**<Time clock>**

출근 – Clock-in

외출 – OOO (Out of Office)

퇴근 – Clock-out

결근 – Absent

지각 – Tardy

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외출.조퇴신청.조회 Early leave request form

휴가신청/조회 Vacation/time off request form

출장.교육신청/조회 Business trip request form or Business travel authorization form / continuing education request form

초과근무신청/조회 Overtime (approval) request form

재직증명서신청/발급 Certificate of employment

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사원메뉴 Employee’s menu

인사관리 Human resource management

근태관리 Absenteeism and tardiness 🡪 attendance management

급여관리 Payroll

시스템관리 System settings

기초환경설정

일단 ‘기초환경설정’이랑 ‘시스템관리’는 비슷해 보이니 한 카테고리로 묶는게 나을 것 같다?!!

차라리 다른 걸 집어넣어.