

HINDI KO PA NACHECHECK LAHAT PERO ITO YUNG MGA DAPAT AYUSIN AGAD

3. Hindi na kailangan ng 4 copies ang Est.\$ and %Inv.

[illegible]

4. Lahat dapat ng employee kasama sa list.

[illegible]

HINDI KO PA NACHECHECK LAHAT PERO ITO YUNG MGA DAPAT AYUSIN AGAD

5. Required dapat ang STATUS kahit sa Multiple

×

Single

Multiple

Update workload (James Blackburn (Engr. Revr.))

Note, you can only update the hours rendered if the employee is not on leave.

Start Date

DD/MM/YYYY

End Date

DD/MM/YYYY

Hours Rendered

0

Status

☐ 25%

☐ 50%

☐ 75%

☐ 100%

☐ CNST PH.

Save All

6. Sa My Workload, start dapat ng day ay Monday (12/05/25)

Request:									
Leave Wellness Day WFH									
Status Legend: On On 25% 50% 75% 100% CHST PHST Total Hours Legend: Greater than 9 hoursDay Leave WFH Wellness Day Public Holiday Filter by dates DD/MM/YYYY									
Team	Job No.	Client	Project Name	Job Mgr.	Job Component	Notes	Role	Other Members	
TXX000000		Triad Consulting	On-Leave		ALN & Other Leaves		ALN		
S.A.N.	TXX00..	Airw...	Test ALN	ALN	Test	Test	Engi...	D.S.R. ALN 3A,B,M A.D.E. L.T. N.A.C. E.D.B.	

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7. Kung ang default ay "No", dapat ang default value ay 7.6

LEAVE REQUEST FORM

Type *

☒ Annual leave

☐ Sick Leave

☐ Carer's Leave

☐ Bereavement Leave

☐ Study leave

☐ Long Service Leave

☐ Anniversary Day

☐ Paid Parental Leave

☐ Time in Lieu

☐ Leave Without Pay

☐ Other Leave

Includes Community Service, Maternity & Miscellaneous leave

Other Leave Details:

Please input text here

Period Of Leave

First Day Of Leave: * 13/05/2025

Last Day Of Leave: * 13/05/2025

Total Number of Working Days:

1

Are you in a Wellness Day Cycle? *

☐ Yes

☒ No

Total Working Hours on Leave:

8.44

Note: *- Required

☐ I declare that the provided information is true and accurate.

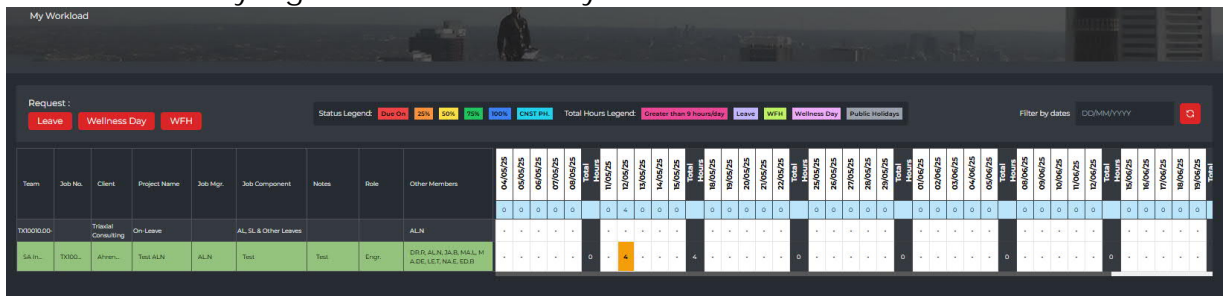
Submit

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8. Hindi lumalabas yung leave color ko sa My Workload

8. Hindi lumalabas yung leave color ko sa My Workload



At naka-0 yung leave ko sa scheduling

[illegible]

9. "WIP" – all caps

Note: Sub-cont. cost cell data is editable.

search project

<div>Invoice</div>					Totals	\$100		\$0	\$100	\$-5	\$95	\$100	\$0	\$0	\$0	\$0	\$0	\$0	
Action	Job no	Client	Project Name	JM	Job Comp.	Est. \$	Invoice (%)	Invoiced \$	Remaining \$	Sub-cont. costs	Wip	Catchup Invoice	PROJECTED INVOICING						
	TX0000...	Ahrens...	Test ALN	ALN	Test	\$100	0%	\$0	\$100	\$-5	\$95	\$100	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov
													-	-	-	-	-	-	-

10. Mali yung formula ng WIP, please check spreadsheet

Note: Sub-cont. cost cell data is editable.

<div>Invoice</div>				Totals	\$100		\$0	\$100	\$-5	\$55	\$30		\$30	\$0	\$40	\$0	\$0	\$0	
Action	Job no.	Client	Project Name	JM	Job Comp.	Est. \$	Invoice (%)	Invoiced \$	Remaining \$	Sub-cont. costs	Wip	Catchup Invoice	<div>PROJECTEDINVOICING</div>						
	TX0000..	Athens...	Test ALN	ALN	Test	\$100	0%	\$0	\$100	\$-5	\$55	\$30	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov
													\$30	\$0	\$40	-	-	-	