Work from Home Time Entry

User Instructions

Tuesday, April 14, 2020

Presenter Percy Erach Ukaji



Important Note for your time enter time



- ▶ Please use chrome browser and please go through ITAP portal avoid saving URLs
- You will be allowed to enter time in and then time out once during the day
- When you log in you will see both the buttons enabled you select "Save in time" to save in time the window will close when you log in again you will be able to only select "Save out time" to complete your time out click on "Save time out" and the window will be closed.
- If you forget to enter time your in time, in the morning and in the evening when you log in you will have "Save time in and Save time out" enabled. Since you have missed entering your in-time please Select "Save out time" and mark your out time.
- People who are working overnight please save your in time by clicking on "Save in time button" when you start your shift and next day when you log into the system as you would have worked past midnight, "I am in Shift" Box is checked and there is a message in red. Please read the message and confirm the Box is checked and click on "Save time out". If you do that you will be allowed to enter in time when you start your shift / work again on the same day.
- You will also get a red message with "I am in shift" Box checked if you did not work over night but you forgot to enter time out the day before. Here you uncheck the "I am in Shift" check box and enter time in for the new day by clicking "Save time in"
- For Issue resolution create a ticket in Service request in ITAP portal

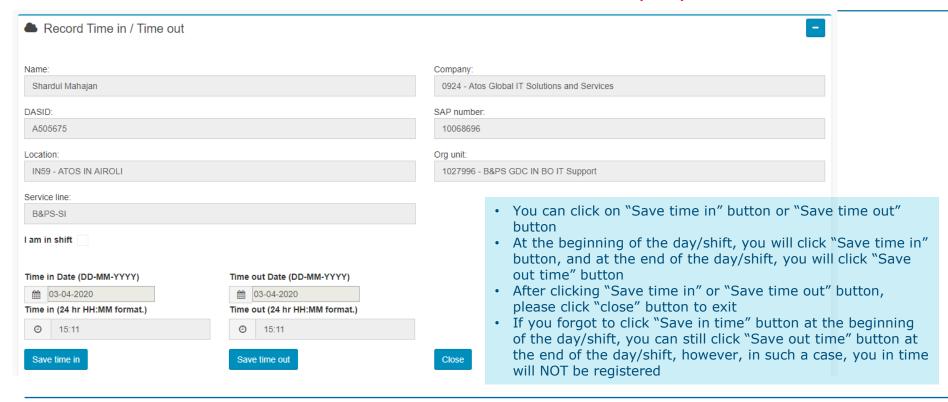
Please refer to instructions in the following slides



Main Screen

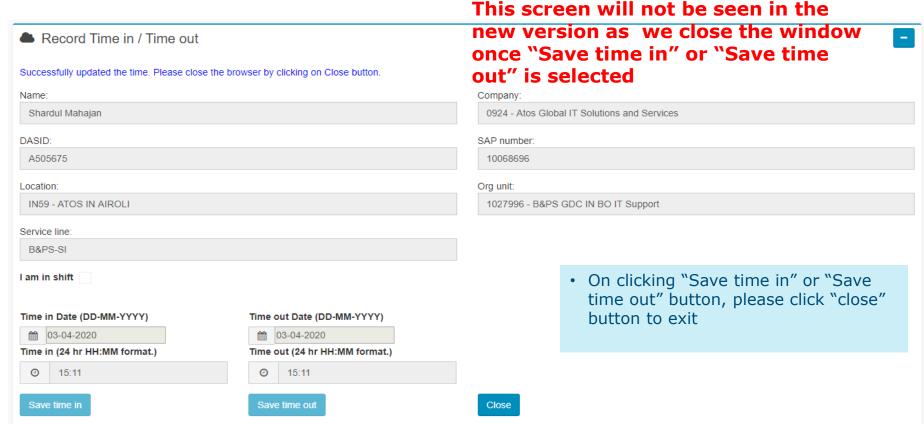


Time entered here will not reflect in Recorder+ on purpose

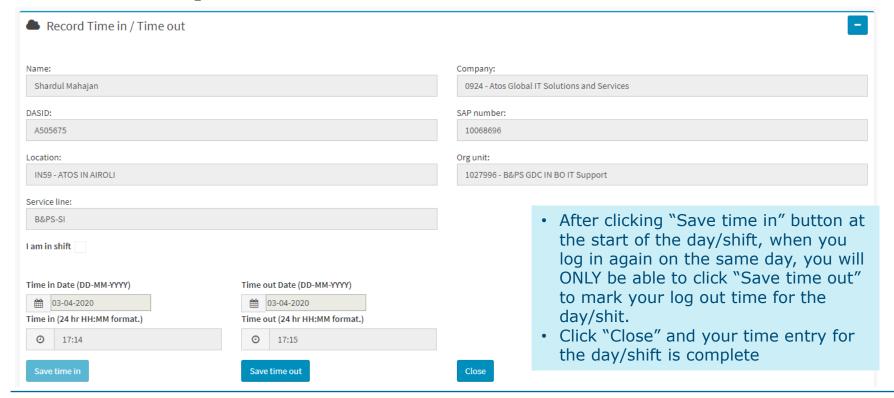


After employee has entered time in - out



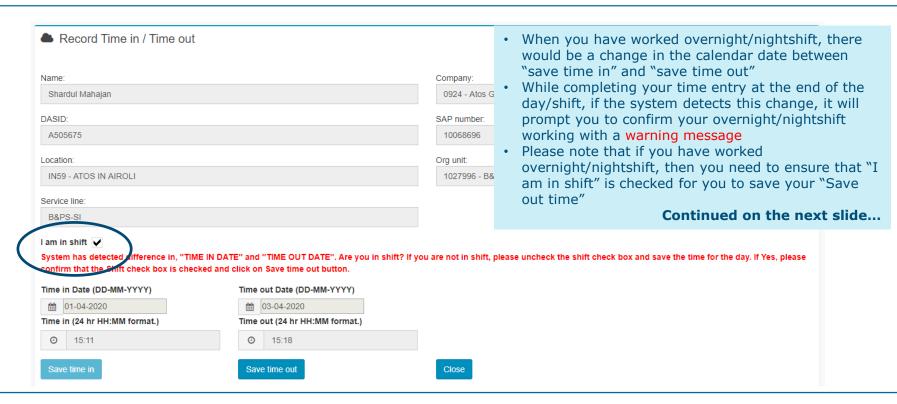


After time in is entered and employee logs ITAP in for entry of out time



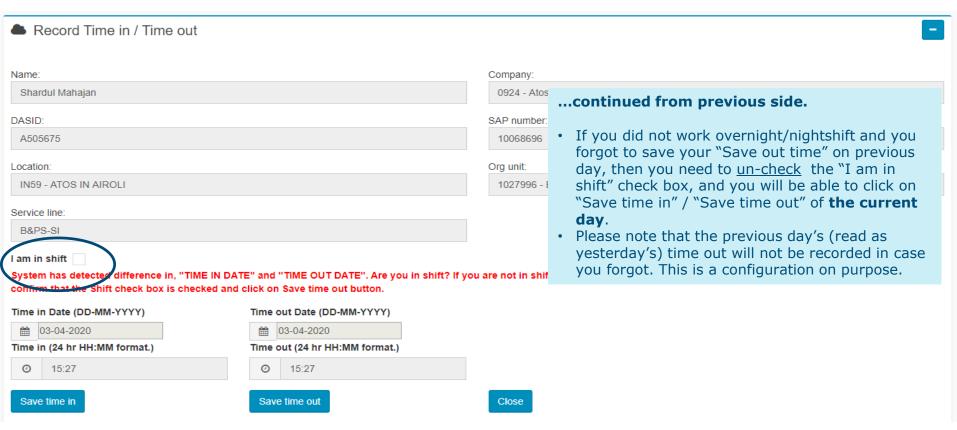
Screen when user is entering time in shift i.e. works overnight/nightshift and the calendar date has changed





Screen when user is having time in for yesterday and he is confirming that he is not working in shift





Thank You

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