Sholl
Technolo

Contents

To Open SMARTOFFICEATTENDANCE

- **Open your favorite browser and go to your browser url then write http://196.189.180.226/**
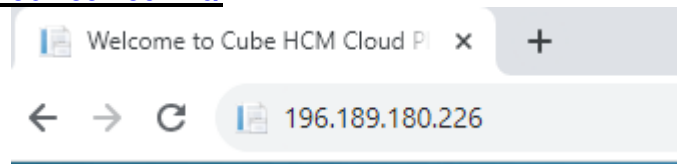
- Then you will get a login page insert your username and password
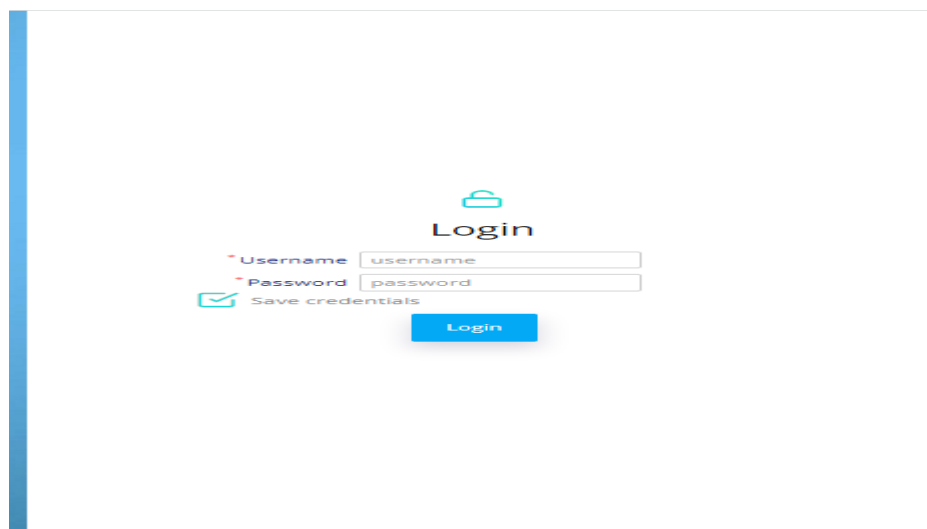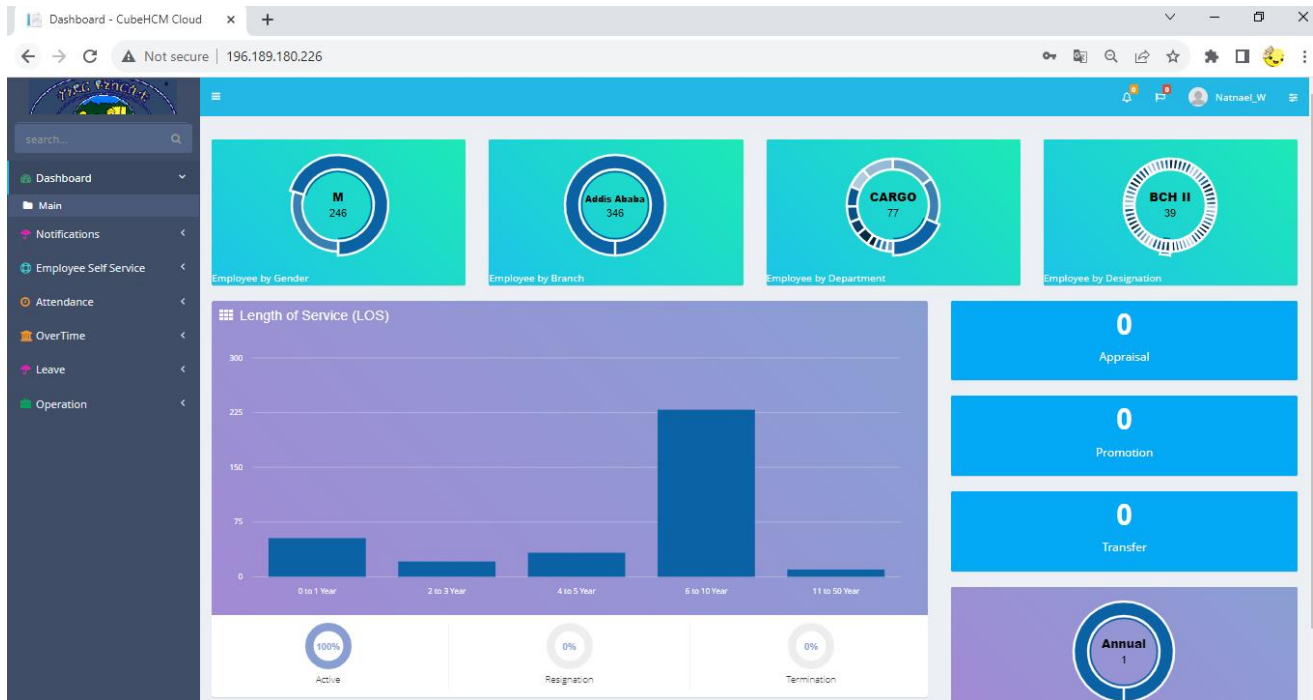
Changing your Password

To change your Self-Service password, click on the Change My Password button link in the menu located on the top right side of the screen.

After open **Change My Password** link, you will arrive at the Change [My] Password page.
On the top of the page is your User ID or Employee ID.

Directly below your information are three rows with three different boxes: Current Password, New Password, and Confirm Password.
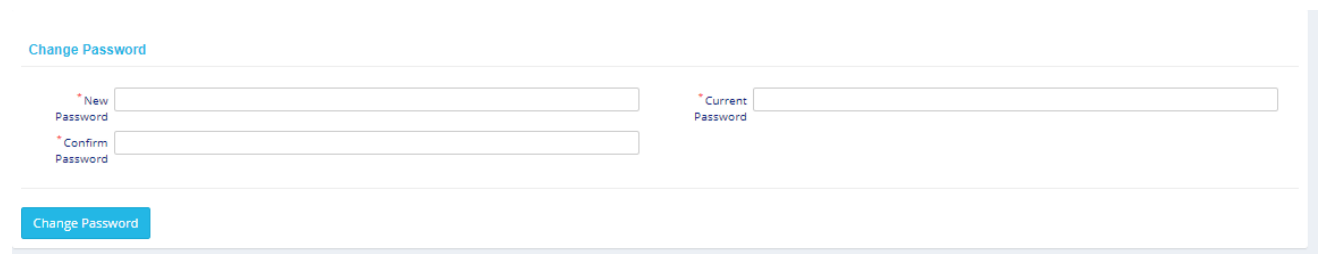
To change your password, enter the password you use now in the Current Password text box.
Next, choose a new password. Your new password must be at least 8 characters with one numerical value.

Enter your desired password in the New Password text box.

Next, re-enter your new password in the Confirm Password text box.

Finally, click on the Change Password button located under the Confirm Password text box.
After you click on the Change Password button, a page will appear that confirms the password change. Click the OK Button to change your password.
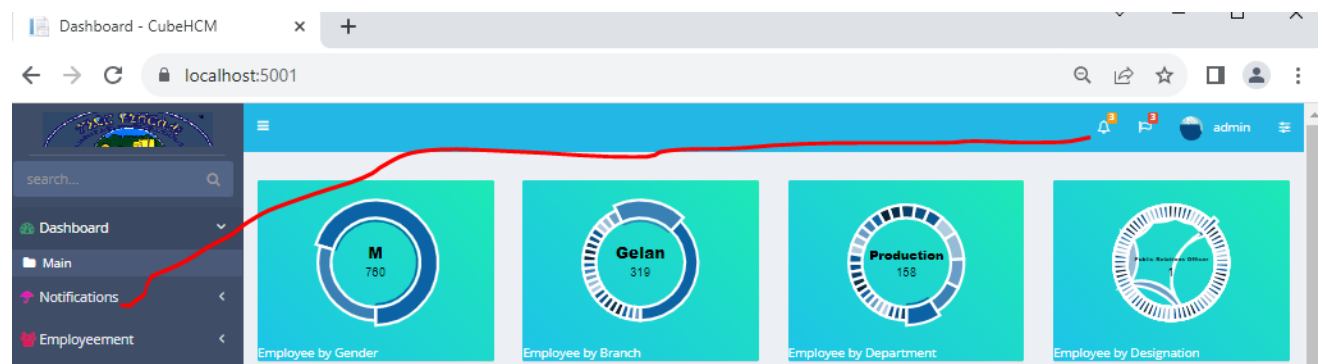
Remember your new password the next time you log into Self-Service.

Notification and Message

You will get a notification message if there any update or alert regards your employees in the system

How to find features or Jobs and search what you want to do

You can type the job you want to do on the navigation menu search space you will find the possible option links that you designer to open.
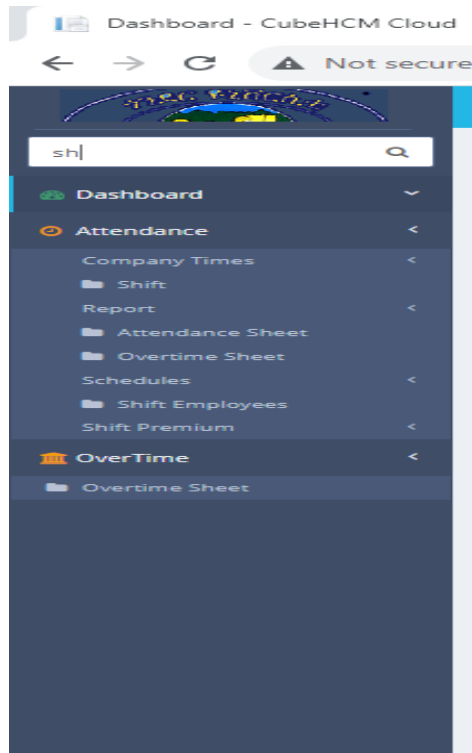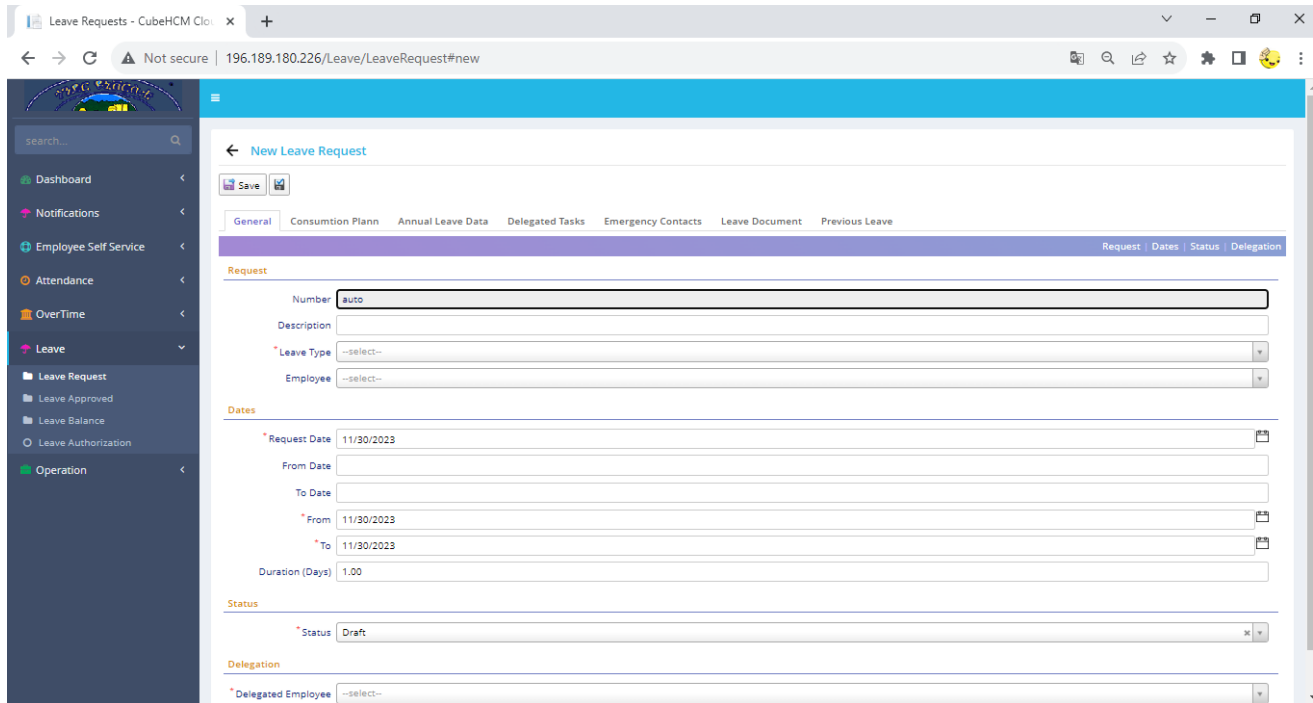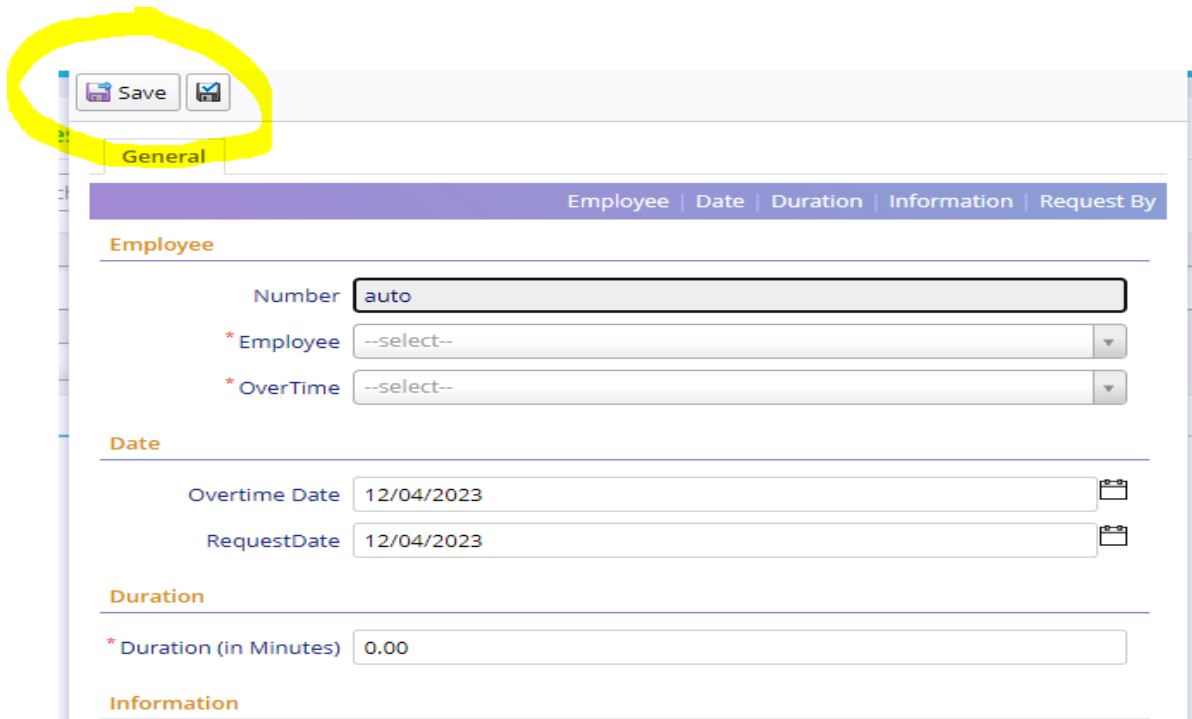

Leave

You have to navigate to leave category on the menu to do leave related jobs there are three steps to Certifies employees leave.

✓ Request Leave

To request leave go to leave request and open the request form. When you fill the form please make sure to enter the necessary information.

- Select the **employee name** and it bring the employees leave data and his previously leave taken history. So that you can check the balance and everything.

- Then choose the **type of leave**. And give the number of **days** to be request

- Then select the **start date**. And the **request status** to **'Request'**.

- Finally send the request to approval by clicking **Save**

✓ Approve Leave

All new leave requests will be exist here waiting approval

✓ Authorize Leave

Approved leaves are listed here and need certified by authorizer.
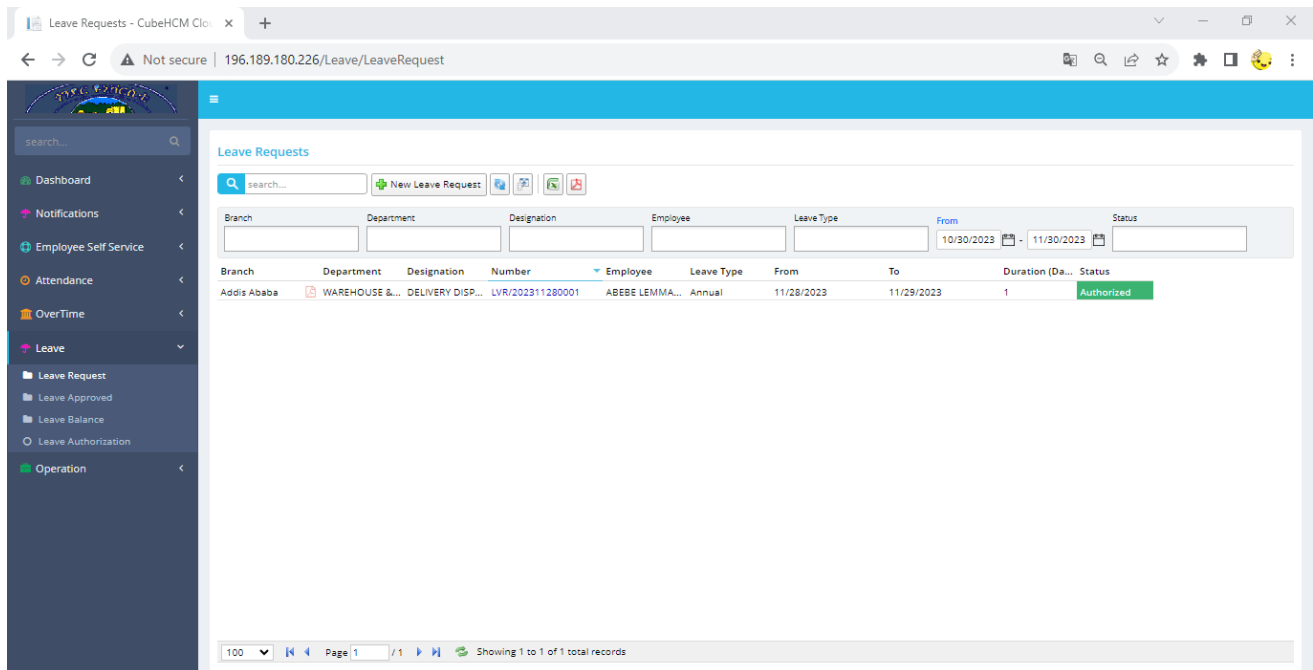
Overtime

You have to navigate to leave category on the menu to do leave related jobs there are three steps to Certifies employees leave.

✓ Request Overtime

To request overtime open the request form from the Overtime Menu and fill the form.

- Select the overtime **employees name**
- select the **Overtime Date**
- Then choose the **type of Overtime** and Hrs. to be request
- Finally send the request to approval click **Save**

- ✓ Approve Overtime

  Here you will get all overtime requests and needs to be approved just click the record to view the detail of the request and

   Select **Approve** on the **Approval status** or Reject to decline
  Then **click save**

- ✓ Authorize Overtime

  Here you will get all overtime requests and needs to be approved just click the record to view the detail of the request and

   Select **Approve** on the **Approval status** or Reject to decline
  Then **click save**

And you can also cross check overtime hours collected from the biometric device at the overtime sheet

✓ Overtime Sheet

Employee Schedule

Employees scheduling is easy

- ✓ Navigate to attendance
- ✓ click on schedule then
- ✓ select shift employee
- ✓ click new shift employee schedule

Or
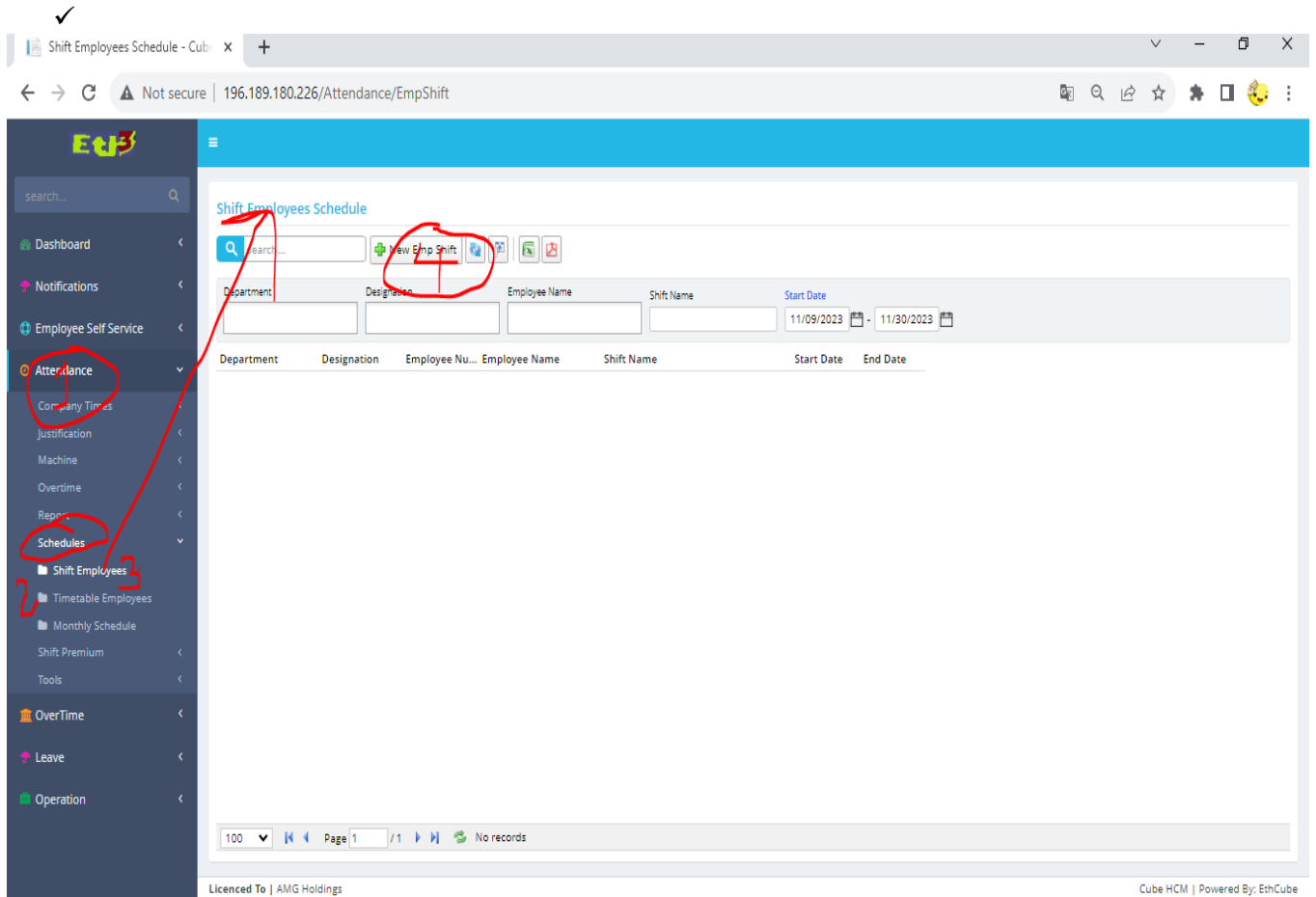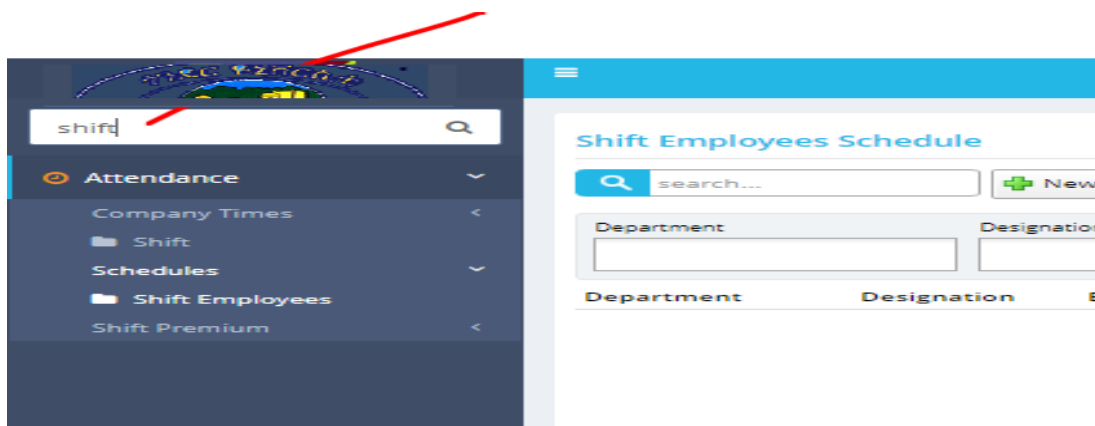
Cick New Shift Schedule and get scheduling form

Refer the available times
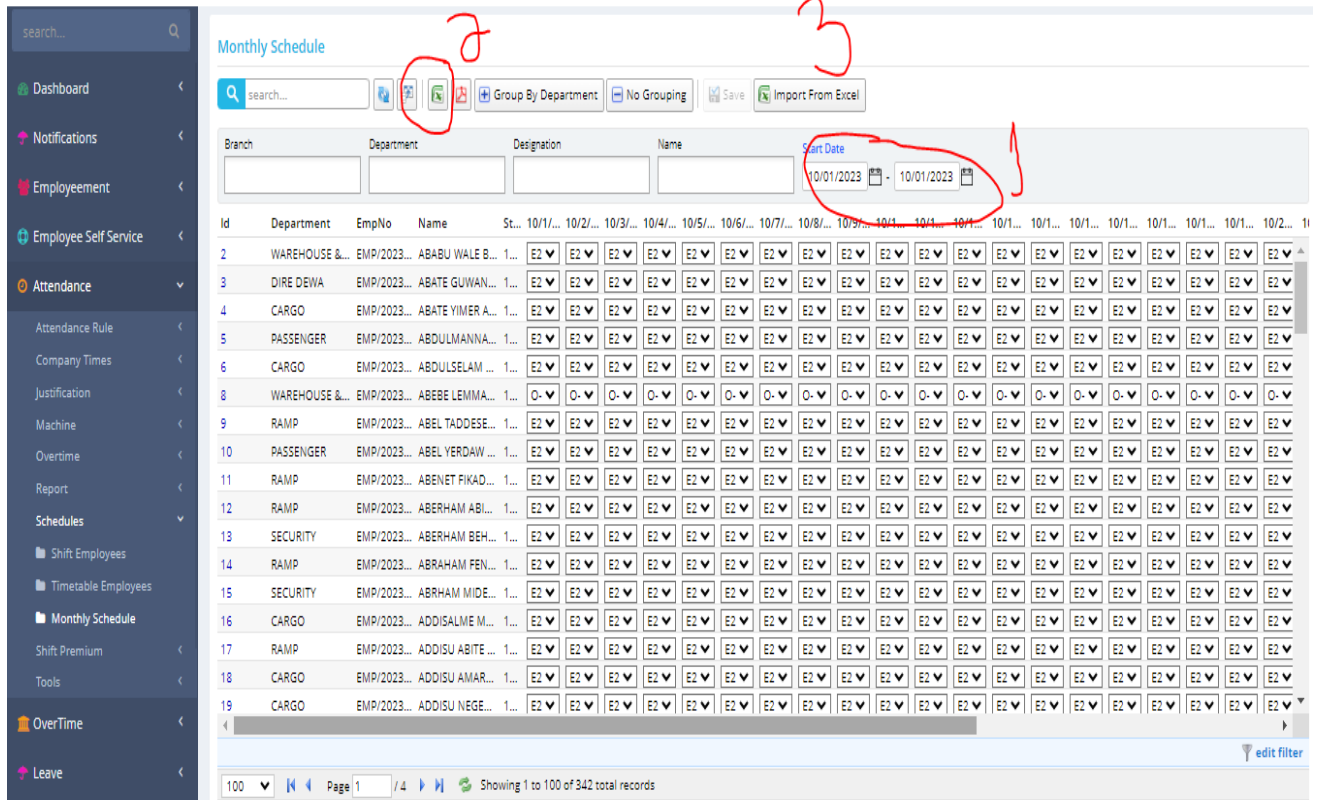
Import Schedule from Excel

Follow this steps to Import scheduling from excel

- ✓ Navigate to attendance
- ✓ click on schedule and open monthly schedule
- ✓ Adjust your period start date and end date (as shown no 1. Below picture)
- ✓ Click Export Excel to download your employees with excel
- ✓ Click Import from excel to find your schedule adjusted excel file

Employee Attendance

Time Adjustment

Some cases you may need to adjust employee's time manually
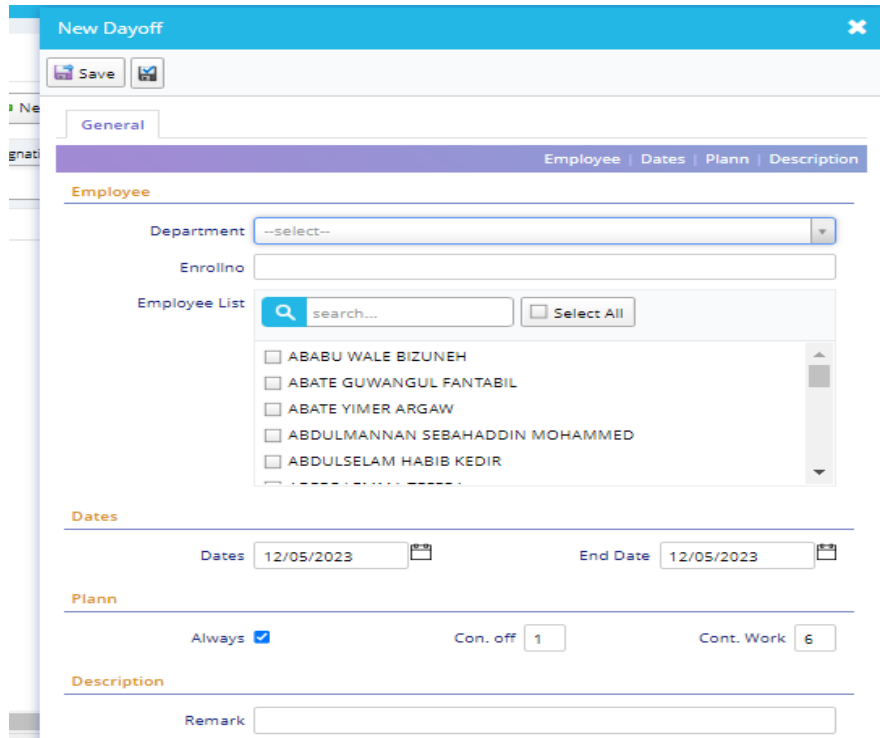
- ✓ Navigate to attendance
- ✓ click on **Justification** and open **Time Adjustment**
- ✓ Select employee
- ✓ Choose the clock type(In, Out)
- ✓ Pick your date and time
- ✓ Give Remark on description
- ✓ Click Save
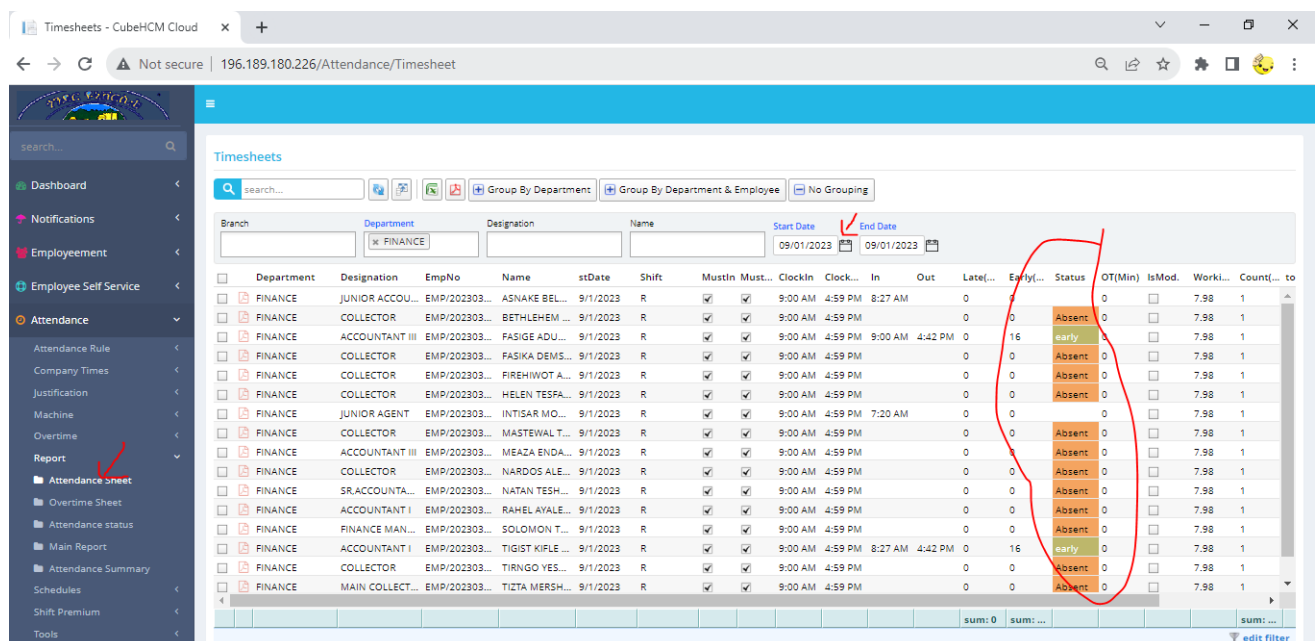
Day Off

Employee day off also can be record individually as below

Timesheet report

To access employees attendance

Summary attendance report

To get employee attendance by summary