

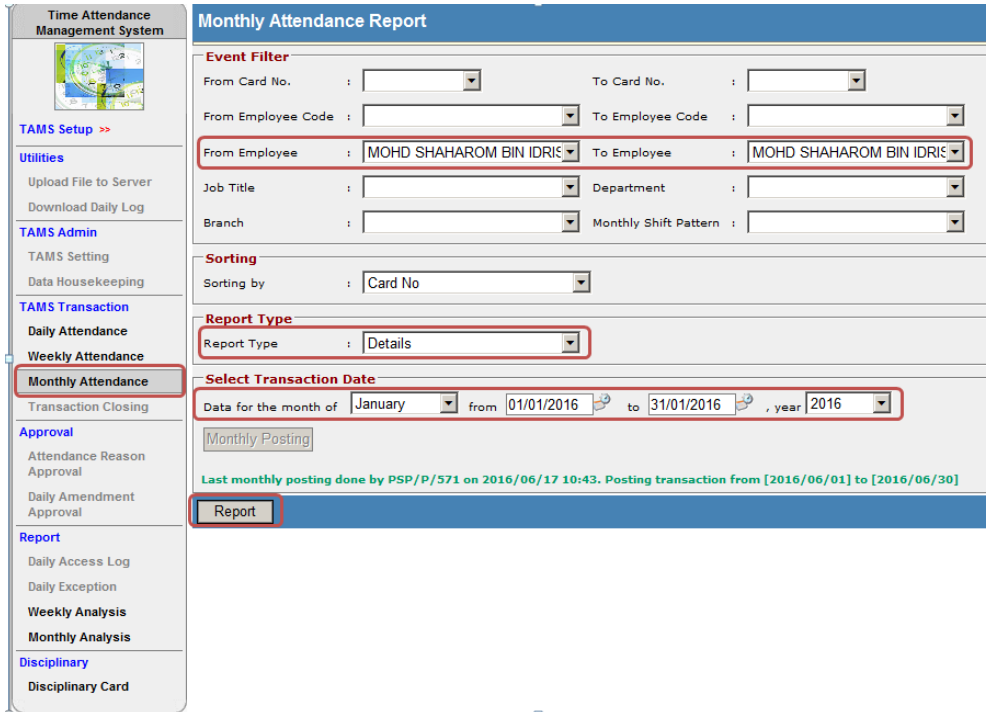


## NETAIMS : CETAK LAPORAN KEHADIRAN

Bil	Perkara
1	Login ke system NETAIMS <a href="http://www2.psp.edu.my/netaims/login.aspx">http://www2.psp.edu.my/netaims/login.aspx</a>
2	<b>Human Resources management System</b> 
3	<b>Time Attendance Management</b> 
4	Pilih <b>Monthly Attendance</b> – pilih <b>Employee</b> – <b>Report Type</b> : pilih <b>Details</b> – <b>Month</b> : pilih <b>Bulan</b> , kemudian klik <b>Report</b>  <p>** Untuk laporan ringkas, boleh pilih <b>Report Type : Analysis</b></p>

5

Apabila laporan dipaparkan, pilih **Export : PDF**, kemudian **Save As**

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**NetAIMS - Time Attendance Management System**  
**Monthly Attendance Report - Detail**  
 Politeknik Seberang Perai

[2016/01/01-2016/01/31]  
 - JANUARY  
 Printed on: 17/06/2016 12:30:51PM

Name: MOHD SHAHAROM BIN IDRIS Employee Code: PSP/P/886 Disciplinary Card: 000002058  
 Department: JMSK Position: PSY Working Schedule: 1601 WP3

**Main Work Time :**

T.Wk.H	Total Worked Hour	000.00
T.Wk.Ln	Total Work Late In Hour	000.00
T.Wk.EOut	Total Work Early Out Hour	000.00

**Break Time :**

T.Br.EOut	Total Break Early Out Hour	000.00
T.Br.Ln	Total Break Late In Hour	000.00

**Over Time :**

T.EOT	Total Early OT Hour	000.00
T.LOT	Total Late OT Hour	000.00
T.OTH	Total Overtime Hour	000.00

**Work Hour Rate :**

T.R_0.0	Total Hour R_0.0	000.00
T.R_1.0	Total Hour R_1.0	000.00
T.R_1.5	Total Hour R_1.5	000.00
T.R_2.0	Total Hour R_2.0	000.00
T.R_3.0	Total Hour R_3.0	000.00

**Day :**

Day	Total Day	31
ND	Total Normal Day	19
OD	Total Off Day	00
RD	Total Rest Day	09
PH	Total Public Holiday	03

**Attendance Status :**

Ab	Absent	19
Lv	On Leave	00
IC	In Complete Swipe	00
OT	Overtime	00
Wk.EIn	Work: Early In	00
Wk.LIn	Work: Late In	00
Wk.EOut	Work: Early Out	00
Wk.LOut	Work: Late Out	00
Red	Red Alert	19

**Shift Pattern :**


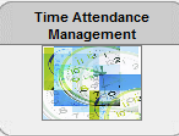
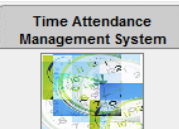
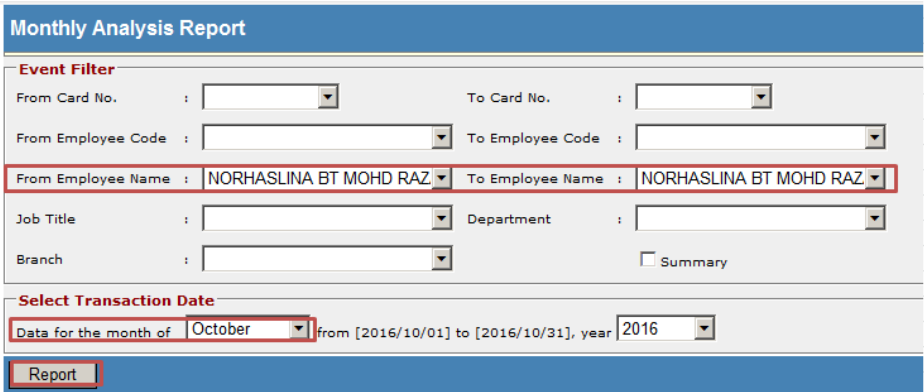
Day Shift	Frequency
00-Non-Working	10
13-ADN.G_WO_OT	21

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## NETAIMS : CETAK LAPORAN KEHADIRAN (BESERTA ALASAN)

Bil	Perkara
1	Login ke system NETAIMS <a href="http://www2.psp.edu.my/netaims/login.aspx">http://www2.psp.edu.my/netaims/login.aspx</a>
2	<b>Human Resources management System</b> 
3	<b>Time Attendance Management</b> 
4	Pilih <b>Monthly Analysis</b> – pilih <b>Employee</b> – pilih <b>Bulan</b> , kemudian klik <b>Report</b> <div style="display: flex; align-items: flex-start;"> <div style="width: 25%;">  <p><b>TAMS Setup &gt;&gt;</b></p> <p><b>Utilities</b></p> <p>Upload File to Server</p> <p>Download Daily Log</p> <p><b>TAMS Admin</b></p> <p>TAMS Setting</p> <p>Data Housekeeping</p> <p><b>TAMS Transaction</b></p> <p>Daily Attendance</p> <p>Weekly Attendance</p> <p><b>Monthly Attendance</b></p> <p>Transaction Closing</p> <p><b>Approval</b></p> <p>Attendance Reason Approval</p> <p>Daily Amendment Approval</p> <p><b>Report</b></p> <p>Daily Access Log</p> <p>Daily Exception</p> <p><b>Weekly Analysis</b></p> <p><b>Monthly Analysis</b></p> <p><b>Disciplinary</b></p> <p>Disciplinary Card</p> </div> <div style="width: 75%;">  </div> </div> <p><b>** laporan ini mengambil masa yang lama untuk dijana</b></p>

- 5 Apabila laporan dipaparkan, pilih **PDF - Export**, kemudian **Save As**

Internet Explorer - www2.psp.edu.my

http://www2.psp.edu.my/Netams/Reports/rptPreviewTmsMonthlyEmpAtt.aspx?strDate=2016%2f10%2f18&FromDate=2016%2f10%2f18&ToDate=2016%2f10%2f31&FromCardNo=8ToCardNo=8F

Portable Document (PDF) Export View & Print

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### LAPORAN HARIAN REKOD KEHADIRAN

NAMA : NORHASLINA BT MOHD RAZALI WARNA KAD : 0000000163  
KEMENTERIAN : KEMENTERIAN PENGAJIAN TINGGI MALAYSIA PILIHAN WAKTU KERJA : 1610 WP2  
JABATAN : POLITEKNIK SEBERANG PERAI  
BAHAGIAN / UNIT : UNIT PENTABDIRAN  
BULAN : OKTOBER 2016

TARIKH	MASUK	KELUAR	MASUK LAMBAT	KELUAR AWAL	KENYATAAN	JUMLAH MASA	KELULUSAN
01 - Sat	--:--	--:--	00:00	00:00		00:00	
02 - Sun	--:--	--:--	00:00	00:00		00:00	
03 - Mon	--:--	--:--	00:00	00:00		00:00	
04 - Tue	07:32	17:00	00:00	00:00		08:00	
05 - Wed	07:32	17:00	00:00	00:00		08:00	
06 - Thu	07:36	17:00	00:00	00:00		08:00	
07 - Fri	07:38	17:00	00:00	00:00		08:00	
08 - Sat	--:--	--:--	00:00	00:00		00:00	
09 - Sun	--:--	--:--	00:00	00:00		00:00	
10 - Mon	07:48	17:00	00:00	00:00		08:00	
11 - Tue	07:46	17:00	00:00	00:00		08:00	
12 - Wed	07:49	17:00	00:00	00:00		08:00	
13 - Thu	07:39	17:00	00:00	00:00		08:00	
14 - Fri	07:44	17:00	00:00	00:00		08:00	
15 - Sat	--:--	--:--	00:00	00:00		00:00	
16 - Sun	--:--	--:--	00:00	00:00		00:00	
17 - Mon	07:42	17:00	00:00	00:00		08:00	
18 - Tue	07:37	17:00	00:00	00:00		08:00	
19 - Wed	07:34	17:00	00:00	00:00		08:00	
20 - Thu	07:36	17:00	00:00	00:00		08:00	
21 - Fri	07:35	17:00	00:00	00:00		08:00	
22 - Sat	--:--	--:--	00:00	00:00		00:00	
23 - Sun	--:--	--:--	00:00	00:00		00:00	
24 - Mon	07:45	17:00	00:00	00:00		08:00	
25 - Tue	07:40	17:00	00:00	00:00		08:00	
26 - Wed	07:40	17:00	00:00	00:00		08:00	
27 - Thu	07:37	17:27	00:00	00:00		08:00	
28 - Fri	--:--	--:--	00:00	00:00	TH : CUTI REHAT	00:00	TH:LULUS-RABIAH BT. AMAN
29 - Sat	--:--	--:--	00:00	00:00		00:00	
30 - Sun	--:--	--:--	00:00	00:00		00:00	
31 - Mon	07:39	17:00	00:00	00:00		08:00	


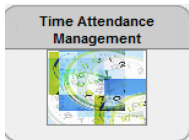
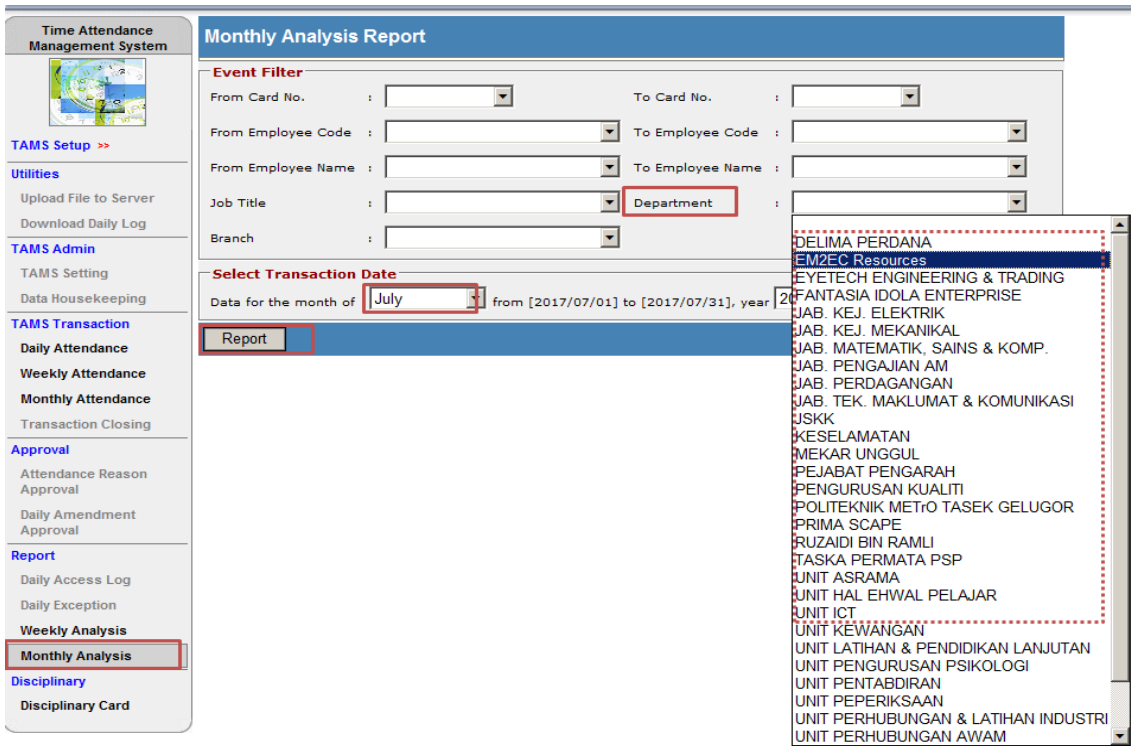
### LAPORAN BULANAN

MASUK AWAL	19	JUMLAH CATITAN MERAH	01
MASUK LEWAT (ML)	00	JUMLAH MASUK LEWAT	000:00
KELUAR AWAL (KA)	00	JUMLAH KELUAR AWAL	000:00
KELUAR LEWAT	19	JUMLAH JAM BEKERJA	152:00
TIDAK LENGKAP (TL)	00	JUMLAH KERJA LEBIH MASA	000:00
TIDAK HADIR (TH)	01		
OFFDAY	08		
CUTI UMUM	03		

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## NETAIMS : CETAK LAPORAN KEHADIRAN (BESERTA ALASAN) – UNTUK PEKERJA KONTRAK

Bil	Perkara
1	Login ke system NETAIMS <a href="http://www2.psp.edu.my/netaims/login.aspx">http://www2.psp.edu.my/netaims/login.aspx</a>
2	<b>Human Resources management System</b> 
3	<b>Time Attendance Management</b> 
4	Pilih <b>Monthly Analysis</b> – untuk <b>Department</b> : pilih syarikat yang terlibat – pilih <b>Bulan</b> , kemudian klik <b>Report</b>  <p>** laporan ini mengambil masa yang lama untuk dijana</p>

5

Laporan akan dipaparkan mengikut nama pekerja bagi syarikat tersebut. Apabila laporan dipaparkan, pilih **PDF - Export**, kemudian **Save As**

Internet Explorer  
http://www2.psp.edu.my/netains/Reports/rptPreviewTmsMonthlyEmpAtt.aspx?strDate=2016%2f10&FromDate=2016%2f10%2f01&ToDate=2016%2f10%2f31&FromCardNo=8ToCardNo=8F

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### LAPORAN HARIAN REKOD KEHADIRAN

NAMA : NORHASLINA BT MOHD RAZALI WARNA KAD : 0000000163 **PIDAU**  
 KEMENTERIAN : KEMENTERIAN PENGAJIAN TINGGI MALAYSIA PILIHAN WAKTU KERJA : 1610 WP2  
 JABATAN : POLITEKNIK SEBERANG PERAI  
 BAHAGIAN / UNIT : UNIT PENTABDIRAN  
 BULAN : OKTOBER 2016

TARIKH	MASUK	KELUAR	MASUK LAMBAT	KELUAR AWAL	KENYATAAN	JUMLAH MASA	KELULUSAN
01 - Sat	--:--	--:--	00:00	00:00		00:00	
02 - Sun	--:--	--:--	00:00	00:00		00:00	
03 - Mon	--:--	--:--	00:00	00:00		00:00	
04 - Tue	07:32	17:00	00:00	00:00		08:00	
05 - Wed	07:32	17:00	00:00	00:00		08:00	
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07 - Fri	07:38	17:00	00:00	00:00		08:00	
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TIDAK HADIR (TH)	01		
OFFDAY	08		
CUTI UMUM	03		

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