

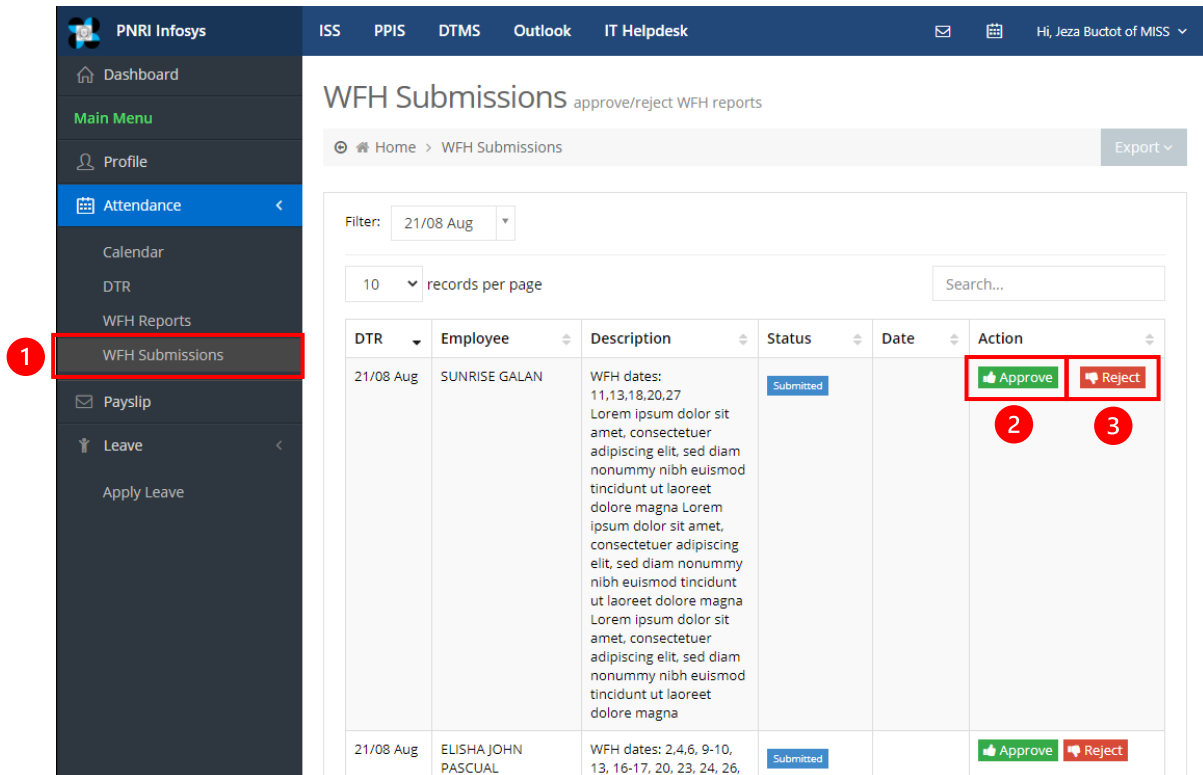


## InfoSys - WFH Report (Head/Chief)

Approve your staff's WFH Report online using the new WFH Report feature in the [InfoSys](#).

1. Login to your InfoSys account, then click "WFH Submissions" from the sidebar.
2. To approve, click the  button in line with the report you want to approve.
3. Or click the  button in line with the report you want to reject.



PNRI Infosys

ISS PPIS DTMS Outlook IT Helpdesk

Hi, Jeza Buctot of MISS





### WFH Submissions



approve/reject WFH reports

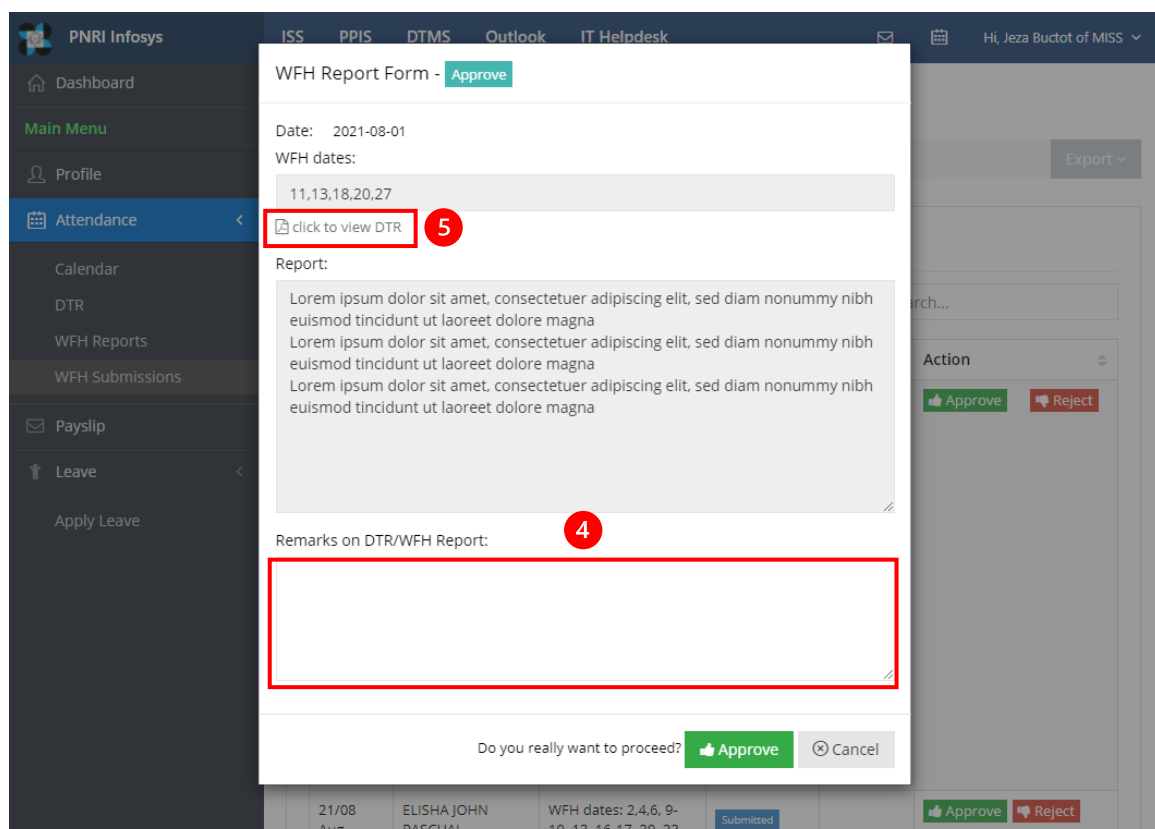
Home > WFH Submissions

Filter: 21/08 Aug

10 records per page

DTR	Employee	Description	Status	Date	Action
21/08 Aug	SUNRISE GALAN	WFH dates: 11,13,18,20,27 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna	Submitted		 
21/08 Aug	ELISHA JOHN PASCUAL	WFH dates: 2,4,6, 9-10, 13, 16-17, 20, 23, 24, 26,	Submitted		 

4. If Approve is clicked, you may input remarks/justification, then click  to save.
5. You may verify WFH dates by checking your staff's DTR, just click the  icon



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### WFH Report Form - Approve

Date: 2021-08-01



WFH dates: 11,13,18,20,27


 click to view DTR

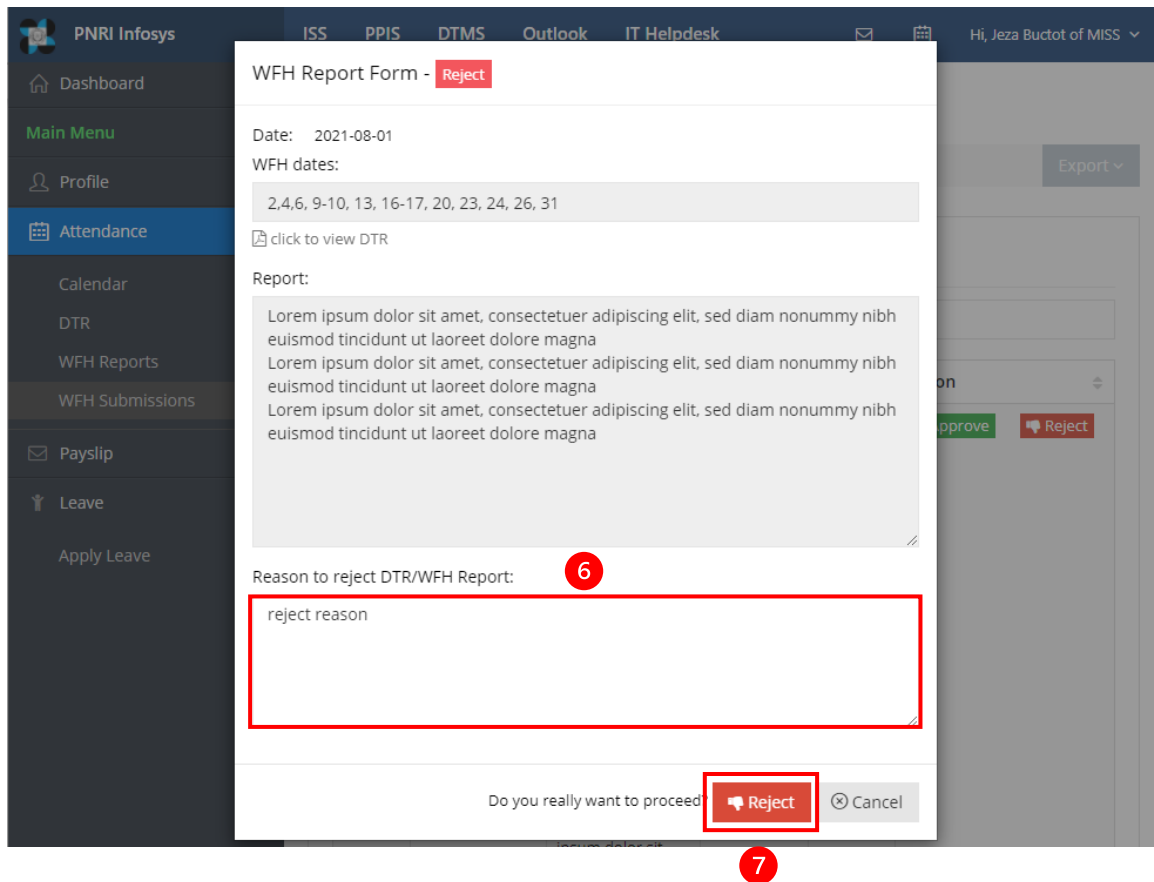
Report:

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Remarks on DTR/WFH Report:

Do you really want to proceed?  

6. If Reject is clicked, you will be required to input reason to reject the report.
7. Click  Reject button to reject.




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Dashboard | Main Menu | Profile | Attendance | Calendar | DTR | WFH Reports | WFH Submissions | Payslip | Leave | Apply Leave

### WFH Report Form -

Date: 2021-08-01

WFH dates:  
2,4,6, 9-10, 13, 16-17, 20, 23, 24, 26, 31



 click to view DTR

Report:

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Reason to reject DTR/WFH Report: 6

reject reason

Do you really want to proceed  Reject  Cancel

7