

Quick guide for employees

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)

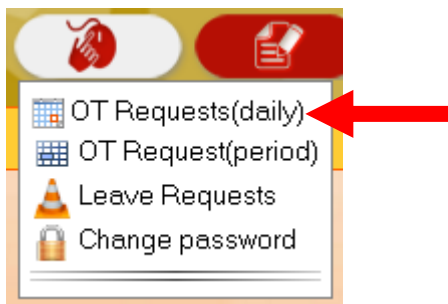
12 Step for Keep Day-Off request

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.

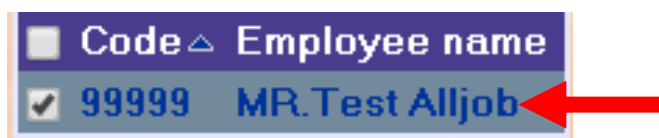
STEP 1 Click at the icon



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

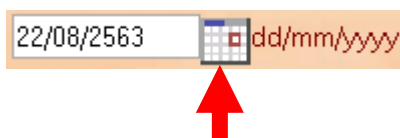


STEP 3 First time: the employee to click on our name on the corner of left menu first.

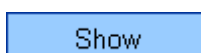


STEP 4 After that, select the day that we want to collect the holidays. By clicking on the calendar

icon 

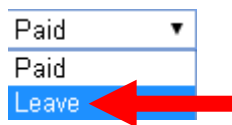


STEP 5 After that click at **“Show”**.

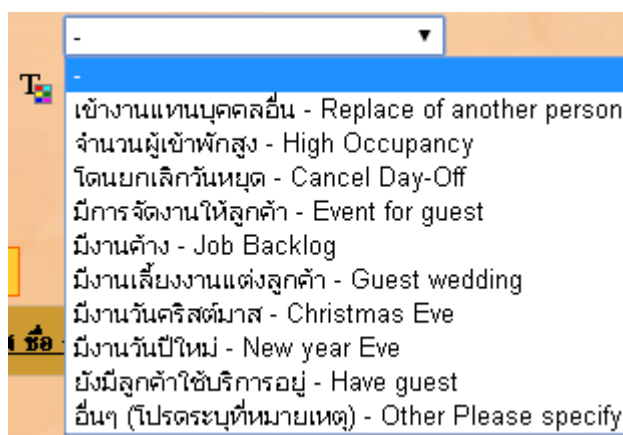


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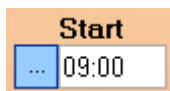
STEP 6 After that at the **“Cumulative”** (This is very important) Choose to change from **“Paid”** to **“Leave”**.



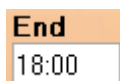
STEP 7 After that at **“Job name”** please click at select a reason for the Keep Day-Off.



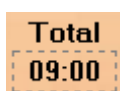
STEP 8 At the **“Start”** Let us type the time to start working.



STEP 9 At the **“End”** Let us type the time at the end of the work.



STEP 10 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.)



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STEP 11 When everything is in complete, press the button  Save

STEP 12 Our Keep Day-Off request system will be displayed as a list.

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การลางาน (Leave)

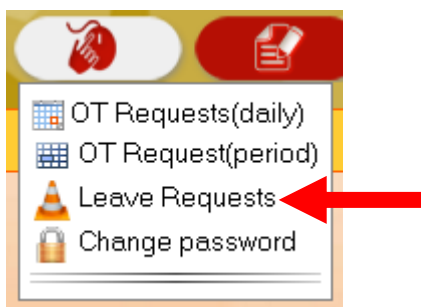
10 Step for Leave request

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



STEP 4 At the **"Reason"** Please select reason as per according to the will that we want to leave.



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STEP 5 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)
ใช้ไป	0 -0:0
คงเหลือ	1 -0:0
ใบลาพักร้อน ที่รออนุมัติ	0 -0:0
ใบลาที่รออนุมัติ ทั้งหมด	0 -0:0

STEP 6 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).

Remark :

STEP 7 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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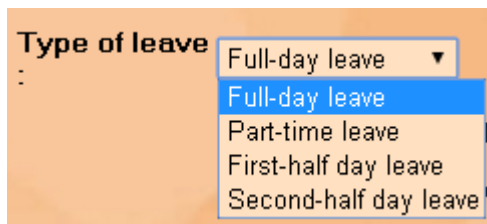
STEP 8 At the **"Type of leave"** Please choose the kind we will leave.

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 9 When everything is in complete, press the button

Save leave

STEP 10 Our Leave request system will be displayed as a list.

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การเปลี่ยนวันหยุด (Change Day-Off)

22 Step for Change Day-Off

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

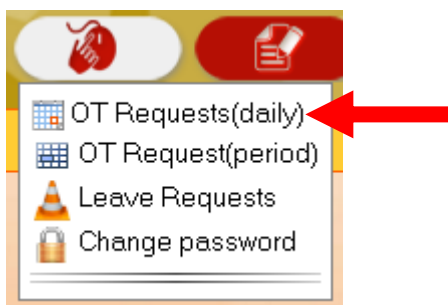
1. Keep Day-Off
2. Leave Online by use Reason: Leave Keep Day-Off

Keep Day-Off

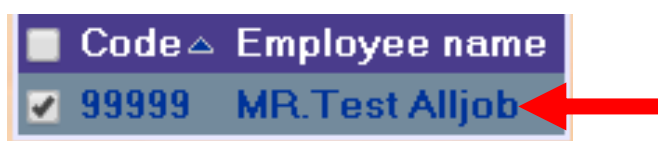
STEP 1 Click at the icon



STEP 2 Click at menu "OT Requests(daily)".

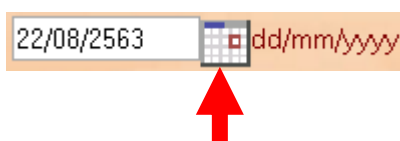


STEP 3 First time: the employee to click on our name on the corner of left menu first.

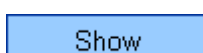


STEP 4 After that, select the day that we want to collect the holidays. By clicking on the calendar

icon 

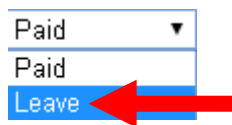


STEP 5 After that click at "Show".

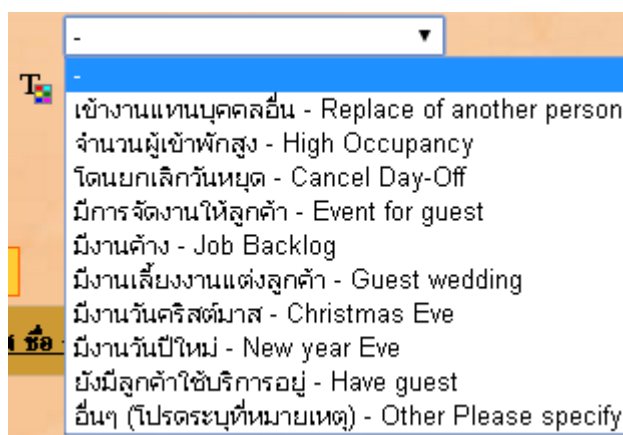


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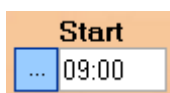
STEP 6 After that at the **“Cumulative”** (This is very important) Choose to change from **“Paid”** to **“Leave”**.



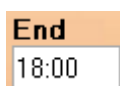
STEP 7 After that at **“Job name”** please click at select a reason for the Keep Day-Off.



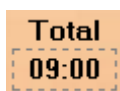
STEP 8 At the **“Start”** Let us type the time to start working.



STEP 9 At the **“End”** Let us type the time at the end of the work.



STEP 10 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.)



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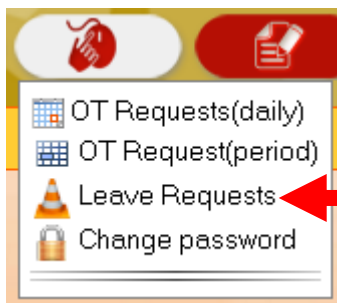
STEP 11 When everything is in complete, press the button 

STEP 12 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.

STEP 13 Click at the icon 

STEP 14 Click at menu **“Leave Requests”**.



STEP 15 First time: the employee to click on our name on the corner of left menu first.



STEP 16 At the **“Reason”** please select **“Leave Keep Day-Off”**



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STEP 17 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


STEP 18 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 19 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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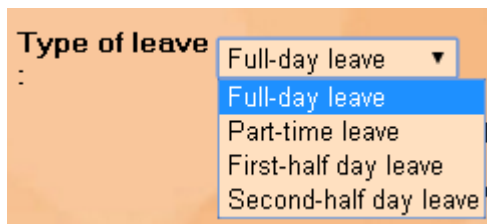
STEP 20 At the **"Type of leave"** Please choose the kind we will leave.

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 21 When everything is in complete, press the button

Save leave

STEP 22 Our Leave request system will be displayed as a list.

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