljob

STEP 18 At the **“Reason”** please select **“Leave Keep Day-Off”**



Reason : Leave Keep Day Off
Annual leave
Sick Leave
Errand leave
Public Holiday
Maternity Leave
Matrimonial Leave
With Out Pay
Leave Keep Day Off

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STEP 19 ให้ดูที่ตารางข้างล่างว่าความประสงค์ของการลาที่เราเลือกนั้น เรามีสิทธิ์ในการใช้ลากี่วัน

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


STEP 20 Put **“Change Day-Off from dd/mm/yyyy”** into reason.

dd = The day we did not stop and have the keys to Keep Day-Off. And will take it to stop on the day of Key Laing (in 2 digits)



mm = The month we did not stop and have the keys to Keep Day-Off. And will take it to stop on the day of Key Laing (in 2 digits)

yyyy = The year we did not stop and have the keys to Keep Day-Off. And will take it to stop on the day of Key Laing (in 4 digits)

Example 22/08/2020 is 22 August 2020

Remark :  Change Day-Off from 16 August 2020

STEP 21 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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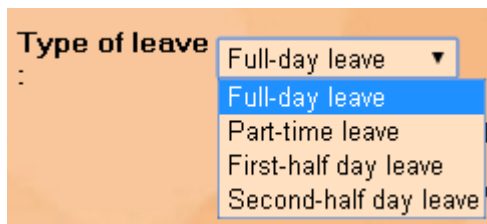
STEP 22 At the **"Type of leave:"** Please choose the kind we will leave.

Full-day leave = leave work all day.

Part-time leave = Leave Period time.

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

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



STEP 23 When everything is in complete, press the button

Save leave

STEP 24 Our Leave request system will be displayed as a list.

----- **Finish** -----