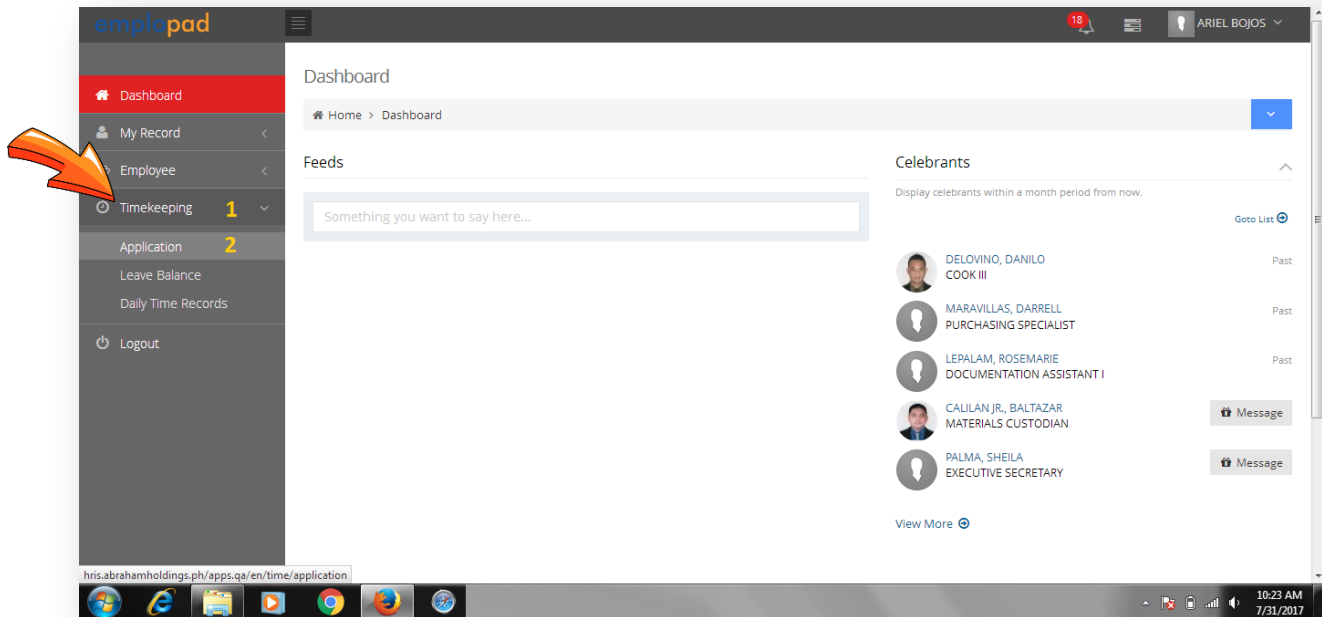


How to file Change Work Schedule (Thru Timekeeping - Application)

1. From dashboard, select **"Timekeeping"** > **"Application"**.



- Click **"Add"** button.

Application

Home > Application

Personal

List of Application

3

+

Form Type	From	To	Status	Actions
Overtime July 23, 2017	Jul-23 Sun 2017	Jul-23 Sun 2017	Approved	View
Daily Time Record Problem July 23, 2017	Jul-22 Sat 2017	Jul-23 Sun 2017	Approved	View
Daily Time Record Problem July 23, 2017	Jul-22 Sat 2017	Jul-23 Sun 2017	Approved	View
Overtime July 23, 2017	Jul-22 Sat 2017	Jul-22 Sat 2017	Approved	View
Daily Time Record Problem July 23, 2017	Jul-21 Fri 2017	Jul-22 Sat 2017	Approved	View

Search...

Leave Forms

Select to filter specific form type.

All

Paternity Leave

Leave Without Pay

Solo Parent Leave

Leave Incentive Program

Force Leave

Other Forms

Select to filter specific form type.

Business Trip

Overtime

Undertime

Daily Time Record Problem

Change Work Schedule

Status

Select to filter specific status.

Approved

Cancelled

Disapproved

Draft

Fit to Work

For Approval

For Validation

Pending

Pay Dates

Show inclusive date for the last 5 pay dates

All

December 15

November 15

October 15

September 15





August 15

by Teemworx ISC, Inc.

3. Click Change Work Schedule **“apply”** button.

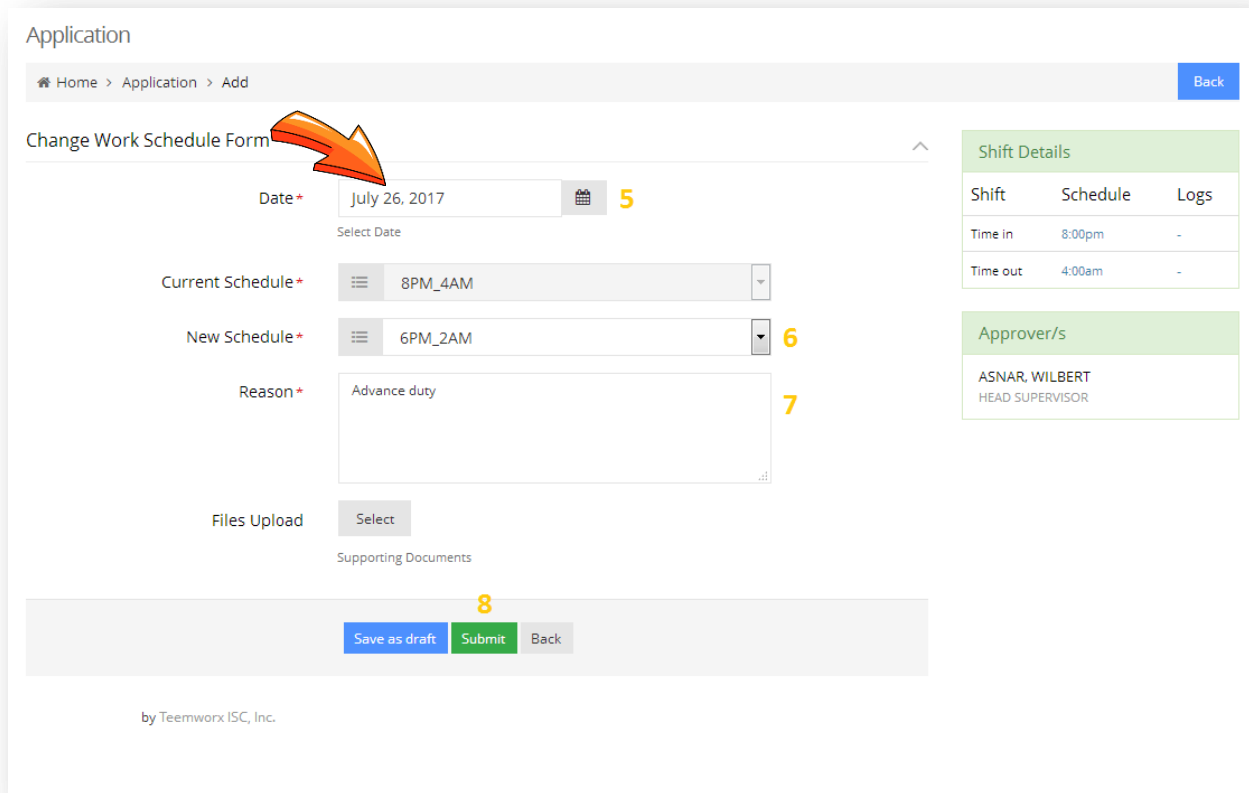
Application

Home > Application > Add Back

Leave Form	Other Forms	Special Leaves
<input type="checkbox"/> Paternity Leave Benefits granted to a married male employee allowing him to take a leave for 7 days, with full pay, for the first 4 deliveries of his legitimate spouse. apply	 Business Trip Any trip made as a requirement for one's work. This can be to visit a potential client, attend a conference, or to meet with another branch of your company. apply	
<input type="checkbox"/> Leave Without Pay Leave of absence is excused absence from work, without pay. apply	 Overtime Work performed by an employee or partner in excess of a basic workday. This can be planned or un-scheduled overtime. apply	
<input type="checkbox"/> Solo Parent Leave apply	 Undertime To be deducted to your regular working hours. apply	
<input type="checkbox"/> Home Leave apply	 Daily Time Record Problem To be filed when a problem with the biometrics occurred, and if the system was unable to get information from the device. apply	
<input type="checkbox"/> Leave Incentive Program apply	Change Work Schedule apply 4	
<input type="checkbox"/> Force Leave apply		

by Teemworx ISC, Inc.

4. Set the CWS “Date”, set the “New Schedule”, type the “Reason” then click “Submit” button.



Application

Home > Application > Add Back

Change Work Schedule Form

Date * 5

Select Date

Current Schedule * 5

New Schedule * 6

Reason * 7

Files Upload 8

Supporting Documents

Save as draft Submit Back

by Teemworx ISC, Inc.

Shift Details

Shift	Schedule	Logs
Time in	8:00pm	-
Time out	4:00am	-

Approver/s

ASNAR, WILBERT
HEAD SUPERVISOR

Note:

- System has an option to attach supporting documents. Click File Upload “Select” button.
- CWS must be filed prior to the actual date of schedule.

Note: Successful application for approval will reflect on the employee **Personal List of Application** and **Time Records**.

Application

Home > Application

Personal

List of Application

Form Type	From	To	Status	Actions
Change Work Schedule July 31, 2017	Jul-26 Wed 2017	Jul-26 Wed 2017	For Approval	Edit Options
Overtime July 23, 2017	Jul-23 Sun 2017	Jul-23 Sun 2017	Approved	View
Daily Time Record Problem July 23, 2017	Jul-22 Sat 2017	Jul-23 Sun 2017	Approved	View
Daily Time Record Problem July 23, 2017	Jul-22 Sat 2017	Jul-23 Sun 2017	Approved	View
Overtime July 23, 2017	Jul-22 Sat 2017	Jul-22 Sat 2017	Approved	View

Search...

Leave Forms

Select to filter specific form type.

All Paternity Leave

Leave Without Pay Solo Parent Leave

Leave Incentive Program Force Leave

Other Forms

Select to filter specific form type.

Business Trip Overtime Undertime

Daily Time Record Problem

Change Work Schedule

Status

Select to filter specific status.

Approved Cancelled Disapproved

Draft Fit to Work For Approval

For Validation Pending

Pay Dates





Show inclusive date for the last 5 pay dates

All December 15 November 15

October 15 September 15

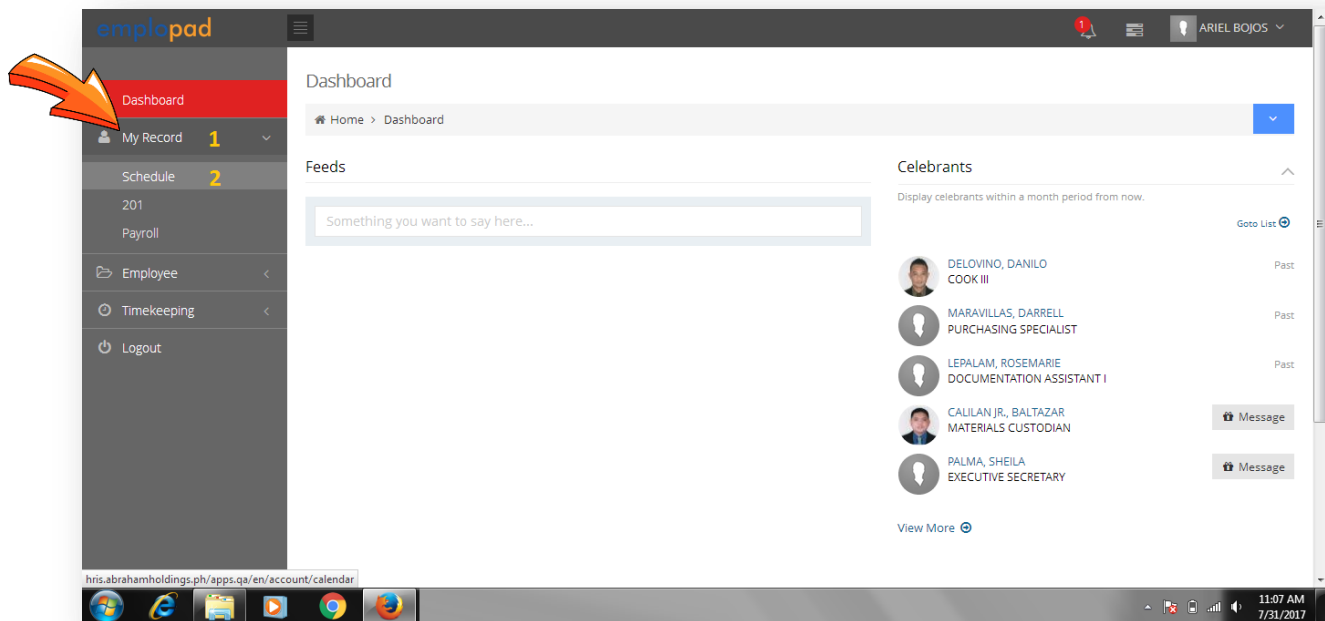
August 15

by Teemworx ISC, Inc.

	Jul-22 Sat 8PM_4AM	7:31 pm 6:05 am Jul-23	8.00				
	Jul-23 Sun 8PM_4AM	7:35 pm 5:15 am Jul-24	8.00				
	Jul-24 Mon 8PM_4AM	6:08 pm 5:22 am Jul-25	8.00				
	Jul-25 Tue Restday						
	Jul-26 Wed 8PM_4AM						
	Jul-27 Thu 8PM_4AM						
	Jul-28 Fri 8PM_4AM						
	Jul-29 Sat 8PM_4AM						
	Jul-30 Sun 8PM_4AM						
	Jul-31 Mon 8PM_4AM						

How to file Change of Work Schedule (Thru My Calendar)

1. From dashboard, select **"My Record"** > **"Schedule"**.



- Using the mouse, drag **"Change Work Schedule"** to the date of application.

My Calendar Calendar view of attendance

Home > My Calendar

< > today month week day

July 2017

SUN	MON	TUE	WED	THU	FRI	SAT
25 Off	26 8PM_4AM Eid ul-Fitr	27 8PM_4AM	28 8PM_4AM	29 8AM_6PM	30 8AM_5PM	1 Restday
2 Off	3 8AM_6PM	4 8AM_6PM	5 8AM_6PM	6 8AM_6PM	7 8AM_5PM	8 Restday
9 Off	10 8AM_6PM	11 8AM_6PM	12 8AM_6PM	13 8AM_6PM	14 8AM_5PM	15 Restday
16 Off	17 8PM_4AM	18 8PM_4AM	19 8PM_4AM	20 8AM_6PM	21 8AM_5PM	22 Restday
23 Off	24 8PM_4AM	25 8PM_4AM	26 8PM_4AM	27 8AM_5PM	28 8AM_5PM	29 Restday
30 Off	31 8AM_6PM	1 8AM_6PM	2 8AM_6PM	3 8AM_6PM	4 8AM_5PM	5 Restday

Forms to Apply

Note: Drag the form type below to the desired start date.

- Paternity Leave
- Leave Without Pay
- Business Trip
- Overtime
- Undertime
- Daily Time Record Problem
- Change Work Schedule
- Solo Parent Leave
- Home Leave
- Leave Incentive Program
- Force Leave

Link

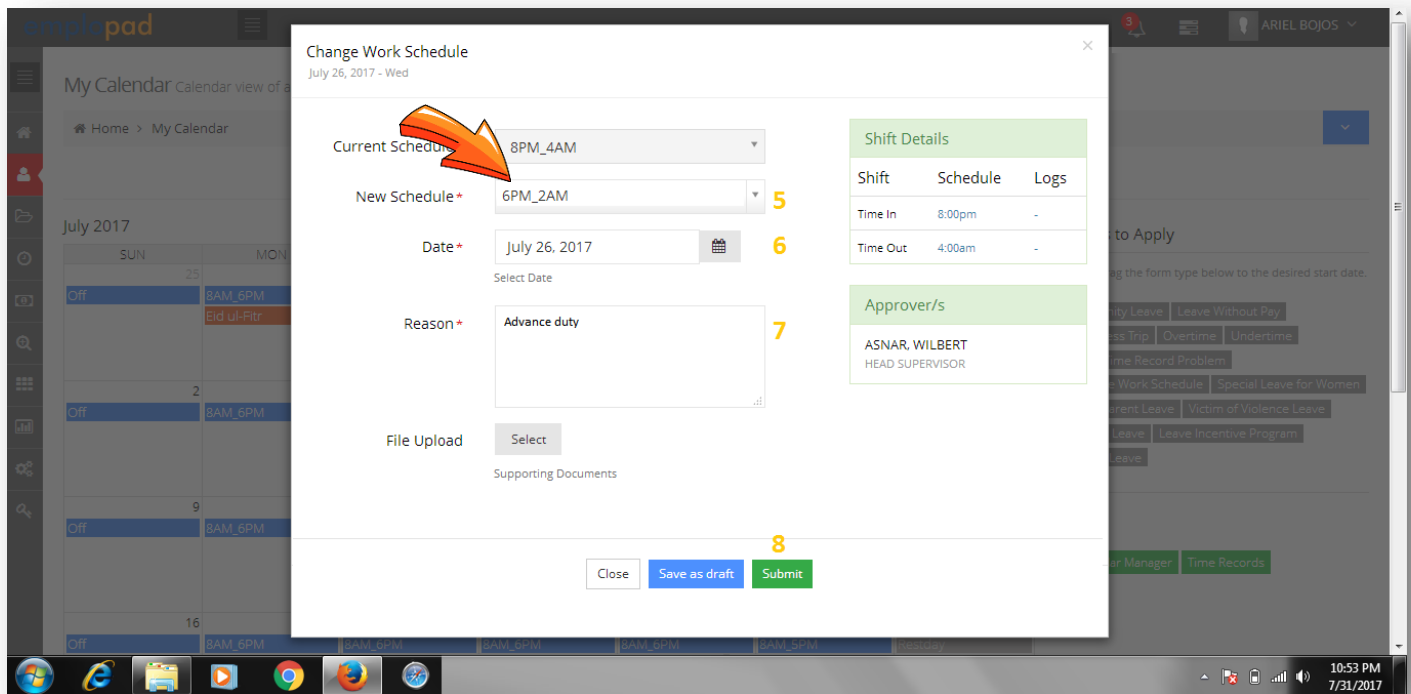
- Calendar Manager
- Time Records

3

4

Change Work Schedule

- Set the **"New Schedule"**, set the CWS **"Date"**, type the **"Reason"** then click **"Submit"** button.



Change Work Schedule
July 26, 2017 - Wed

Current Schedule: 8PM_4AM

New Schedule*: 6PM_2AM **5**

Date*: July 26, 2017 **6**

Reason*: Advance duty **7**

File Upload: Select **8**

Supporting Documents

Shift Details

Shift	Schedule	Logs
Time In	8:00pm	-
Time Out	4:00am	-

Approver/s

ASNAR, WILBERT
HEAD SUPERVISOR

Close Save as draft Submit

Note:

- System has an option to attach supporting documents. Click File Upload **"Select"** button.
- CWS must be filed prior to the actual date of schedule.

Note:

- Successful application for approval will reflect on **My Calendar** and employee **Time Record**.

My Calendar

Calendar view of attendance

Home > My Calendar

<

>

today

month

week

day

July 2017

SUN	MON	TUE	WED	THU	FRI	SAT
25 Off	26 8PM_4AM Eid ul-Fitr	27 8PM_4AM	28 8PM_4AM	29 8AM_6PM	30 8AM_5PM	1 Restday
2 Off	3 8AM_6PM	4 8AM_6PM	5 8AM_6PM	6 8AM_6PM	7 8AM_5PM	8 Restday
9 Off	10 8AM_6PM	11 8AM_6PM	12 8AM_6PM	13 8AM_6PM	14 8AM_5PM	15 Restday
16 Off	17 8PM_4AM	18 8PM_4AM	19 8PM_4AM	20 8AM_6PM	21 8AM_5PM	22 Restday
23 Off	24 8PM_4AM	25 8PM_4AM CWS	26 8AM_6PM	27 8AM_5PM	28 Restday	29
30 Off	31 8AM_6PM	1 8AM_6PM	2 8AM_6PM	3 8AM_6PM	4 8AM_5PM	5 Restday

Forms to Apply

Note: Drag the form type below to the desired start date.

Paternity Leave

Leave Without Pay

Business Trip

Overtime

Undertime

Daily Time Record Problem

Change Work Schedule

Solo Parent Leave

Home Leave




Leave Incentive Program

Force Leave

Link

Calendar Manager

Time Records

	Jul-22 Sat 8PM_4AM	7:31 pm	6:05 am Jul-23	8.00				
	Jul-23 Sun 8PM_4AM	7:35 pm	5:15 am Jul-24	8.00				
	Jul-24 Mon 8PM_4AM	6:08 pm	5:22 am Jul-25	8.00				
	Jul-25 Tue Restday							
	Jul-26 Wed 8PM_4AM							 CWS
	Jul-27 Thu 8PM_4AM							
	Jul-28 Fri 8PM_4AM							
	Jul-29 Sat 8PM_4AM							
	Jul-30 Sun 8PM_4AM							
	Jul-31 Mon 8PM_4AM							