moqups

🏠 REQUESTS

+ CREATE NEW REQUEST

	DESCRIPTION	TYPE OF REQUEST	STATUS	CHANGED BY	CHANGED ON
☐	John Doe	PERMISSION	APPROVED	Jewellery	26 April, 2016
☑	Alan Trinket	LEAVE	VIEWED	Jewellery	26 April, 2016
☐	Joe Trib	DELAYED CHECK IN	DENIED	Jewellery	26 April, 2016
☑	Max Drum	WFH	PENDING	Jewellery	26 April, 2016

REQUESTS > CREATE NEW REQUEST > LEAVE REQUEST

➕ CREATE NEW REQUEST

LEAVE

PERMISSION

DELAYED CHECK-IN

WFH

		TYPE OF REQUEST	STATUS	CHANGED BY	CHANGED ON
☐			APPROVED	Jewellery	26 April, 2016
☑	Alan Trinket		VIEWED	Jewellery	26 April, 2016
☐	Joe Trib		DENIED	Jewellery	26 April, 2016
☑	Max Drum		PENDING	Jewellery	26 April, 2016

LEAVE

Leave Available

CL :12   SL :12

Type Of Leave

Reason

Duration

From Date   To Date   No Of Days

Reporting Person   : NAME

Submit For Approval

Note:

1.Incase of Onee day Leave Select From and To dat e as same Date.

2.If Emergency/Maternity Leave select leave type as others and create Leave Request

🏠 REQUESTS > VIEW ALL REQUESTS

➕ CREATE NEW REQUEST

	LEAVE	TYPE OF REQUEST	STATUS	CHANGED BY	CHANGED ON
	PERMISSION				
☐	DELAYED CHECK-IN		APPROVED	Jewellery	26 April, 2016
	WFH				
☑	Alan Trinket		VIEWED	Jewellery	26 April, 2016
☐	Joe Trib		DENIED	Jewellery	26 April, 2016
☑	Max Drum		PENDING	Jewellery	26 April, 2016

PERMISSION REQUEST

No of Permission Available   :2

No of Delayed check-In Available :2

Reason

Date

| Select Date | ▼ |

Duration

| From Time | ▼ |

| To Time | ▼ |

Permission Hrs

Reporting Person   : NAME

Submit For Approval

Note:

1.Incase of Onee day Leave Select From and To dat e as same Date.

2.If Emergency/Maternity Leave select leave type as others and create Leave Request

REQUESTS > CREATE NEW REQUEST > DELAYED CHECK-IN REQUEST

DELAYED CHECK-IN REQUEST FORM

No of Permission Available   :2   Leave Available

No of Delayed check-In Available   :4   CL :12   SL :12

Type Of Request

| Delayed Check-In | ▼ |

Reason

| |

Shift Check In Time   Actual Check In Time   Total Delay

| 9:00 AM | | 11:00 AM | | 2 Hrs |

Reporting Person   : NAME

| Submit For Approval |

Note:

1.Incase of Onee day Leave Select From and To dat e as same Date.

2.If Emergency/Maternity Leave select leave type as others and create Leave Request

NEW REQUEST FORM

No of Permission Available   :2   Leave Available

No of Delayed check-In Available   :4   CL :12   SL :12

Select Type Of Request

▼

NEW REQUEST FORM

No of Permission Available   :2   Leave Available

No of Delayed check-In Available   :4   CL :12   SL :12

Type Of Request

| LEAVE REQUEST | ▼ |

Type Of Leave

| | ▼ |

Reason

| |

Duration   Total Duration

| From Date/Time | ▼ | | To Date/Time | ▼ | | |

Reporting Person   : Name

| Submit For Approval |

Note:

1.Incase of Onee day Leave Select From and To dat e as same Date.

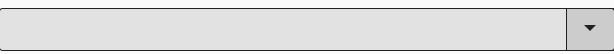2.If Emergency/Maternity Leave select leave type as others and create Leave Request

🏠 REQUESTS > CREATE NEW REQUEST > NEW REQUEST

NEW REQUEST FORM

No of Permission Available   :2   Leave Available

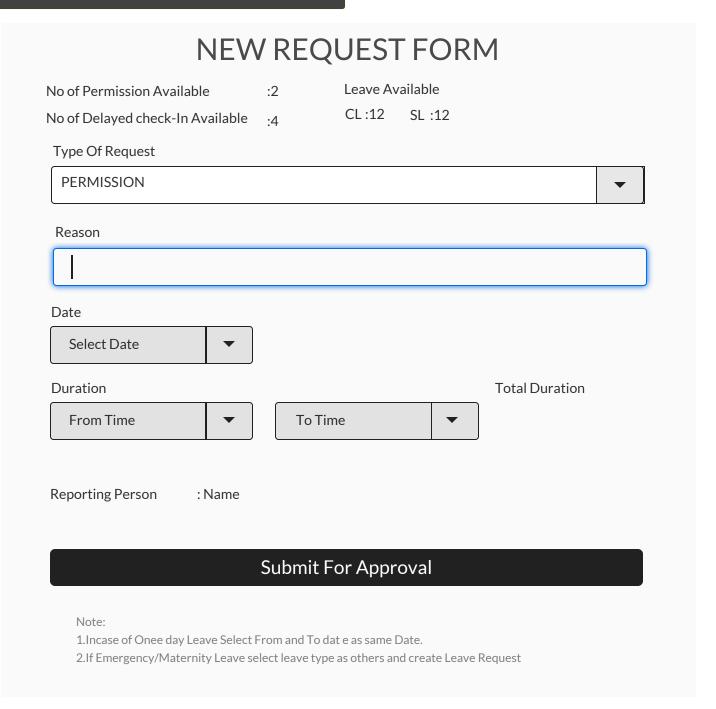No of Delayed check-In Available   :4   CL :12   SL :12

Type Of Request

| PERMISSION | ▾ |

Reason

| |

Date

| Select Date | ▾ |

Duration   Total Duration

| From Time | ▾ | | To Time | ▾ |

Reporting Person   : Name

| Submit For Approval |

Note:

1.Incase of Onee day Leave Select From and To dat e as same Date.

2.If Emergency/Maternity Leave select leave type as others and create Leave Request

REQUESTS > CREATE NEW REQUEST > NEW REQUEST

NEW REQUEST FORM

No of Permission Available   :2   Leave Available

No of Delayed check-In Available   :4   CL :12   SL :12

Type Of Request

Delayed Check-In	▼

Reason

Shift Check In Time   Actual Check In Time   Total Delay

9:00 AM		11:00 AM		2 Hrs

Reporting Person   : Name

Submit For Approval

Note:

1.Incase of Onee day Leave Select From and To dat e as same Date.

2.If Emergency/Maternity Leave select leave type as others and create Leave Request

Attendance

Calender

Reports

REPORTS

Attendance Reports ▾

| All users |
| Summary Report |
| Detailed Report |
| Self |
| Summary Report |
| Detailed Report |

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🏠 REPORTS   SUMMARY REPORTS

Filter by :   Employee Name   ▼

Employee Summary Reports : All

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Emp ID	Employee Name	Designation	Date		Total Worked days	Total Worked hrs
			Check In	Check Out		
	Max Doe	QA				
	Bella Doe	QA				
	Louie Doe	DevOps				
	Lilly Doe	Dev				
	Bernie Doe	PO				

« 1 2 3 4 5 6 7 8 9 »   Download Excel