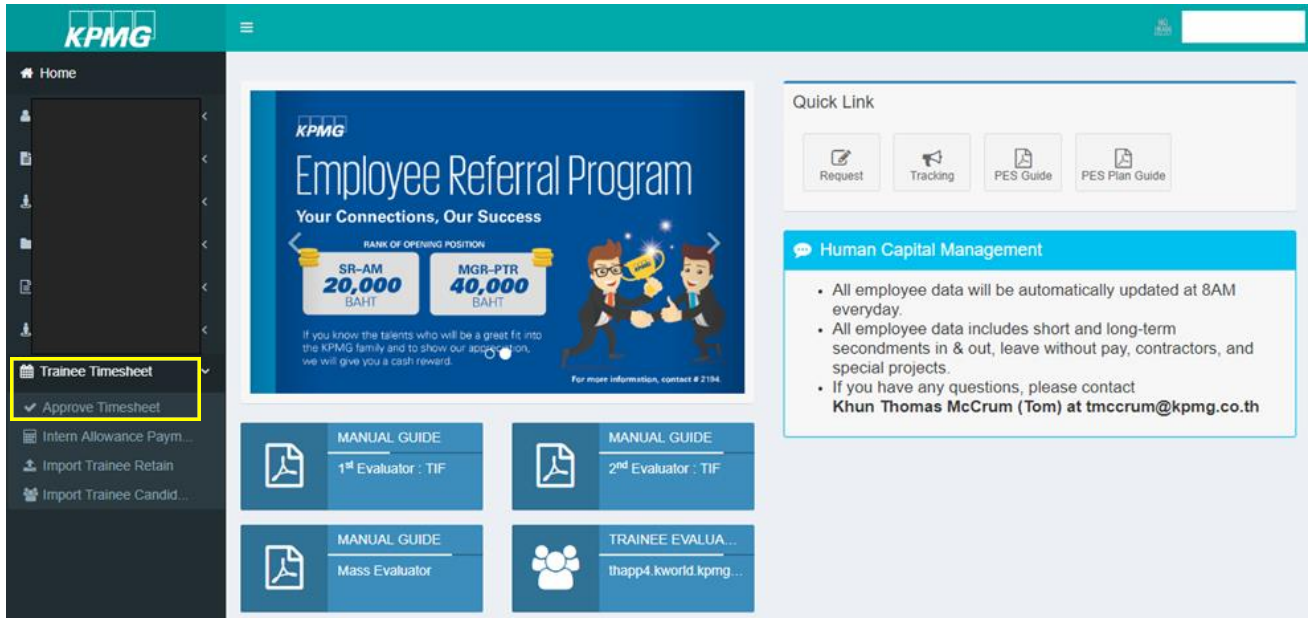




*Trainee
Timesheet
Approval
Guideline
(For Performance
Manager)*

1. You can access the HCM system to approve your trainee(s) timesheet from the link below.
<http://www.thapp4.th.kworld.kpmg.com/application/HR/HumanCapitalManagement/>.
2. Click on “Trainee Timesheet” > “Approve Timesheet”.



3. The Timesheet page will be shown as picture below. Click “Search” button.

Trainee Timesheet

Trainee Name :

Search Results

Show entries

Timesheet	Trainee Name	Approve Date	Create Date	Update Date	Status
Data Not Found.					

Showing 0 to 0 of 0 entries

4. Trainee's timesheets which are waiting for your approval will be shown. You can click on the "Timesheet" button to review and approve timesheet for each trainee.

Trainee Timesheet

Trainee Name :

Search

Search Results

Show 50 entries

Timesheet	Trainee Name	Approve Date	Create Date	Update Date	Status
<div>Timesheet</div>		19 Jun 2019	17 Jun 2019	17 Jun 2019	Not Allowed
<div>Timesheet</div>		17 Jun 2019	17 Jun 2019	17 Jun 2019	Not Allowed

Showing 1 to 2 of 2 entries

Previous1Next

5. Click on "Approve" to approve or click "Revise" to let trainee revise their records.
- If you choose to revise the trainee's timesheet, please state the date and reason for rejecting the approval.

Trainee Timesheet

Trainee Name :

Approve

Revise

Back

Timesheet Results

Details for approval

Overview

	Date	Start Time	End Time	Hours	Time Type	Engagement Name	Remark
1	06 Jun 2019	08:00	17:00	8.0	Normal Hour	technology support - 700000000050	test