NETAIMS : CETAK LAPORAN KEHADIRAN – UNTUK PEKERJA KONTRAK

Bil	Perkara
1	Login ke system NETAIMS
	http://www2.psp.edu.my/netaims/login.aspx
2	Human Resources management System
	Human Resources Management System
3	Time Attendance Management
	Time Attendance Management
4	TAMS Transaction – terdapat 3 pilihan laporan yang boleh dijana iaitu Daily Attendance, Weekly Attendance dan Monthly Attendance
а	TAMS Transaction - Daily Attendance
	Department : pilin KEBERSIHAN BANGUNAN atau KEBERSIHAN KAWASAN atau KESELAMATAN Sorting by : Employee Name Select Transaction Date : pilih From Date dan To Date Klik pada Report **pastikan tidak klik pada Daily Posting
	Time Attendance Daily Affendance
	Management System Event Filter From Card No. 1
	TAMS Setup >> From Employee Code : Utilities From Employee Name : To Employee Name :
	Upload File to Server Job Title : Department : Department : Department
	TAMS Admin Branch ENZEC Resources TAMS Setting Monthly Shift Pattern EVETECH ENGINEERING & TANING
	Data Housekeeping JAB. KEJ. ELEKTRIK TAMS Transaction Attendance Status : Show All
	Daily Attendance JAB. PENGAJIAN AM Weekly Attendance JAB. PERDAGANGAN Sorting by : Employee Name JAB. TEK. MAKLUMAT & KOMUNIKASI
	Monthly Attendance JSKK Transaction Closing KEBERSHAN BANGUNAN KEBERSHAN KAWASAN
	Approval Report Type : Attendance status Force New Page KESFLAMATAN Attendance Reason Select Transaction Date PEIABATA
	Approval From Date : 01/05/2019 To Date : 09/05/2019 To Date : 09/05/2019 Daily Amendment Approval Last drills ensuing dates by MetAINE Ensuinge as 2019 (25 (00 00/02) Daily PENGURUSAN KUALITI Daily Constrained and by MetAINE Ensuinge as 2019 (25 (00 00/02) Daily Daily PENGURUSAN KUALITI
	Report RIZADI BIN RAMLI Daily Access Log View
	Daily Exception UNIT ASRAMA UNIT ICT
	Monthly Analysis UNIT KEWANGAN UNIT LATIHAN & PENDIDIKAN LANJUTAN UNIT PARIMAN PSIKOLOGI UNIT PARIMAN PSIKOLOGI
	Disciplinary Card UNIT PENTABORAN VUNIT PEPERIKSAAN

b TAMS Transaction - Monthly Attendance
Department : pilin KEBERSIHAN BANGUNAN atau KEBERSIHAN KAWASAN atau
Sorting by : Employee Name
Report Type : pilih Analysis atau Details
Select Transaction Date : pilih bulan, From Date dan To Date
Kilk pada Report
Time Attendance Management System Monthly Attendance Report
- Event Filter
TAMS Setup >> From Employee Code Imployee Code Imployee Code Imployee Code Ithitinge From Employee Imployee Imployee Imployee
Upload File to Server Job Title : Department : V
Download Daily Log Monthly Shift Pattern : TAMS Admin Branch : Monthly Shift Pattern :
TAMS Setting
TAMS Transaction
Daily Attendance Report Type Weekly Attendance Report Type
Monthly Attendance Select Transaction Date Tansaction Closing August Data and Dat
Approval Monthly Posting Monthly Posting
Attendance Reason Approval Date severation for [2010/04/01] to [2010/04/02] to [2010/04/04/02] to [2010/04/04/04/04/04/04/04] to [2010/04/04/04/04/04/04/04/04/04/04/04/04/04
Approval Report Report Report
Daily Access Log
Daily Exception Weekly Analysis
Monthly Analysis Disciplinary
Disciplinary Card
5 Laporan akan dipaparkan mengikut nama pekerja bagi syarikat tersebut. Apabila laporan
dipaparkan, pilih PDF - Export, kemudian Save As
Hote //www.2 Good example in LAMA Reports // pit/www.Than Tothic acco // Provide with 2019/5/2015/2015/2015/2015/2015/2015/2015/20
NetAIM5 - Time Attendance Management System Daily Attendance Report by Employee Name - Attendance Status [2019.05.01-2019.05.007] Full-table Solverage Praid
Date Shift Work Break Overtime Image Work Break Overtime AttendanceStatus In Out In In Out In In Out In In Out In Out In Out In In Out In Out In Out In In Out In Out In Out In Out In In Out In In Out In In In In In Out In In </th
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EOT-Early OT.LOT.Late OT.OTH-Over Timis) Pressi by: DARNO REATY & D'ENDED ARRES Page 1 of 11
Save at
Do you want to open or save C_WINDOWS_TEMP_tmp182C.tmp.pdf from www2.psp.edu.my?

6	Satu lagi laporan yang boleh digunakan adalah Monthly Analysis
	Pilih Monthly Analysis
	KESELAMATAN
	Select Transaction Date : pilih bulan, From Date dan To Date Klik pada Report
	** laporan ini mengambil masa yang lama untuk dijana
7	Laporan tersebut perlu e-mel kepada syarikat terlibat.