MyTime

Home
Leave scheduler
Request history
Shift scheduler

Add Projects

1 _____
2 _____
3 _____

➕ Add new

Dates here
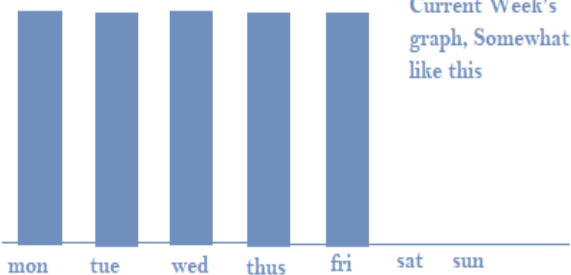
Current Week's graph, Somewhat like this

mon   tue   wed   thus   fri   sat   sun

CALENDER PICKER

Here we add hours to fill timmesheet, and the submit to send the request to approver

SUBMIT

EXPLAIN THE COLOR CODING HERE...

After Logging in This Homepage is the default page user will come to.

Functionalities of the page:

- Adding Project
- To view the weekly status
- To fill the hours and submit

MyTime   User Profile   FAQ's   Log out

Home
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Add Proj

1 _____

2 _____

3 _____

+ Add new

Project Name [   ]

Category [   ]

From Date [   ]   To Date [   ]

ADD PROJECT

Dates here

mon   tue   wed   thus   fri   sat   sun

prover

EXPLAIN THE COLOR CODING HERE...

Add Project- Pop up window

After project is added, only for the specified project interval you can fill the hours in adjacent calendar. After to date is expired employee has to create new project again.

MyTime		User Profile	FAQ's	Log out

Home

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AVAILABLE LEAVES   Earned L : 6   Spcl L : 1   Unpaid L : 0

Apply for leave

Start Date [　　　　　▼]   End Date [　　　　　▼]

Number of days : [　　]

Reason for Leave: [　　　　　　]

SUBMIT

<u>Leave scheduler</u>

- Default shows the leave balance
- After clicking on **apply for leave**, below section appears (simple JS code)
- From there you can apply for leave, and submit the request

- Here we can see three sections Pending timesheet requests, Reopen requests, Leave Requests

MyTime

| Home |
| Leave scheduler |
| Request history |
| Shift scheduler |

Pending Timesheet Requests   **Reopen Requests**   **Leave Requests**

Sr	Dates	Booked hours	Status	Approver ID/Name

Request History-> Pending Timesheet Requests

- It fetches the status (Pending/Approved/Reject)of daily pending timesheet requests(if any) from DB and shows the needed info per request
- If none, Shows – NO RECORDS

MyTime   <superscript>User Profile   FAQ's   Log out</superscript>

User Profile   FAQ's   Log out

Home
Leave scheduler
Request history
Shift scheduler

| Pending Timesheet Requests | Reopen Requests | | | Leave Requests |

Sr	Dates	Reason for reopen	Status	Approver ID/Name

<superscript>Request History-> Reopen Requests</superscript>

Request History-> Reopen Requests

- It fetches the status (Pending/Approved/Reject)of reopen requests(if any) from DB and shows the needed info per request
- If none, Shows the dates that hasn't been filled in, with a button that says- Send Reopen request
- If none, Shows- NO RECORDS

After Approval of reopen request, user can go to homepage, select the date, fill hours and submit it for approval again

         User Profile   FAQ's   Log out

Home	**Pending Timesheet Requests**	**Reopen Requests**		**Leave Requests**
Leave scheduler				
Request history	Sr	From Date	To Date	Status Approver ID/Name
Shift scheduler				

Request History-> Reopen Requests

- It fetches the status (Pending/Approved/Reject)of leave requests (if any) from DB and shows the needed info per request
- If none, Shows- NO RECORDS
- If Manager accepts the leave request, User is sent a mail about the same

MyTime		User Profile FAO's Log out

Home
Leave scheduler
Request history
Shift scheduler

From Date: [▼]   To Date: [▼]

Shift Type :   [select   ▼]

_____

_____

_____

...All the 8 options we get in itime

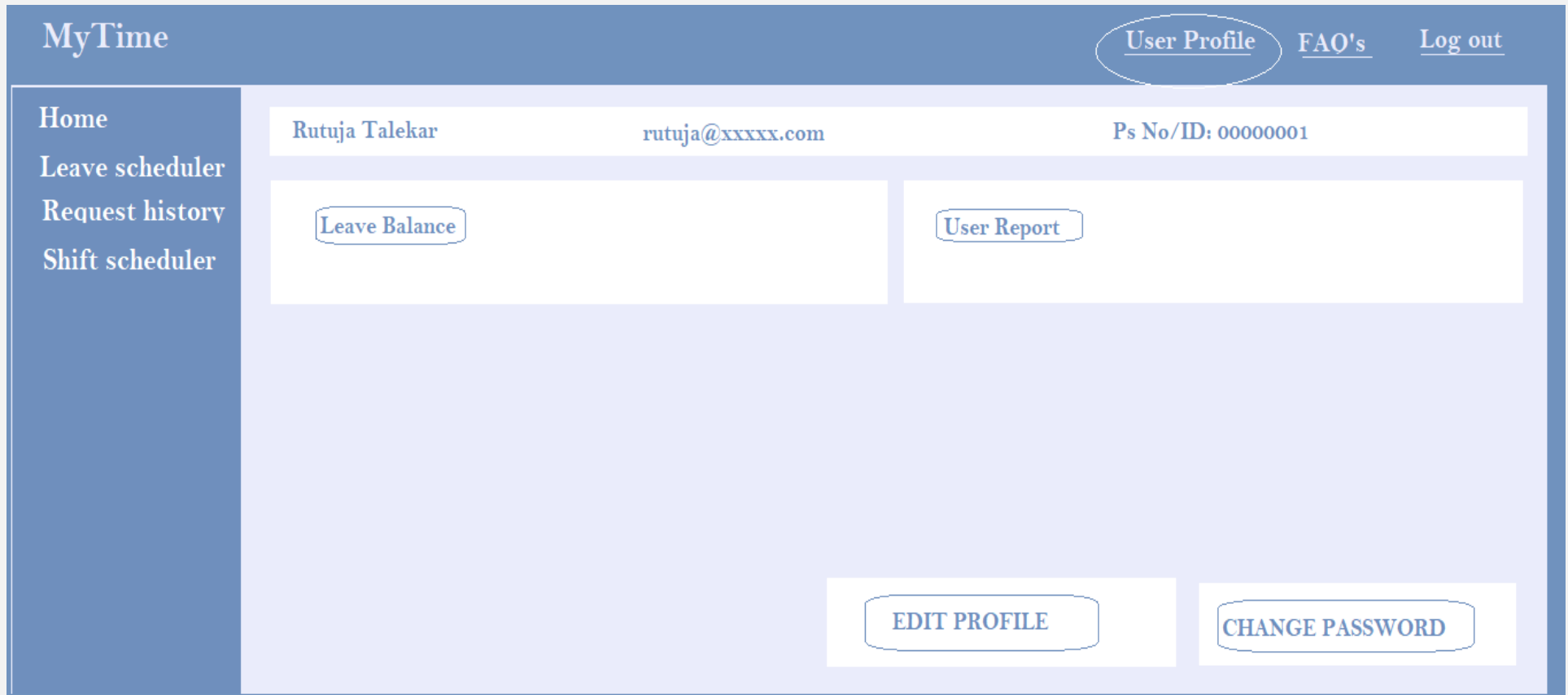Remarks : [   ]

Prior Records...

SUBMIT

Shift Scheduler

- As shown In the image, after filling the details, shift request is submit when the user clicks on submit button
- Second half of the screen shows the past requests of shifts, example showed below

Applied History   ✅ Approved   ❌ Rejected   ⧗ Pending   ⊗ Cancelled

Sr.No	From Date	To Date	Shift Type	Approver	Modified Date	Status	Cancel
1	05-May-2020	31-May-2020	Second Shift (Monday-Friday) 14:30-23:00	Nitin Mahashabde	05-May-2020	✅	
2	04-May-2020	04-May-2020	First Shift (Monday-Friday) 06:30-15:00	Nitin Mahashabde	05-May-2020	✅	
3	16-Apr-2020	30-Apr-2020	Second Shift (Monday-Friday) 14:30-23:00	Nitin Mahashabde	20-Apr-2020	✅	

MyTime   User Profile   FAQ's   Log out

Home
Leave scheduler   Rutuja Talekar   rutuja@xxxxx.com   Ps No/ID: 00000001
Request history
Shift scheduler
                         Leave Balance   User Report

                                                            EDIT PROFILE   CHANGE PASSWORD

User Profile

- Here by default some of the basic details of employee are showed
- From the page user can again check leave balance (After clicking on the LEAVE BALANCE button, a section with leave balance is made visible with simple JS code)
- After clicking on user report- PDF with attendance report of past month is downloaded
- Here you can edit your profile and **change password**