

คู่มือการใช้โปรแกรมเก็บวันหยุด สำหรับพนักงานทั่วไป (ภาษาอังกฤษ)

MANUAL of Keep Day-Off PROGRAM for Staff (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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2. After that click at TRequests(daily) = Keep Day-Off Request



3. As shown in the figure below.

HANSA	RSAN	IUI	Â			รแกรมเก็บวันหยุล / เปลื่อ eep Day-Off / Change	นวันทธุล / ถางานออน ไลน Day-Off / Leave Online		
บันทึกการขอเก็บวันห	un (Keep	Day-Off Request) :: OT	Requests(daily) :: (03/09/2020)					
Code - Employee name 2 99995 MR Test Alljob	Select e Date : Type : Job nam Remark	03/09/2020 ind (S) Keep Day-Off • : - : Tag	mm/yyyy Show				(Change form "Paid" to "Leave")		
			Save ob date 03/09/2020 St	in Conde Minan Time					
		Remark : (S) Keep Day		III Code Noso Time	2 IN 03.00 00(18.00				
	Edit	Code (Name - surname)	Start time	End time	Total time	train (Type)	สะสมเร็น (Cumulative) Remark	Status Save date	
						Back I Home			

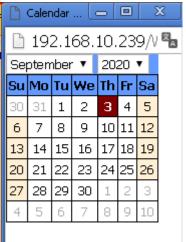
4. First time: the employee to click on our name on the corner of left menu first.

	มุด (Keep Day	-Off Request) :: OT		(03/09/2020)		teep Day OIL/ Change	นวันหยุด / ถางานออน ไลน์ Day-Off / Leave Online		
Code::: Employee name 9999 MR:Test Alljob	Type : Job name :	(S) Keep Day-Off - - Start End 99999 MR. Test Allj	Total time Save job date 03/09/2020 S	nija (Cumulative): Pr	aid • Manapara''		Change form "Poid" to "Leave")		
	Edit Cor	Remark : (S) Keep Day de (Name - surname)	-Off Start time	End time	Total time	straam (Type)	สะสมเร็น (Cumulative) Remark	Status Save date	
						Const. A Minute			

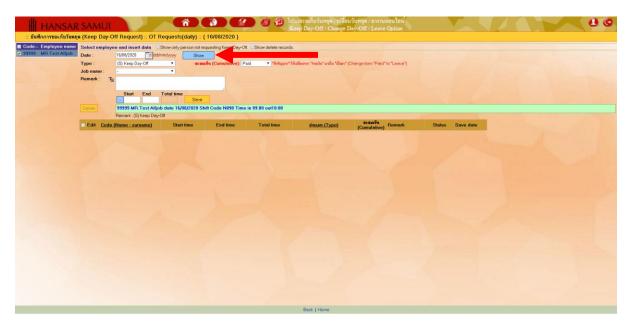
5. After that, select the day that we want to collect the holidays. By clicking on the calendar icon

Calent								
HANSA			and the second		รแกรมเก็บวันหยุด / เปลี่ย eep Day-Off / Change I	นวันหยุด / ถางานออน ไลน์ Day-Off / Leave Online		
:: บันทึกการขอเก็บวัน	atte (Koop Day-Off Request) :: OT atte 0 bate 03/09/2020 Type : (G) Keep Day-Off Job name : Remark : Tate	Requests(daily) :: / Show cally person not re d: **** * Total time Save	(03/09/2020) equesting Keep Day-Ott. affer (Camulative): Pair	Show delete records	bey Day OIL / Chillinger	Cleage form 'Feld' to 'Leow')	Status Saver date	
					Back Home			

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



7. After that click at **"Show"**.



 At the "Type" This field does not have to be selected. Because the system is located at (S) Keep Day-Off

Select employ	ree and insert data Show only person not requesting Keep Day-Off. Show delete records.
Date :	16/08/2020 add/mm/yyyy Show
Type :	(S) Keep Day-Off 🧹 💶 💶 💶 💶 🚺 น (Cumulative): Paid 🔹 สำคัญมาก* ให้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เป็นลา" (Change form "Paid" to "Leave")
Job name :	
Remark : T	à la contra de la co
	Start End Total time
Delete	99999 MR.Test Alljob date 16/08/2020 Shift Code N090 Time in 09:00 out18:00
	Remark : (S) Keep Day-Off

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

Leave		
Select employe	and insert data Show only person not requesting Keep Day-Off. Show delete records.	
Date :	5/08/2020 add/mm/yyyy Show	
Type :	S) Keep Day-Off 🔹 🔹 สะสมเป็น (Cumulative): Paid 🔹 *ลำดัญมาก* ให้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เป็นดา" (Change form "Pai	d" to "Leave")
Job name :	Paid Leave	
Remark : T	Leave	
	Start End Total time	
1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	Save	
Delete	9999 MR.Test Alljob date 16/08/2020 Shift Code N090 Time in 09:00 out18:00	
100 Carlos	emark : (S) Keep Day-Off	

10. After that at "Job name" Select a reason for the Keep Day-Off.

Select employe	e and insert data 🛛 🗆 Show only person not re	equesting Keep Day-Off. Show delete records.	
Date :	16/08/2020 dd/mm/yyyy Show		
Type :	(S) Keep Day-Off 🔹 🕯 🕯 🕯	เป็น (Cumulative) : Leave 🔷 *สำคัญมาก* ให้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เป็นลา" (Change form "Paid" to "Leave")	
Job name :	· •		
Remark : Ta	- เข้างานแทนบุคคลอื่น - Replace of another person จำนามผู้เข้าพักสูง - High Occupancy โดนบกเล็กวันหมุด - Cancel Day-Off มีการจัดงานให้ลูกค้า - Event for guest มีงานค้าง - Job Backloo		
Delete	มีงานเสี่ยงงานแต่งลูกค้า - Guest wedding มีงานวันคริสต์มาส - Christmas Eve มีงานวันปีใหม่ - New year Eve	ift Code N090 Time in 09:00 out18:00	
Edit <u>Code</u>	มงานานบาหม - nvew year Eve นังมีลูกค้าใช้บริการอยู่ - Have guest อื่นๆ (โปรดระบุที่หมายเหตุ) - Other Please specify	End time Total time <u>ประเภท (Type)</u> (Cumulative) Remark Status Save d	ate

11. After that at **"Remark"** If we choose the name of the job from the box above as other (Please specify at the remarks) Let us type a reason into this box. But if selected from the

job title you can skip this box.

Select emp	ployee and insert data 📃	Show only person not re	questing Keep Day-Off. 🔲 S	Show delete records				
Date :	16/08/2020 add /	/mm/yyyy Show						
Type :	(S) Keep Day-Off	🔹 สะสม	ป็น (Cumulative) : Leave	▼ *ลำคัญมาก* ใ	ห้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เป็นลา" (C	Change form "Paid" to "Leave")		
Job name	: อื่นๆ (โปรดระบุที่หมายเหตุ	ŋ) - Ot ▼						
Remark :	Ta Many guest							
	Start End	Total time Save						
Delete		kaanaa ka k	ift Code N090 Time in 09	9:00 out18:00				
	Remark : (S) Keep Day-							
Edit <u>C</u>	ode (Name - surname)	Start time	End time	Total time	<u>ประเภท (Type)</u>	สะสมเป็น (Cumulative) Remark	Status	Save date

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

▼ "ร์ทรัญมาก" ไท้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เป็นลา" (Change form "Paid" to "Leave")	Selectemplo	yee and insert data 🛛 🗆 Show only per	son not requesting Keep Day-Off. 📃	Show delete records.			
▼ "ร์ส์หัญมาก" ให้เมื่อหาก "จำหงัน" มาเป็น "เป็นลา" (Change form "Paid" to "Leave")	Date :	16/08/2020 Edd/mm/yyyy	Show				
	Type :	(S) Keep Day-Off	สะสมเป็น (Cumulative): Leave	🔻 *สำคัญมาก* ให้เปลี่ยนจาก "จ่ายเงิน"	มาเป็น "เป็นลา" (Change form "Paid" to	"Leave")	
A CONTRACTOR AND A CONTRACT	lob name :	โดนยกเลิกวันหยุด - Cancel Da 🔻					
	Remark : 1	T ₂					
		Start End Total 09:00 18:00 09:00	Save				
09:00 out18:00							
09:00 out18:00			Save				
	Delete	99999 MR.Test Alljob date 16/08; Remark : (S) Keep Day-Off	/2020 Shift Čode N090 Time in 0	9:00 out18:00			

. After that system will pop-up show "Save complete"	Please click at	ตกลง
192.168.10.239 บอกว่า:	×	
Save completed.		
	ตกลง	_

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

🕒 E-mail sending status, - Google Chrome		
🗋 192.168.10.239/WebTime/Work	×.	
Employee	Send to	Sending status
99999 : นายทดสอบ ทุกงาน (MR.Test Alljob)	eng_app1@hansarsm.com	Send E-mail complete
	Close -	

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

Select employ	ee and insert data 🛛 🗆	Show only person not n	equesting Keep Day	⊢Off. □Show delete re	cords.				
Date :	16/08/2020 add/r	mm/yyyy Shov	· · · · · · · · · · · · · · · · · · ·						
Туре :	(S) Keep Day-Off	• #2#	แป็น (Cumulative):	Leave 🔻 📬ลำคัญ:	มาก* ให้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เป็น	m" (Change form	"Paid" to "Leave")		
Job name :	โดนยกเล็กวันหยุด - Canc	el Da 🔻							
Remark : T	i		1000						
	Start End 09:00 18:00	Total time 09:00 Save							
Delete	99999 MR.Test Alljo	b date 16/08/2020 S	hift Code N090 Ti	me in 09:00 out18:00					
	Remark : (S) Keep Day-	Off							
Edit <u>Code</u>	<u>e (Name - surname)</u>	Start time	End time	Total time	<u>ประเภท (Type)</u>	สะสมเป็น (Cumulative)	Remark	Status	Save date
🔲 Edit 99999	MR.TestAlljob	09:00	18:00	09:00	S	Comp.time		Waiting no.1	3/Sep/20 T0:37 Test Alliob

Meaning of each channel

Edit = For Edit Keep Day-Off

Code (Name - surname) = Show staff ID, Name of Staff and Surname of Staff

Start time = Start time for Keep Day-Off

End time = Finish time for Keep Day-Off

Total time = Total time for Keep Day-Off

ประเภท (Type) = Show Keep Day-Off type abbreviations. (S = Keep Day-Off)

สะสมเป็น (Cumulative) = Must show "Comp.time" only (If don't show up like this,

you must delete the item and then make new again)

Remark = the reason for requesting an Keep Day-Off record

Status = It informs us that has your department head approved your request?

Save date = as to inform that on what date were our worksheets saved and who saved them?

How to Edit Keep Day-Off (Amendments can be revised only before the head of department approve only. If the department head approves it, it cannot be modified. Notify the HR department to delete our worksheet first Then key into the new system)

17. First time, you can click at "Edit" at the worksheet that we want to edit first.

Date :	16/08/2020 add/	mm/yyyy Sho	w						
ype :	(S) Keep Day-Off	▼ 	เมเป็น (Cumulative):	Leave 🔻 <mark>*สำคัญม</mark>	าก* ให้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "	เป็หลา" (Change form	"Paid" to "Leave")	
ob name :	โดนยกเลิกวันหยุด - Cane	cel Da 🔻							
emark : T									
	Start End	Total time							
	09:00 18:00	09:00 Save	9						
Delete	99999 MR.Test Alljo	b date 16/08/2020 S	Shift Code N090 Ti	me in 09:00 out18:00					
	Remark : (S) Keep Day-	·Off							
Edit <u>Code</u>	(Name - surname)	Start time	End time	Total time	<u>ประเภท (Type)</u>	สะสมเป็น (Cumulative)	Remark	Status	Save date
	VIR.Test Alljob	09:00	18:00	09:00	s	Comp.time		Waiting no.1	3/Sep/20 10:37 Test Alljob
) Edit 999991						k : (S) Keep Day-Off			

18. Employees will be able to edit.

🔳 Edit	<u>Code (Name - surname)</u>	Start time	End time	Total time	<u>ประเภท (Type)</u>	สะสมเป็น (Cumulative)	Remark	Status	Save date
🔲 ОК Са	ancel 99999 MR.TestAlljob	09:00	18:00	09:00	(S) Keep Day-Off ▼	Comp.time		Weiting no.1	3/Sep/20 10:37 Test Alljob
1.					Remark : (S) Keep I	Day-Off			

But will not be able to edit every channel Employees will be able to edit as follows.

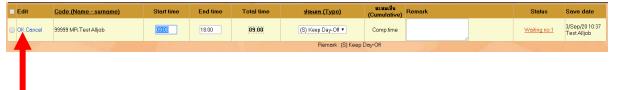
Start time: Can edit start time

End time: Can edit end time

Remark: Can edit remark

In addition, it cannot be edited. But if there is an error in another channel Employees can delete the worksheet and then re-key.

19. After edit complete you can click at OK



How to Delete Keep Day-Off (Can be deleting only before the head of department approve only. If the department head approves it, it cannot be deleting. Notify the HR department to delete our worksheet first Then key into the new system)

20. First, we have to tick the tick in the first box of the worksheet that we want to delete

🗆 Edit	<u>Code (Name - surname)</u>	Start time	End time	Total time	<u>ประเภท (Type)</u>	สะสมเป็น (Cumulative)	Remark	Status	Save date
🖉 Edit	99999 MR.Test Alljob	09:00	18:00	09:00	S	Comp.time		Waiting no.1	3/Sep/2010: Test Alljob
					Remark	:: (S) Keep Day-Off			
2	fter that click a			•					
Select e Date :	mployee and insert data [16/08/2020] rdd/	Show only person not mm/yyyy Sho		/-Uff. UShow delete red	cords.				
Date : Type :	16/08/2020 Badd/ (S) Keep Day-Off	mm/yyyy Sho			cords. มาก* ให้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เ	ปีนลา" (Change form	"Paid" to "Leave")	
Date :	16/08/2020 <mark>pdd/</mark> (S) Keep Day-Off โดนบกเลิกวันหบุด - Cano	mm/yyyy Sho	w			ປິນສາ" (Change form	"Paid" to "Leave")	
Date : Type : Job nam	16/08/2020 <mark>pdd/</mark> (S) Keep Day-Off โดนบกเลิกวันหบุด - Cano	mm/yyyy Sho	w ສມເປັນ (Cumulative)			ປິນສາ" (Change form	"Paid" to "Leave")	
Date : Type : Job nam	16/08/2020 dd/ (S) Keep Day-Off	Total time Sho 09:00 Save b date 16/08/2020 S Save	w ສະແຈ້ນ (Cumulative) ອ		มกา" ให้แล้ยนจาก "จ่ายเงิน" มาเป็น "เ	ປີນສາ" (Change form	"Paid" to "Leave")	
Date : Type : Job nam Remark	16/08/2020 dd/ (S) Keep Day-Off	Total time 09:00 Save b date 16/08/2020 S	w sax3x (Cumulative) e Shift Code N090 Ti	: Leave 🔹 ฟิกัญ ime in 09:00 out18:00	มาก" ให้แม้ขนจาก "จ่ายเงิน" มาเป็น "				
Date : Type : Job nam Remark	16/08/2020 dd/ (S) Keep Day-Off	Total time Sho 09:00 Save b date 16/08/2020 S Save	w ສະແຈ້ນ (Cumulative) ອ	: Leave 🔹 *ánñau	มกา" ให้แล้ยนจาก "จ่ายเงิน" มาเป็น "เ	Guan* (Change form (Change form (Cumulative) Comp time	"Paid" to "Leave") Status Waiting no.1	Save dat

22. When the system shows that "Confirm delete?" click at	ตกลง	J
192.168.10.239 บอกว่า:	×	c
Confirm delete?		
คกลง	ยกเลิก	

23. Worksheet that we want to delete. Will be deleted from our list of items.

ate :	16/08/2020	dd/mm/yyyy	Show						
ype :	(S) Keep Day-O)ff ▼	สะสมเป็ง	(Cumulative): Leave	▼ *ลำคัญมาก* ให้เ	ปลี่ยนจาก "จ่ายเงิน" มาเป็น "เป็นลา	" (Change form "Paid" to "Leave")		
ob name :	โดนยกเลิกวันหยุ	ଭ - Cancel Da 🔻							
emark : 🛛 T ₂									
	Start E	nd Total tin							
	09:00 1	8:00 09:00	Save						
Delete	99999 MR.Te	st Alljob date 1	6/08/2020 Shift	Code N090 Time in 0	9:00 out18:00				
	Remark : (S) Ke	ep Day-Off							
Edit Code ((Name - surnar	me)St	art time	End time	Total time		สะสมเป็น Cumulative) Remark	Status	Save date
							(cunulative)		

How to check if there are any outstanding days in the system?

Because if we key the work for a specific Keep Day-Off key. Will find that when we finish the key and exit the system, but when we enter again Returned to find that the work that we key was missing I must first say that the worksheet that we key has not disappeared, it is still only that we do not see. Caused by the following reasons.

Sample, we test to key Keep Day-Off at date 25/08/2563

:: บันท์	1 กการขอเก็บวันหยุ	e (Keep	Day-O	ff Reques	st) :: OT	Requests	s(daily) ::	(25/08/2020)					
🔳 Code 🗠	Employee name	Select e	mploye	and ms	rt Ballh 🛤	Show only	person not	requesting Keep D	ay-Off. Show delete	records.				
✓ 99999	MR.Test Alljob	Date :		25/08/2020		/mm/yyyy	Sho	w						
		Type :	1.1	(o) Keep D	ay-Ofi	٣	129	เมเป็น (Cumulative	e): Leave 🔹 *án	จัญมาก* ให้เปลี่ยนจาก "จ่ายเงิน"	มาเป็น "เป็นลา" (Change f	orm "Paid" to "Lea	xve")	
		Job nam	e:	โดนยกเล็กวั	แหนุด - Can	icel Da ▼								
		Remark	: T					1.15						
				Start 09:00	End 18:00	Total tim	e Save							
				,		09:00								
		Delete		99999 MR	.Test Allji	ob date 25,	/08/2020 9	Shift Code N090	Fime in 09:00 out18:	00				
				Remark : (S										
		Edit	Cede	(Name -su	neme) –	Star	time	Enditime	Total time	a algeson (Type	e> สะสมเป็น	Remark	Status	Save date
														3/Sep/20 10:47
		🔲 Edit	999991	/R.TestAlljo	b	09	:00	18:00	09:00	S	Comp.tim		Waiting no.1	Test Alliob
							_				Remark : (S) Keep Day	-Off		

But if we leave and re-enter, we will see that the work that we have keyed is lost.

:: บันทึกการขอเก็บวันทะ	<mark>เค (</mark> Keep Da	y-Off Request) :: OT	Requests(daily) :: (03/09/2020)				
🔳 Code🗠 Employee name	Select emp	loyedand MsOrt Call	Show only person not rea	uesting Keep Day-Off.	Show delete records			
99999 MR.Test Alljob	Date :	03/09/2020	/mm/yyyy Show					
	Type :	(S) Keep Day-Oil	• สะสมเ	lu (Cumulative): Paid	🔹 *ลำคัญมาก* ไ	ห้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เป็นลา" (Cł	nange form "Paid" to "Leave")	
	Job name :		•					
	Remark :	T _S		L'incrett.				
				/				
		Start End	Total time Save					
	Delete	99999 :MR.Test All	ob date 03/09/2020 Sh	ift Code N090 Time i	n 09:00 out18:00			
		Remark : (S) Keep Day	∽Off					
	Edit <u>Co</u>	ode (Name - surname)	Start time	End time	Total time	<u>ประเภท (Type)</u>	สะสมเป็น (Cumulative)	Status Save date

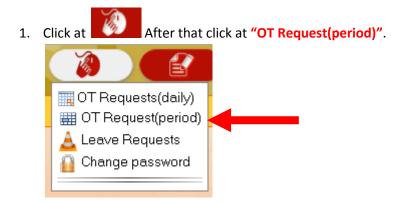
The cause is due to the current show date that we entered. Does not match the date we key into the system which we keep Day-Off on 25/08/2563, if the date of the show is another day, it will not see our worksheet.



We have to change the date to one day, month, year, the same year that the key keeps the holidays. To see our worksheet.

Date :		25/08/2020	_	dd/mm/y	~~~				
Date .	• L	20,00,2020		aagning	777				
:: บันทึกการขอเก็เ	วันหยด (Keep Day-	Off Request) :: OT R	equests(daily) :	(25/08/2020)					
Code≏ Employee	name Select emplo	yee and insert data	show only person not	requesting Keep Day-	Off. Show delete re	cords.			
99999 MR.Test Al		25/08/2020 a dd/m							
	Type :	(S) Keep Day-Off	• atza	สมเป็น (Cumulative):	Paid 🔹 📬 🕷	ุณาก" ให้เปลี่ยนจาก "จ่ายเงิน" มาเร่	h <mark>ม "เป็นลา" (Change form "Paid</mark>	"to "Leave")	
	Job name :		•						
	Remark :	T ₂₈							
		Start End	Total time						
	Delete	99999 MR.Test Alljob	date 25/08/2020 1		ne in 09:00 out18:00)			
		Remark : (S) Keep Day-0							
	L = Elli <u>Col</u>	e (Naine - surmanie) 🛛	📕 🔍 talt 🖬 🖉 📕	End and	🗖 Total tilhe 🖉		สะสมเร็น (Cumulative)	ak = = = Statu = =	ale late
		9 MR.Test Alljob	09:00	18:00	09:00	s	Comp.time	Waiting no.1	3/Sep/2010: Test Alljob
						Ber	nark : (S) Keep Day-Off		

But!!!! If we can't remember that we key to collect the Keep Day-Off on which day and do not need to panic can check it. In the following way.



2. After that **"Date"** put **01/01/XXXX** can go into the white box.

 By XXXX that is, the current year, for example this year, must be put as 2563

 Date :
 1/01/2020

3. After that **"To"** put **31/12/XXXX** can go into the white box.

By XXX	(X is, the current	year, for example this year, must be put as 256
o:	31/12/2020	dd/mm/yyyy

4.	After that click at	Show								
	:: บันทึกการขอเก็บวันหยุด (Keep	Day-Off Request) :: OT R	lequest(perio	d) :: (1/01/20:	20 - 03/09/20:	20)				
		mployee and insert data 📃	Show only person	not requesting Kee	ep Day-Off. 🗆 Sho	w delete records.				
	✓ 99999 MR.Test Alljob Date :	1/01/2020	nm/yyyy To :	31/12/2020	🖬 dd/mm/yyyy	Show				
	Туре :	(S) Keep Day-Off	•	สะสมเป็น (Cumula	ative): Paid	🔹 "สำคัญมาก" ไห้เป	ละุลาก "จ่ายเงิน" มาเป็น "เป็นลา"	(Change form "Paid" I	to "Leave")	
	Job nam		•							
	Remark	Tg								
		Start End	Total time							
				ave						
	Delete	99999 MR.Test Alljol	b date 01/01/20	20 Shift work not	t set.					
		Remark : (S) Keep Day-	Off							
	Edit	<u>Code (Name - surname)</u>	<u>Date</u> ▼	Start time	End time	Total time	<u>ประเภท (Type)</u>	สะสมเป็น (Cumulative) Rei	mark Status	Save date
		99999 MR.Test Alljob	2 Sep 20 [Wed]	09:00	18:00	09:00	s	Comp.time	Not Approved	29/Aug/20 16:18 Test Alljob
		99999 MR.Test Alljob	30 Aug 20 [Sun]	09:00	18:00	09:00	S	Comp.time	Not Approved	29/Aug/20 15:22 Test Alljob
		99999 MR.Test Alljob	27 Aug 20 [Thu]	09:00	18:00	09:00	s	Comp.time	Not Approved	26/Aug/20 15:18 Test Alljob
		99999 MR.Test Alljob	26 Aug 20 [Wed]	09:00	18:00	09:00	s	Comp.time	Approved	21/Aug/20 09:28 Test Alljob
	🗇 Edit	99999 MR.Test Alljob	25 Aug 20 [Tue]	09:00	18:00	09:00	s	Comp.time	Waiting no.1	3/Sep/2010:47 Test Alljob
		99999 MR.Test Alljob	24 Aug 20 [Mon]	09:00	18:00	09:00	s	Comp.time	Not Approved	21/Aug/20 15:30 Test Alljob
							Remark : (S)	Keep Day-Off		

5. Only this during the days / months / years that we choose if the Keep Day-Off key on which day. Will show up immediately to show us.

99 MR.Test Alljob	Sel			1/01/2020		Show only person		dd/mm/yyyy	Show					
	Тур	e:		(S) Keep Da			สะสมเป็น (Cumu		▼ *ลำสัญมาก* ให้แ	ได้ยนจาก "จ่ายเงิน" มาเป็น "เป็นล	n" (Change form "P	aid" to "Leave")		
	Job	name												
	Ren	nark :	T											
				Start	End	Total time	Save							
	Del	ete				ob date 01/01/20	20 Shift work no	ot set.						
		dit		Name - sur		Date -	Start time	End time	Total time	<u>ประเภท (Type)</u>	สะสมเป็น (Cumulative)	Remark	Status	Save date
			99999 M	R.Test Alljol	b	2 Sep 20 [Wed]	09:00	18:00	09:00	s	Comp.time		Not Approved	29/Aug/201 Test Alliob
-		1	99999 M	R.Test Alljol	b	30 Aug 20 [Sun]	09:00	18:00	09:00	S	Comp.time		Not Approved	29/Aug/201 Test Alljob
			99999 M	R.Test Alljo	b	27 Aug 20 [Thu]	09:00	18:00	09:00	s	Comp.time		Not Approved	26/Aug/201 Test Alljob
			99999 M	R.Test Alljo	b	26 Aug 20 [Wed]	09:00	18:00	09:00	S	Comp.time		Approved	21/Aug/20 0 Test Alljob
		dit	99999 M	R.Test Alljo	b	25 Aug 20 [Tue]	09:00	18:00	09:00	s	Comp.time		Waiting no.1	3/Sep/2010 Test Alljob
			99999 M	R.Test Alljo	b	24 Aug 20 [Mon]	09:00	18:00	09:00	S	Comp.time		Not Approved	21/Aug/20 1 Test Alljob
-											6) Keep Day-Off			

------ Finish ------