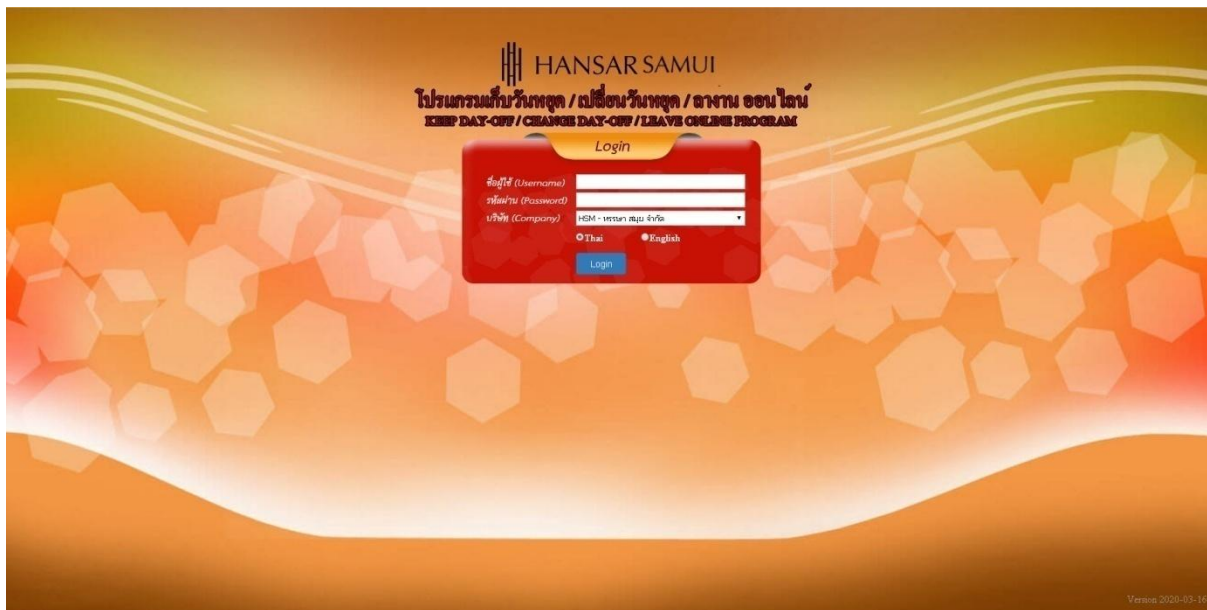




คู่มือการใช้โปรแกรมเปลี่ยนวันหยุด สำหรับพนักงานทั่วไป (ภาษาอังกฤษ)

MANUAL of Change 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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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

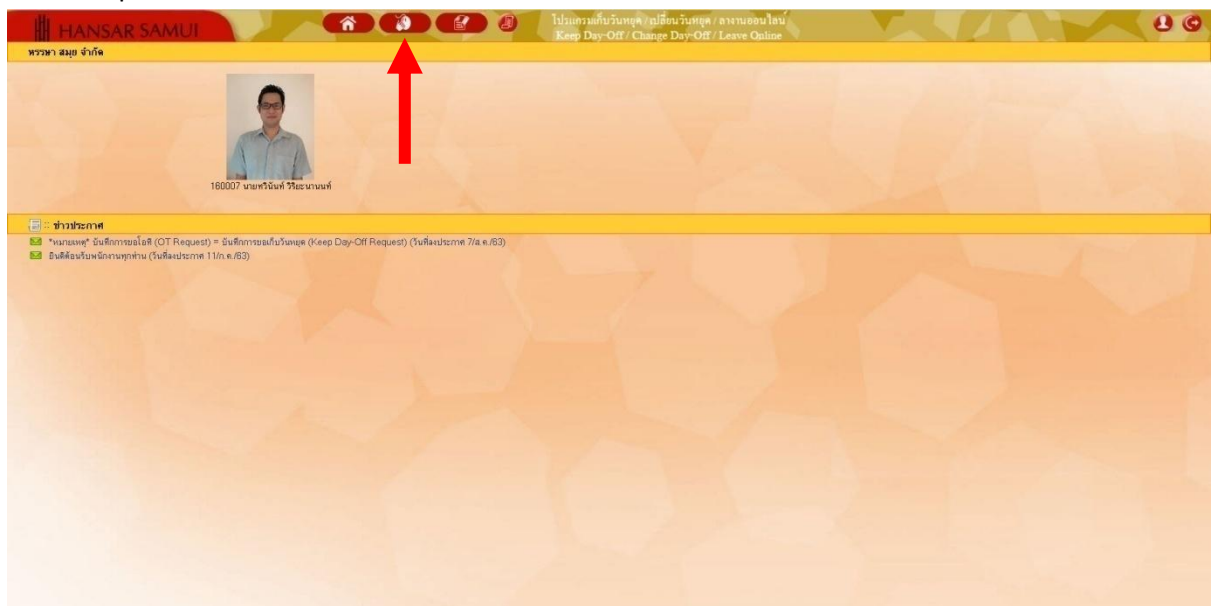
Example

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.

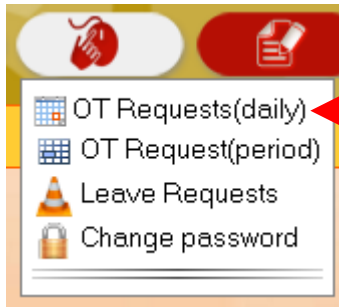
First, you have request to Keep Day-Off on Sunday, August 16, 2020 first.

1. On top click at the icon menu

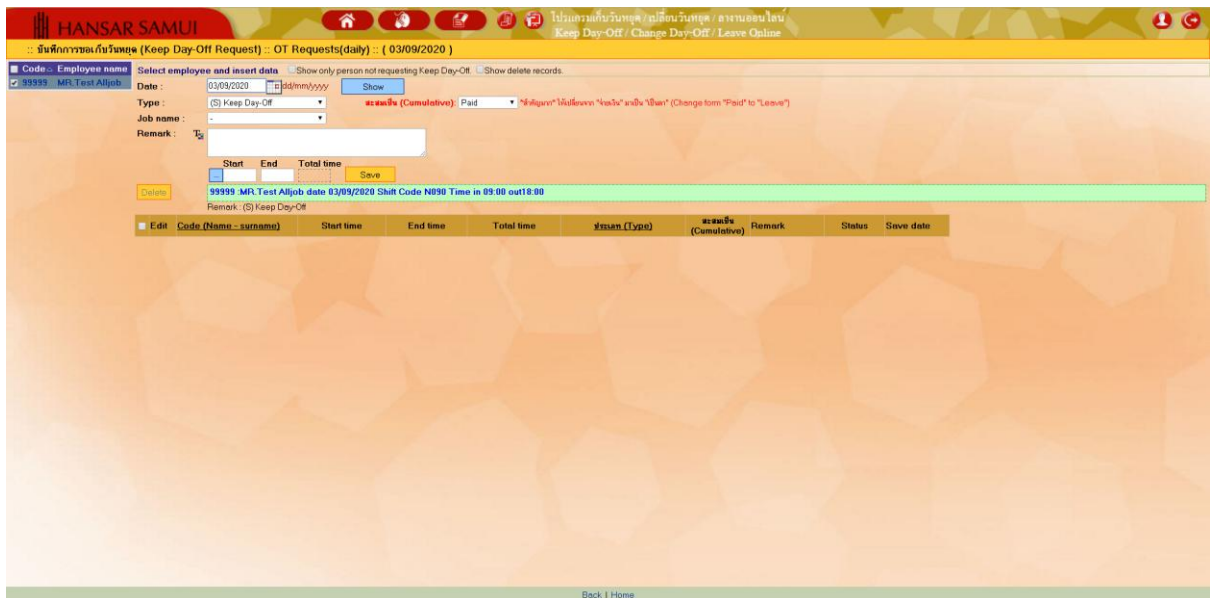


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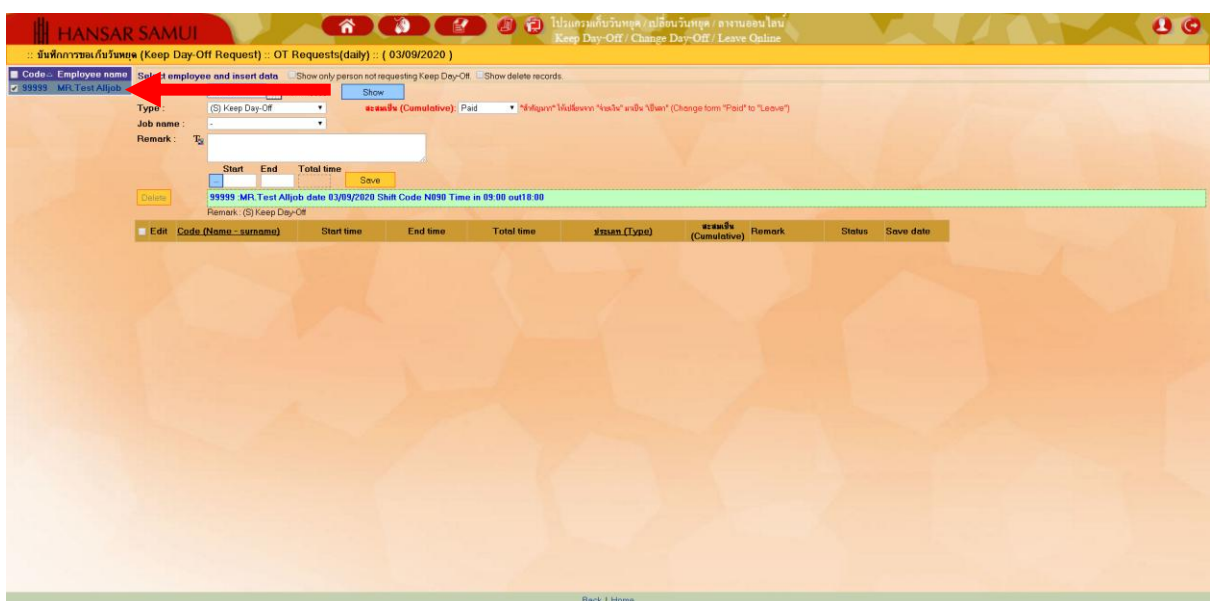
2. After that click at  OT Requests(daily) = Keep Day-Off Request




3. As shown in the figure below.

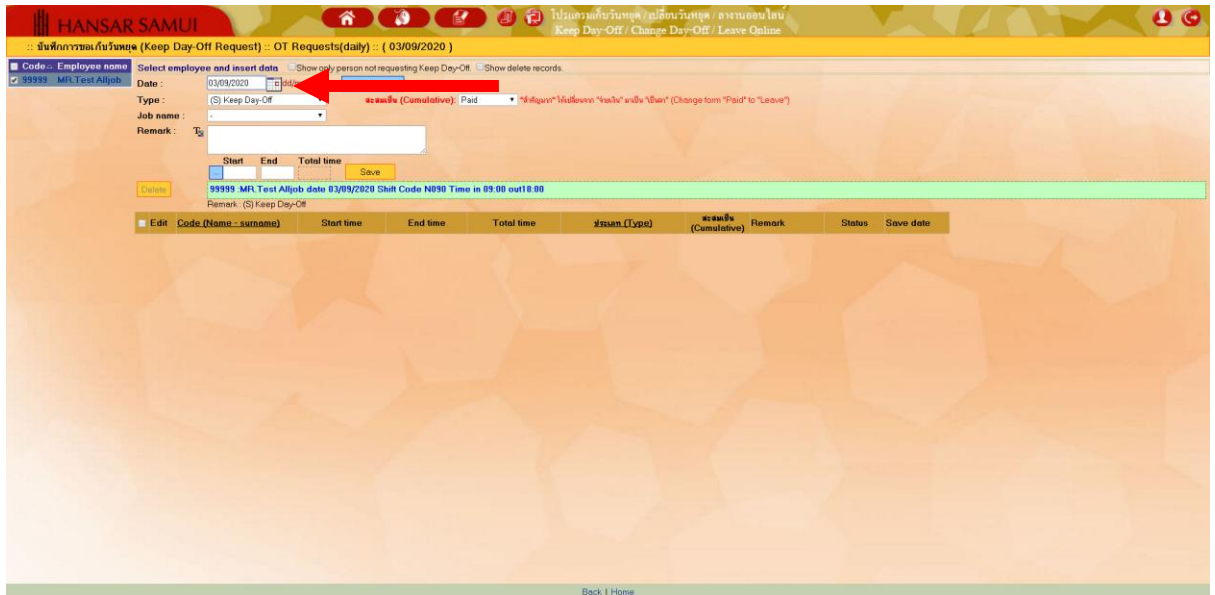


4. First time: the employee to click on our name on the corner of left menu first.



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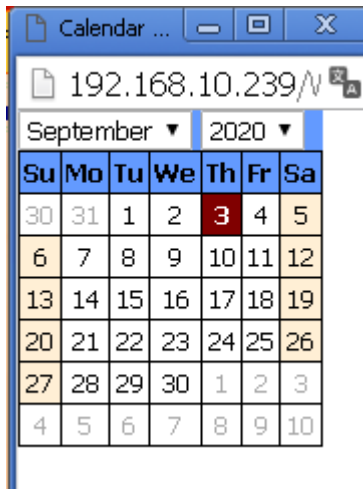
5. After that, select the day that we want to collect the holidays. By clicking on the calendar icon 



The screenshot shows the 'Keep Day-Off Request' form in the HANSAR SAMUI system. The form includes fields for 'Date' (03/09/2020), 'Type' (Keep Day-Off), and 'Job name'. A red arrow points to the 'Date' field. Below the form is a table with columns: Edit, Code, Name, Start time, End time, Total time, Remark, Status, and Save date. The table contains one entry for '99999 MR.Test Alljob date 03/09/2020 Shift Code N090 Time in 09:00 out18:00'.

| Edit | Code | Name | Start time | End time | Total time | Remark | Status | Save date |
|------|-------|---------------------|------------|-----------------|------------------------|--------|--------|-----------|
| | 99999 | MR.Test Alljob date | 03/09/2020 | Shift Code N090 | Time in 09:00 out18:00 | | | |

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



The screenshot shows a Windows calendar application for September 2020. The date '3' (Thursday) is highlighted in red, indicating the selected day for collecting holidays.

| 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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7. After that click at **“Show”**.

The screenshot displays the 'Keep Day-Off Request' form in the HANSAR SAMUI system. The form is for the date 16/08/2020 and includes fields for employee selection, date, type, job name, and remark. A red arrow points to the 'Show' button. Below the form, a table shows the request details for employee 99999 MR. Test Alljob.

| 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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8. After that at the **“Cumulative”** (This is very important) Choose to change from **“Paid”** to **“Leave”**.

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):** Paid *ถ้าคีย์มากกว่า ให้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เป็นลา" (Change form "Paid" to "Leave")

Job name : - Paid Leave

Remark :

Start End Total time Save

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 **“Job name”** Select a reason for the Keep Day-Off.

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 *ถ้าคีย์มากกว่า ให้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เป็นลา" (Change form "Paid" to "Leave")

Job name : -

Remark :

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

| Edit | Code | End time | Total time | ประเภท (Type) | สะสมเงิน (Cumulative) | Remark | Status | Save date |
|------|------|----------|------------|---------------|-----------------------|--------|--------|-----------|
| | | | | | | | | |

ทำงานแทนบุคคลอื่น - Replace of another person
 จำนวนผู้เข้าพักสูง - High Occupancy
 มีงานในวันหยุด - General Keep Day-Off
 มีการจัดงานให้ลูกค้า - Event for guest
 มีงานค้าง - Job Backlog
 มีงานเลี้ยงในงานแต่งงาน - Guest wedding
 มีงานในวันคริสต์มาส - Christmas Eve
 มีงานในวันปีใหม่ - New year Eve
 มีมีลูกค้าใช้บริการอยู่ - Have guest
 อื่นๆ (โปรดระบุเป็นภาษาไทย) - Other Please specify

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10. 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 |

11. 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 "เงินค่า" (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 |
|------|-----------------------|------------|----------|------------|---------------|-----------------------|--------|--------|-----------|
| | | | | | | | | | |

12. After that system will pop-up show "Save complete" Please click at

ตกลง

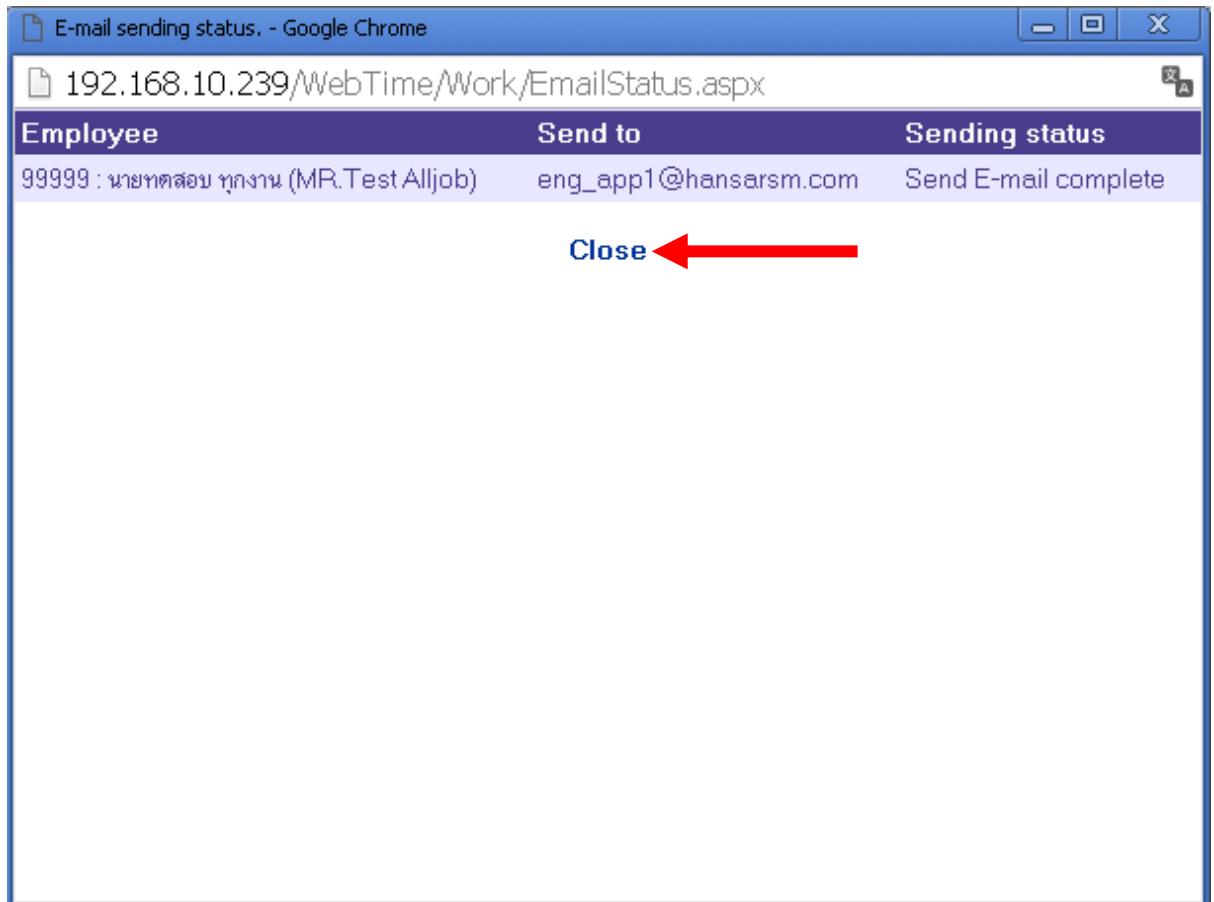
192.168.10.239 บอกว่า:

Save completed.

ตกลง

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13. 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"**.



14. 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

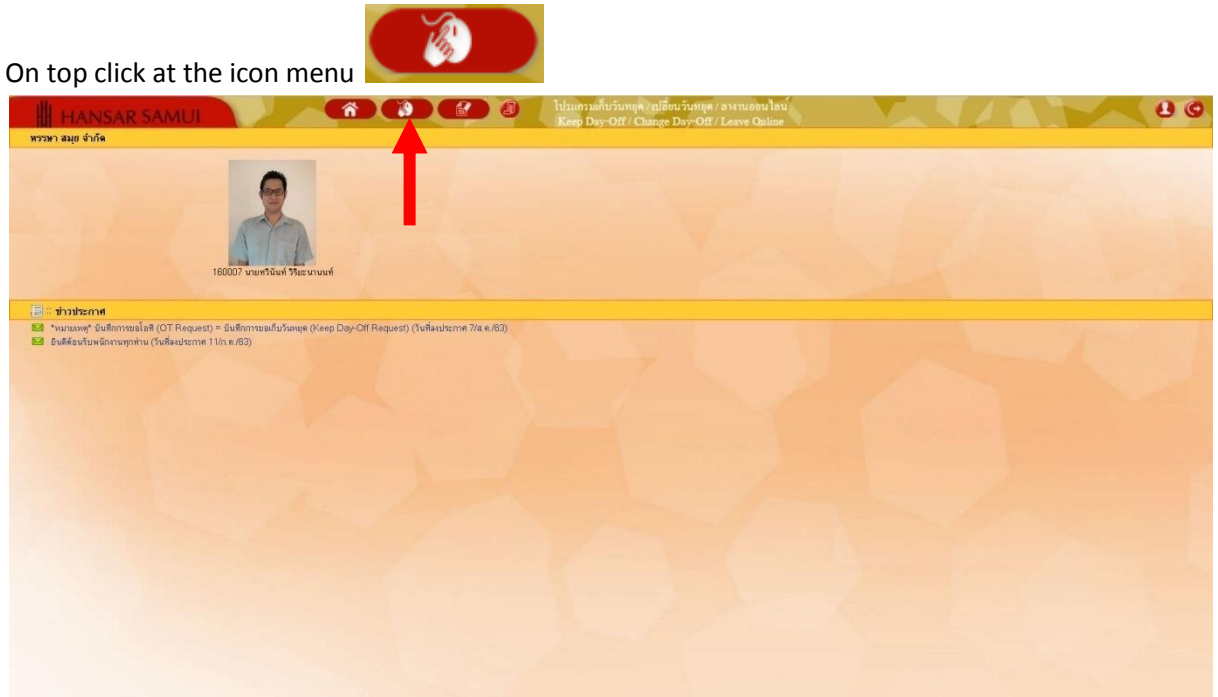
Remark: (S) Keep Day-Off


| 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 |

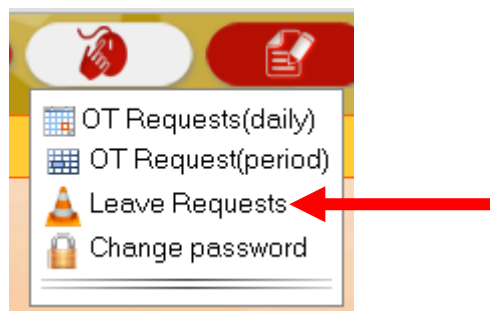
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Next, you must to Leave Request on Monday 17 August 2020 by using Leave Keep Day-Off.
On Sunday, August 16, 2020 as follows.

1. On top click at the icon menu



2. After that click at  Leave Requests



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3. 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, End date, and Type of leave (Full-day leave). Below the form is a table with the following data:

| 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 | 29/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 | 29/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 |

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

The screenshot shows the same 'Leave Requests' form as above, but with a red arrow pointing to the employee name 'MR. Test Alljob' in the left-hand menu. The rest of the form and table are identical to the previous screenshot.

5. 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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6. At the **“Reason”** Please select reason please select **“Leave Keep Day-Off”**.

Reason : ▼

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

7. 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 |

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

Remark :

9. 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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10. 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.

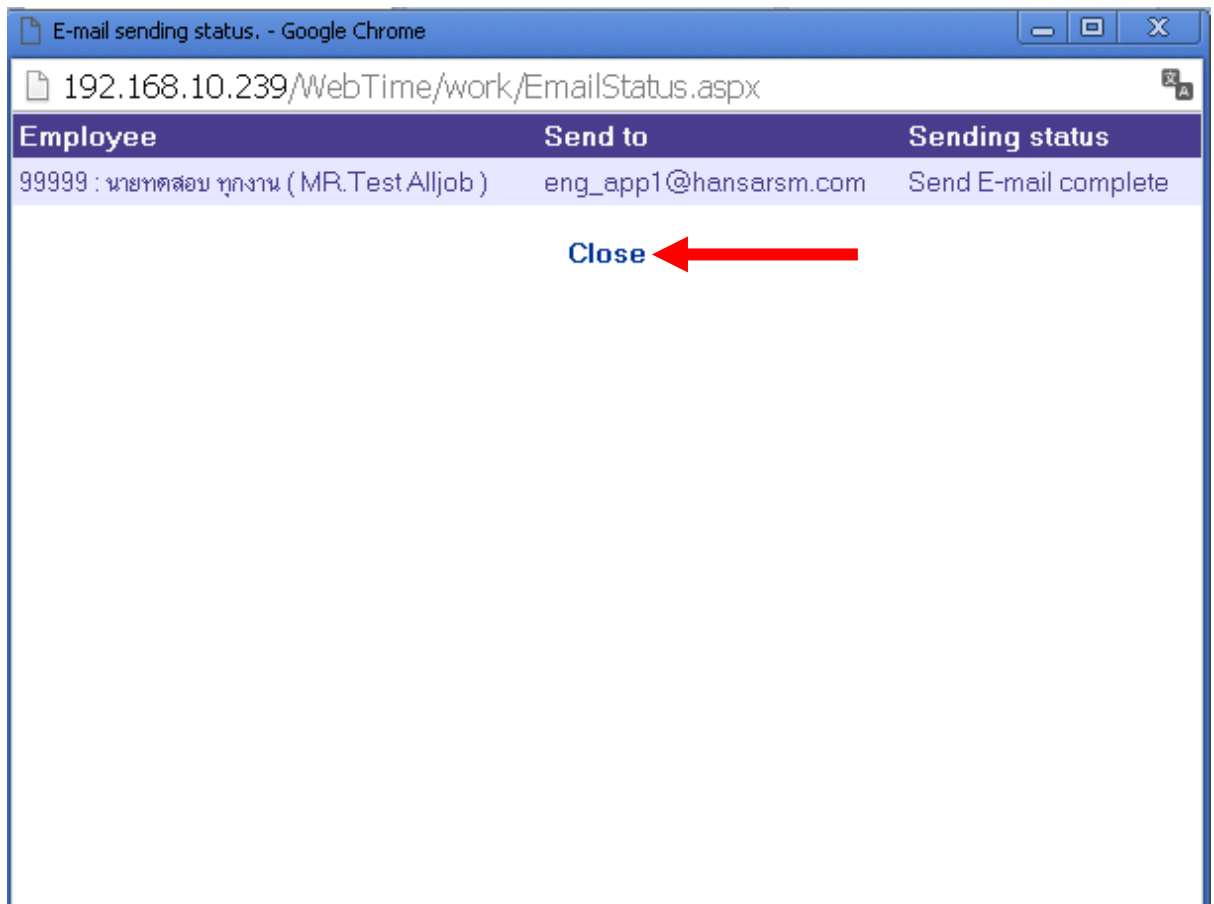
11. When everything is in complete, press the button

Save leave

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

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13. 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”**.



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



----- Finish -----