NETAIMS: PANDUAN KETUA JABATAN / KETUA UNIT APPROVE ATTENDANCE REASON

Bil	Perkara								
1	Login ke NETAIMS								
	http://www.o.e.e.e.du.ee./e	station of the state							
	nttp://www2.psp.edu.my/n	ietaims/login.aspx							
	Deenvane :								
	Password :								
2	Attendance Reason Apr	oroval							
-									
	Setelah login ke syste	em Netaims, menu At	tendance F	Reason	Approval aka	n dipapark	an.		
	 Ketua Jabatan/Unit bo 	oleh View untuk melik	hat alasan y	ang dib	perikan dan ker	nudian pilil	า		
	Approve this leave a	tau Reject this leave	a alabah y	ang an		indulari pili	•		
	Attendance Reason Approval						Report		
	Apply Date Employee Name	Emp. Code Department	Att. Date	Apply For	Reason	Appr	oval		
	2017/05/16	station of the second	2017/05/15	Incomplete	LAN-LAN	P Asprove	Maree		
	2017/05/11		2017/05/09	Late In	LAIN-LAIN	P Asprove	View		
	2017/05/08		2017/05/05	Incomplete	LAN-LAN	P Asprove	View		
	2017/05/03		2017/05/02	Absent	CUTIRENAT	P Approve	View		
	2017/05/03		2017/04/27	Absent	CUTIRENAT	P Assesse	View		
	2017/05/02		2017/04/03	Absent	CUTURENAT	P Approve	Variat		
	2017/05/02		2017/04/05	Absent	CUTI REHAT	P Approve	Verw		
	2017/05/02		2017/04/17	Absent	CUTI SAKIT	P Asserve	Ven		
	2017/05/02		2017/04/19	Absent	CUTI SAKIT	P Approve	View		
	2017/03/27		2017/03/15	Late In	LAN-LAN	P Assess	Vew		
	2017/03/27		2017/03/02	Absent	CUTI REHAT	P Approve	View		
	2017/03/27		2017/03/05	Absent	CUTIRENAT	P Assesse	View		
	2017/03/27		2017/03/16	Late In	MASALAH KENDERAAN	P Assesse	View		
	2017/03/27		2017/03/21	Late In	KLINIK DAN HOSPITAL	P Approve	View		
	Total 15 item(s). Filter by : Status	Pending Fitter			Reset R Plan Nex	I> Goto 1 💌	13 Pages.		
	 Pastikan Allow pop-up window bagi Netaims (sekiranya ada) Sekiranya menu Attendance Reason Approval tidak dipaparkan setelah login, sila pergi ke menu tersebut mengikut langkah di bawah. Human Resources Management System – iEmployee – Approvel - Attendance Reason Approval Catatan: Sila pastikan semua rekod diselesaikan (Approve/Reject) sebelum 4 haribulan bagi bulan berikutnya. Bagi pegawai pelulus yang akan bertukar, sila pastikan semua rekod telah diselesaikan (Approve/Reject). 								

PANDUAN BERGAMBAR UNTUK APPROVE ATTENDANCE REASON



Time Attendance Management System	Attendance Reason		Click View		Approval			
1 2 2	Apply Date		(to view		Р	Approve	View	
	2023/12/22		detail)		Р	Approve	View	
	2023/12/20			P	Approve	View		
TAMS Setup >>	2023/12/20				Р	Approve	View	
Inilitian	2023/12/20		Click		Р	Approve	View	
Upload File to Server	2023/12/20		Approve (quick step)		Р	Approve	View	
Download Daily Log	2023/12/20				P	Approve	View	
TAMS Admin	2023/12/20				P	Approve	View	
TAMS Setting	2023/12/20				5	Approve	view	
Data Housekeeping	2023/12/20					Approve	view	
TAMS Transaction	2023/12/20				P	Approve	View	
Weekly Attendance	2023/12/19	P <u>Approve</u>		Approve	View			
Monthly Attendanc	2023/12/19			Р	Approve	View		
	2023/12/19			Р	Approve	View		
Approval	2023/12/19				Р	Approve	View	
Attendance Reason Approval	2023/12/19				Р	Approve	View	
Daily Amendment	Total 15 item(s).	Filter by : Status	V Pending	g ✔ Filter	rev	Next 👌 Goto 1	✓ of 175 Pages.	
Report	Status : P=Pending A=Appr	broved R=Rejected						
Daily Access Log					1			
Daily Exception	Click		Filter f	features			age	
Weekly Analysis	Attendance		(by Status:			nav	igation	
Monthly Analysis	Reason		Pen	nding)				
Disciplinary	Approval				- C			
Disciplinary Card	J							