



Timesheet

Web Application



User Manual



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Timesheets Advantage



Resolve Pain Point

Solve the problem of using the old system by addressing user needs and helping to save more time on work.



User Friendly

Easy to use, accessible, fast, and reduces errors. Designed for usability, modern and accurately targets the intended audience.



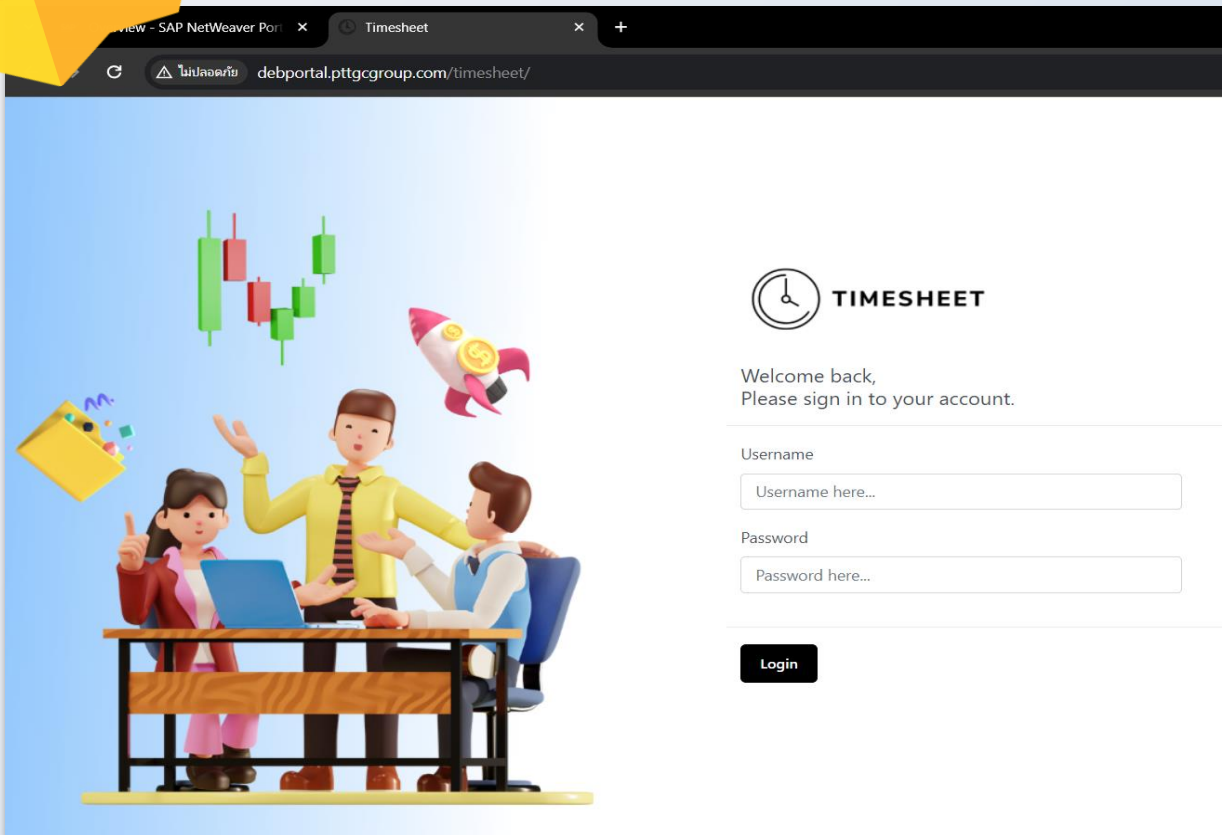
HR Portal



~~CATS (Timesheet)~~
~~Attendance Request~~
Leave Request
Clock-Data



Timesheet Application



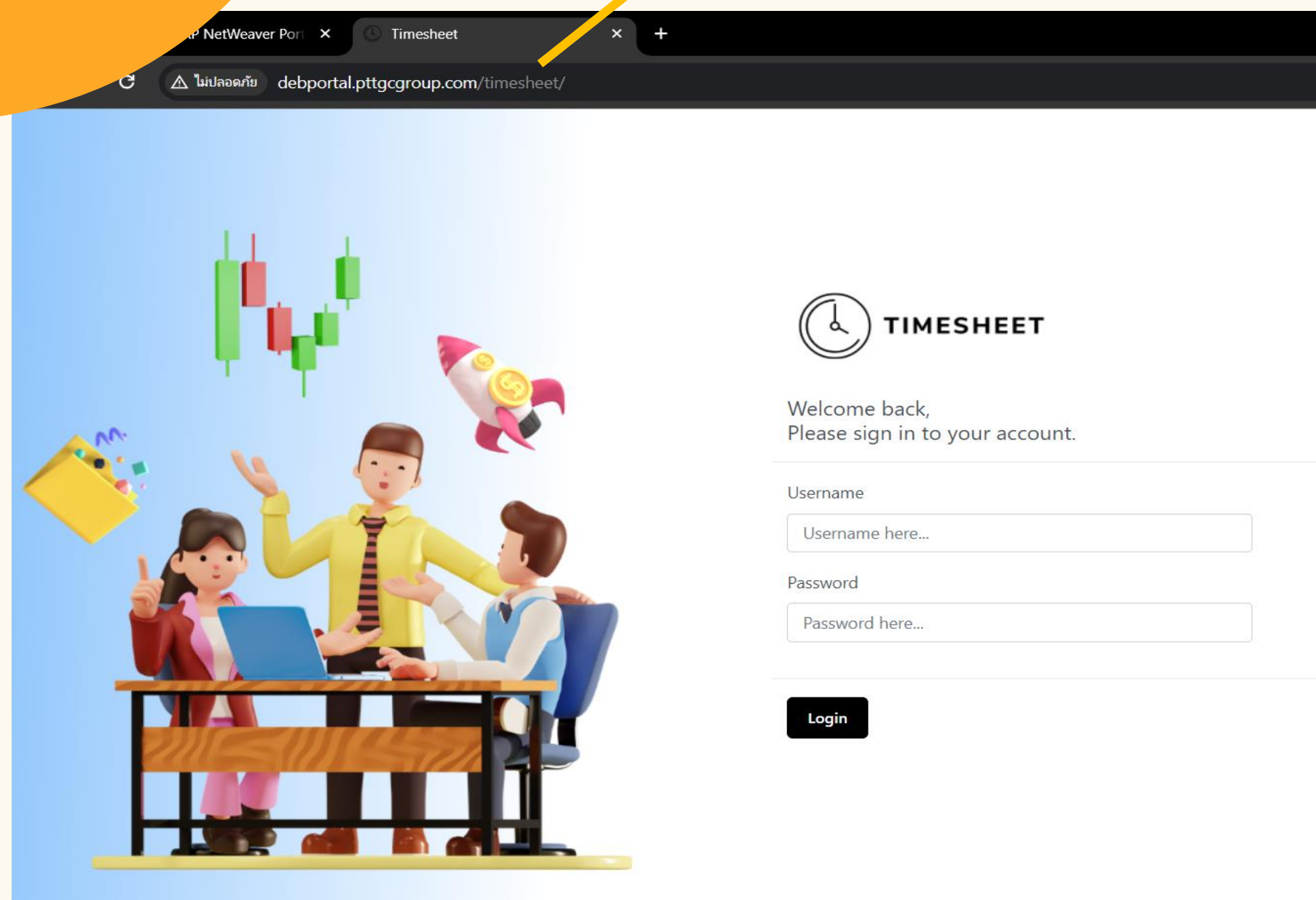
Create Timesheet
Attendance Request





How to Access Timesheet

<https://timesheet.gcmeapps.com/>



Laptop For Employee
(Connect VPN)



supported on
mobile phone






Employee





Create Timesheet , Create Attendance
and Workflow Overview



Create Timesheet


TIMESHEET





 Help

98012111 Miss Natruja Kapanya
C-OR-DT

MENU

- Timesheet
- Attendance
- Workflow Overview
- Reports
- Approval
- Management
- Supports
- Logout


Timesheet
 Today 30 Oct 2024

Timesheet Status

Current Selection

Not Released

Released

Approved

Rejected

Non-Working day


<

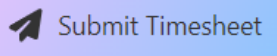
October 2024

>

Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9


 Planned Time 40.00 h
 Save Hours 0.00 h
 Released Hours 0.00 h

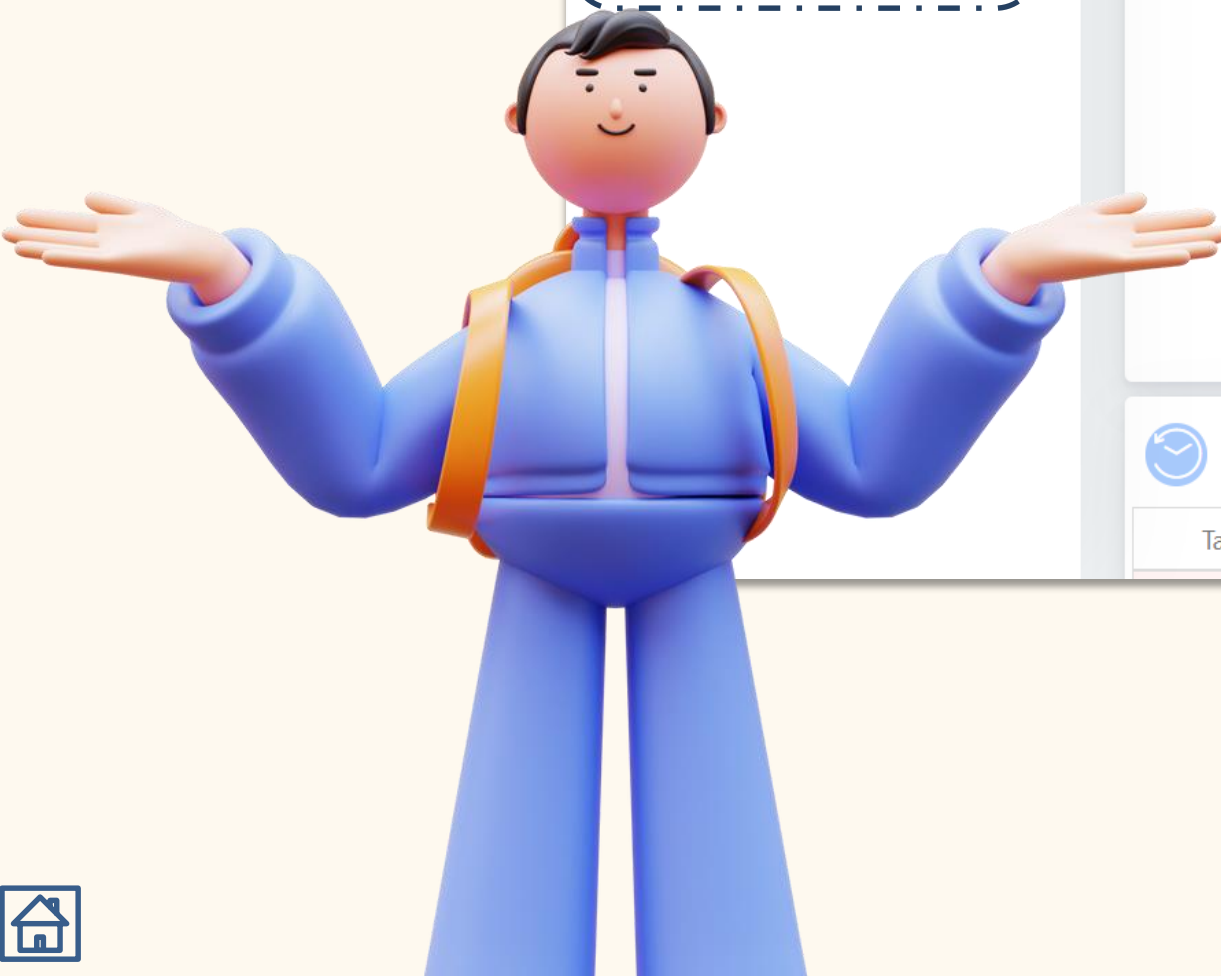


Task / Project	Network	Oper./Act.	OT	OT Reason	Start...	EndT...	Hours	Detail
----------------	---------	------------	----	-----------	----------	---------	-------	--------



1. Click Menu "Timesheet"

2. Click on week to insert timesheet



Create Timesheet

Planned Time 40.00 h
Save Hours 0.00 h
Released Hours 0.00 h

Submit Timesheet

Task / Project / SVO	Network	Oper./Act.	OT	OT Reason	StartTL...	EndTL...	Hours	Detail
Sun 10 Nov 2024 0/0								
No data								
Mon 11 Nov 2024 0/8								
No data								
Tue 12 Nov 2024 0/8								
No data								
Wed 13 Nov 2024								
No data								
Thu 14 Nov 2024								
No data								

3. Click Add Timesheet

Timesheet Info

Date: * Mon 11 Nov 2024 Clock Data: 00:00 - 00:00

Start Time: * 08:00 End Time: * 17:00

Task Level: Choose Task Level

SVO: Choose SVO

Project: Choose Project

Network: Choose Network

Oper./Act.: Choose Oper./Act.

OT: ☒ NO OT Reason: Select...

Description: *

Save Cancel

4. Create Detail of Timesheet

Project: SZ-20-24901-01 : EPC Platform

Network: 7109192 : TIMESHEET for Procurement Management

Oper./Act.: 0002 : Purchasing RFQ

OT: 0001 : Purchasing Management

Description: * 0002 : Purchasing RFQ

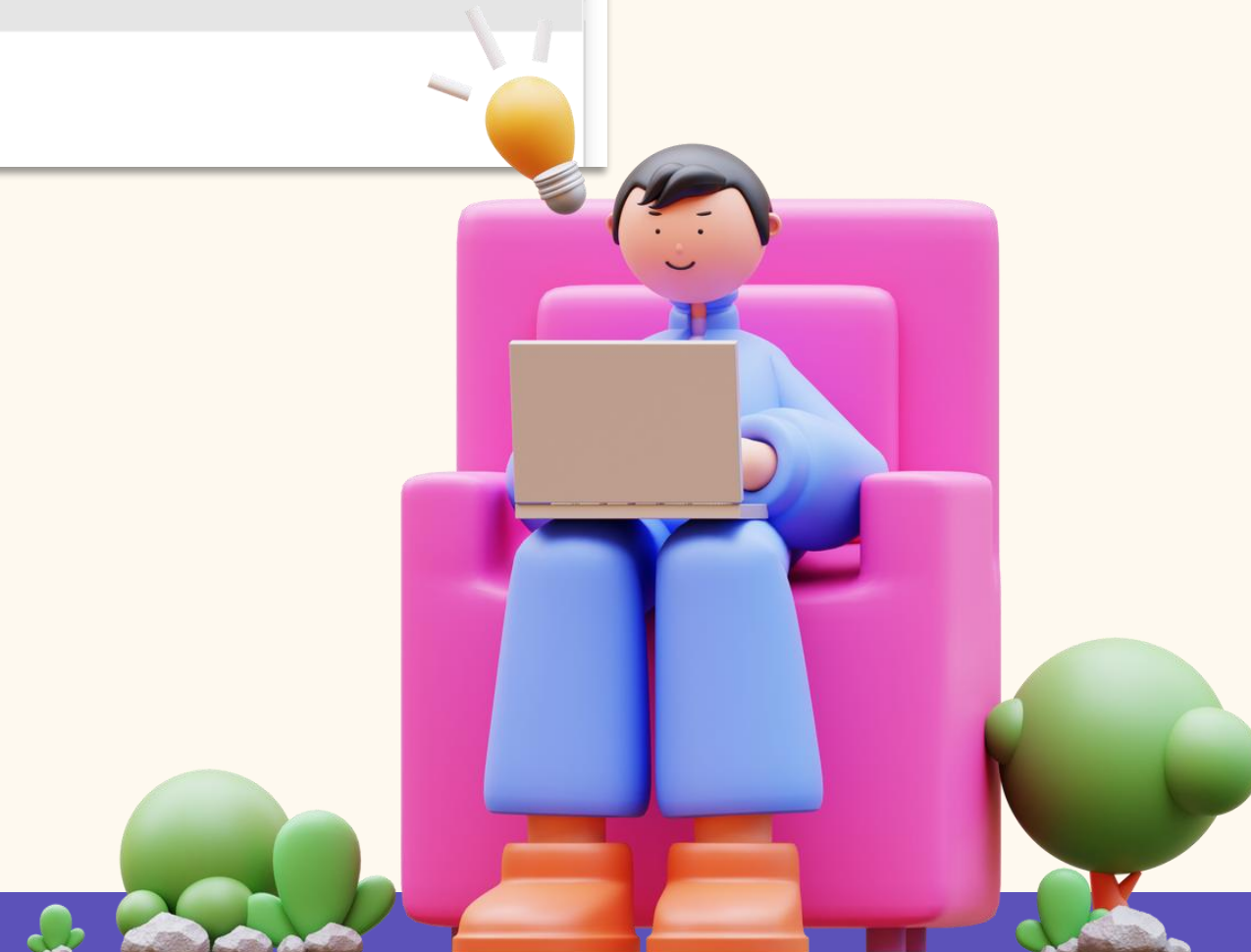
0003 : Purchasing BID

0004 : Purchasing PO

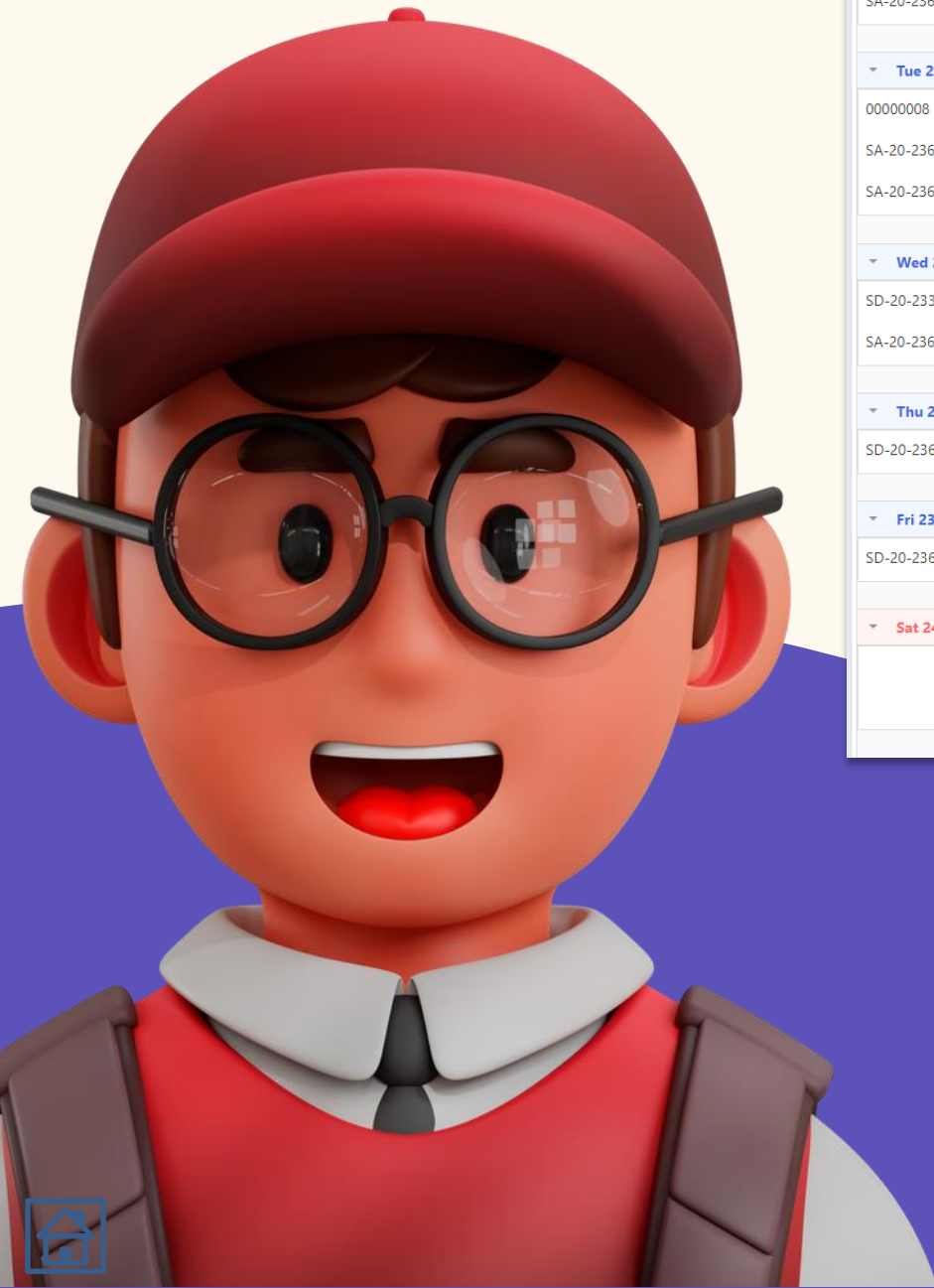
0005 : Expediting Vendor Data

Task Level ,WBS and SVO List
for timesheet record

5. Click 'Save' to insert timesheet



Submit Timesheet



Planned Time Per Week

Planned Time 40 h

Total Hours 41 h

Submit Timesheet

Task / Project	Network	Oper./Act.	OT	OT Reason	StartT...	EndTi...	Hours	Detail	
Sun 18 Feb 2024							0/0		+
No data									
Mon 19 Feb 2024							8/8		+
SA-20-23601-01 : EPC for ICARE project	08:00	17:00	7100241 : TIMESHEET Mech...	0018 : M18 Technica...	<div><div></div>NO</div>		8.00	The components a...	<div><div></div><div></div><div></div></div>
Tue 20 Feb 2024							9/8		+
00000008 : Meeting	08:00	12:00			<div><div></div>NO</div>		4.00	In addition to com...	<div><div></div><div></div><div></div></div>
SA-20-23601-01 : EPC for ICARE project	12:00	17:00	7100241 : TIMESHEET Mech...	0018 : M18 Technica...	<div><div></div>NO</div>		4.00	For information on...	<div><div></div><div></div><div></div></div>
SA-20-23601-01 : EPC for ICARE project	17:00	18:00	7100241 : TIMESHEET Mech...	0018 : M18 Technica...	<div><div></div>YES</div>	11 : ทำงานต่อเนื่อง...	1.00	For information on...	<div><div></div><div></div><div></div></div>
Wed 21 Feb 2024							8/8		+
SD-20-23303-01 : EPCA Relocation Prop...	08:00	15:00	7101719 : TIMESHEET for Fir...	0004 : Calculations	<div><div></div>NO</div>		6.00	DevExtreme sourc...	<div><div></div><div></div><div></div></div>
SA-20-23601-01 : EPC for ICARE project	15:00	17:00	7100240 : TIMESHEET Piping...	0006 : O06 Piping G...	<div><div></div>NO</div>		2.00	Stylesheets in the ...	<div><div></div><div></div><div></div></div>
Thu 22 Feb 2024							8/8		+
SD-20-23603-01 : Fire protection system...	08:00	17:00	7102938 : TIMESHEET Instru...	0009 : H09 Terminat...	<div><div></div>NO</div>		8.00	An object defining...	<div><div></div><div></div><div></div></div>
Fri 23 Feb 2024							8/8		+
SD-20-23603-01 : Fire protection system...	08:00	17:00	7102938 : TIMESHEET Instru...	0009 : H09 Terminat...	<div><div></div>NO</div>		8.00	An object defining...	<div><div></div><div></div><div></div></div>
Sat 24 Feb 2024							0/0		+
No data									

Total Hours /Planned Time
Per Day

1. Click Submit Timesheet

Confirm Submit Timesheet

Duration 19 Feb 2024 - 23 Feb 2024

Total Hours : 41 h

2. Click **'Yes'** to
confirm submit timesheet

Edit Timesheet



Delete Timesheet

Copy Timesheet

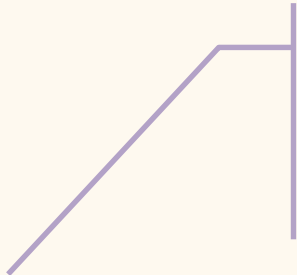
Submit Timesheet



Cannot submit timesheet

No clock time available
02 Jul 2024

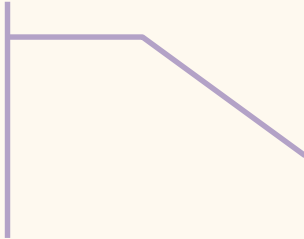
OK



No clock time available : Don't have time attendance/clock data for OT request.



Cannot create project approval flow : Don't have project approval flow on system.



Cannot submit timesheet

Cannot create project approval flow :
SH-20-24400-01-01-02:7109049 TIMESHEET for Civil Engineering
Date :2024-05-24, Time: 08:00 - 17:00

Please contact administrator

OK



Create Attendance

1. Click Menu "Attendance"

Attendance Request's Information

98012111 Natruja Kapanya
C-OR-DT

MENU

Timesheet

Attendance

Workflow Overview

Reports

Approval

Management

Supports

Click to message

Logout

Attendance Overview

Attendance Request

Search...

+ Add Attendance

Attendance Type	Start Date	End Date	Sta..13	End Time	Hours	Note	Att Status	
5108 : No clock data	18 Jun 2024	18 Jun 2024	08:00	17:00	8.00	Insert Same Cancel	Sent	
5112 : Forgot prox. Card	18 Jun 2024	18 Jun 2024	17:00	23:59	6.98	Test Rejected	Sent	
5100 : No clock-in	01 Jul 2024	02 Jul 2024	00:00	00:00	16.00	test	Sent	

10

50

All

Page 1 of 1 (3 items)

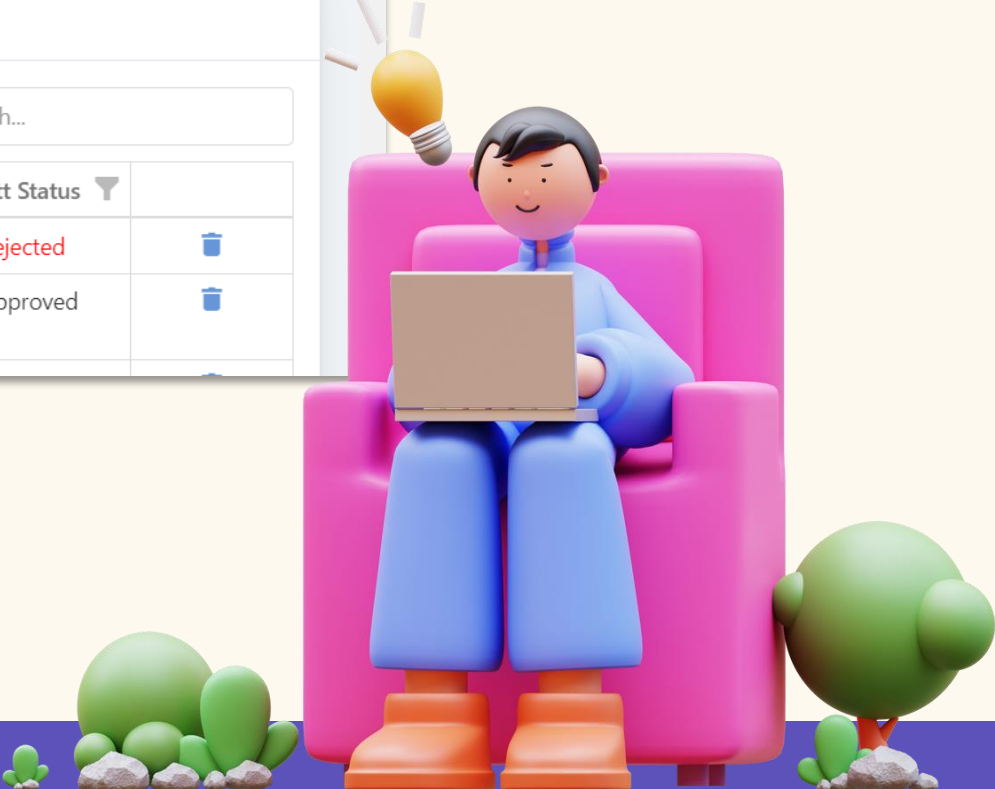
Attendance Data

Search...

Attendance Type	Start Date	End Date	Start Time	End Time	Hours	Note	Att Status	
5112 : Forgot prox. Card	18 Jun 2024	18 Jun 2024	17:00	23:59	6.98	Input End Time	Rejected	
5330 : Work from home	17 Jun 2024	17 Jun 2024	17:00	20:00	3.00	Attendance for OT Request	Approved	

2. Click "Add Attendance"

Attendance Approved or Rejected



Create Attendance



Attendance Request

Search... [+ Add Attendance](#)

Attendance Type	Start Date	End Date	Sta...	End Time	Hours	Note	Att Status
Select...	Select Star...	Select End...	Select St...	Select En...		Enter Description	Sent
5108 : No clock data	18 Jun 2024	18 Jun 2024	08:00	17:00	8.00	Insert Same Cancel	Sent
5112 : Forgot prox. Card	18 Jun 2024	18 Jun 2024	17:00	23:59	6.98	Test Rejected	Sent
5100 : No clock-in	01 Jul 2024	02 Jul 2024	00:00	00:00	16.00	test	Sent

10 50 All Page 1 of 1 (3 items) 1

5.Select Start-End Time

3.Select Attendance Type

4.Select Start-End Date

6.Input Note of Attendance

7.Submit Attendance



Workflow Overview

1. Click Menu "Workflow Overview"

MENU

- Timesheet
- Workflow Overview**
- Logout

Filter Status

Filter Type of Date

Filter Date Range

Timesheet	Attendance				
Status of Request :		Type of Date :	Date :		
Filter Status		Request Date	Start Date	End Date	
			01 Jun 2024	→ 30 Jun 2024	
Request Time	Last Agent Name	Process Time	Status	Withdraw	
▶ 28 Jun 2024 08:42:13	98012111 : Miss Natruja Kapanya	28 Jun 2024 08:40:54	Released		
▶ 28 Jun 2024 08:40:37			Withdraw		
▶ 21 Jun 2024 10:00:11			Released		

2. Expand to see Timesheet Flow Process

Detail Timesheet

Date: 2023/11/06

Task / Project: 00000005 : Documentation & Supporting

Network: Activity:

Start Time: 08:00 End Time: 17:00

Hours: 8.00

OT: No OT Reason:

Description: Online TBE
- Get Project List for Project List Page
- Get MR List & Discipline for MR List Page

Request Time		Last Agent Name		Process Time		Status		Withdraw	
▼ 28/03/2024 16:03:25						Released			
Detail Request									
Display Data	Date	Task / Project	Hours	OT	Last Update	Last Step	Status Process	Next Step	
	Mon 06/11/23	00000005	08:00-17:00	8.00	No	28/03/2024 16:03:25	In Process	26004768 : Chadchawan Chaicharoen	
	Tue 07/11/23	00000005	08:00-17:00	8.00	No	28/03/2024 16:03:25	In Process	26004768 : Chadchawan Chaicharoen	
	Wed 08/11/23	00000005	08:00-17:00	8.00	No	28/03/2024 16:03:25	In Process	26004768 : Chadchawan Chaicharoen	
	Thu 09/11/23	00000005	08:00-17:00	8.00	No	28/03/2024 16:03:25	In Process	26004768 : Chadchawan Chaicharoen	
	Fri 10/11/23	00000005	08:00-17:00	8.00	No	28/03/2024 16:03:25	In Process	26004768 : Chadchawan Chaicharoen	

3. Click icon to see timesheet detail

Workflow Overview



Timesheet

Attendance

Status of Request :
Filter Status

Type of Date :
Request Date

Date :
Start Date
01 Jun 2024
End Date
30 Jun 2024

Request Time	Last Agent Name	Process Time	Status	Withdraw
28 Jun 2024 08:42:13	98012111 : Miss Natruja Kapanya	28 Jun 2024 08:40:54	Released	
28 Jun 2024 08:40:37			Withdraw	
21 Jun 2024 10:00:11			Released	

Latest Approver

Process Time of Latest Approver





Workflow Overview

Request Time		Last Agent Name		Process Time		Status		Withdraw		
▼ 28/03/2024 16:03:25						Released				
Detail Request										
Display Data	Date	Task / Project	Sta...	Hours	OT	Last Update	Last Step	Status Process	Next Step	Next Approver
	Mon 06/11/23	00000005	08:00-17:00	8.00	No	28/03/2024 16:03:25		In Process	26004768 : Chadchawan Chaicharoen	
	Tue 07/11/23	00000005	08:00-17:00	8.00	No	28/03/2024 16:03:25		In Process	26004768 : Chadchawan Chaicharoen	
	Wed 08/11/23	00000005	08:00-17:00	8.00	No	28/03/2024 16:03:25		In Process	26004768 : Chadchawan Chaicharoen	
	Thu 09/11/23	00000005	08:00-17:00	8.00	No	28/03/2024 16:03:25		In Process	26004768 : Chadchawan Chaicharoen	
	Fri 10/11/23	00000005	08:00-17:00	8.00	No	28/03/2024 16:03:25		In Process	26004768 : Chadchawan Chaicharoen	

Approval Status

Timesheet Status

Released

- Timesheet records have been submitted and waiting for approval.

In Process

- Timesheet records are in approval process.

Completed

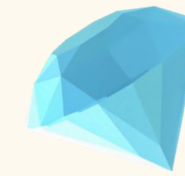
- Your request for approval has been completed (approved/rejected).

Withdraw

- Timesheet records have been withdrawn.



Workflow Overview



Timesheet

Attendance

Filter Status

Filter Date of Attendance

Process Time of Latest Approver

Status of Attendance :

Attendance Date :

Filter Status

Start Date
01 Jul 2024

End Date
31 Jul 2024

Request Time ↓1	Attendance Type	Start Date	End Date ↓2	Start Time	End Time	Last Agent Name	Process Time	Status
01 Jul 2024 08:43:47	5100 : No clock-in	01 Jul 2024	02 Jul 2024	00:00	00:00			Sent
28 Jun 2024 08:45:37	5108 : No clock data	01 Jul 2024	31 Jul 2024	00:00	00:00	Miss Natruja Kapanya	01 Jul 2024 08:43:32	Deleted

Attendance Submission
Date/Time

Latest Approver

Status of Attendance

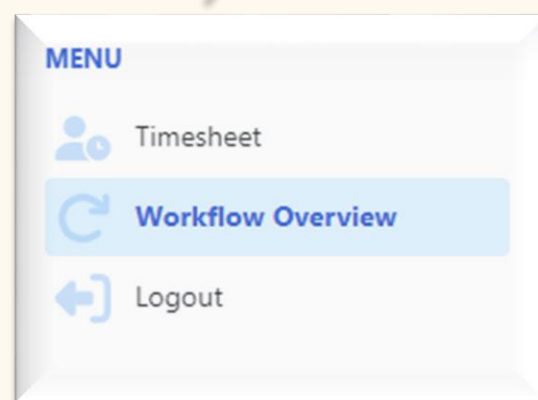




Withdraw Timesheet

**** Only timesheet with 'Released' status can be withdraw ****

1. Click Menu "Workflow Overview"



Workflow Overview				
Filter Status	Start Date 01/03/2024	End Date 28/03/2024		
Request Time	Last Agent Name	Process Time	Status	Withdraw
28/03/2024 16:03:25			Released	
28/03/2024 16:01:25			Released	
28/03/2024 15:58:38			Released	
18/03/2024 11:17:33	26009695 : Thanadon Prutthisan	28/03/2024 09:46:25	Completed	
12/03/2024 08:10:34	26009695 : Thanadon Prutthisan	14/03/2024 22:04:11	Completed	
04/03/2024 14:37:41	26009695 : Thanadon Prutthisan	06/03/2024 09:18:45	Completed	

2. Click Withdraw Timesheet

Mon 11 Dec 2023				9/8				+
00000005 : Documentation & Suppor...		<input type="checkbox"/> NO		08:00	17:00	8.00	Add Detail Time...	
00000005 : Documentation & Suppor...		<input type="checkbox"/> NO		17:00	18:00	1.00	Edit Bug Timesh...	
Tue 12 Dec 2023				8/8				+
00000008 : Meeting		<input type="checkbox"/> NO		08:00	17:00	8.00	Meeting Test Ti...	
Wed 13 Dec 2023				8/8				+
00000005 : Documentation & Suppor...		<input type="checkbox"/> NO		08:00	17:00	8.00	E-Bidding (Front...	
Thu 14 Dec 2023				8/8				+
00000005 : Documentation & Suppor...		<input type="checkbox"/> NO		08:00	17:00	8.00	E-Bidding (Front...	



Are you sure to withdraw?

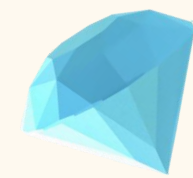
The data that you selected will withdraw!

Yes

Cancel

3. Select Confirm or Cancel

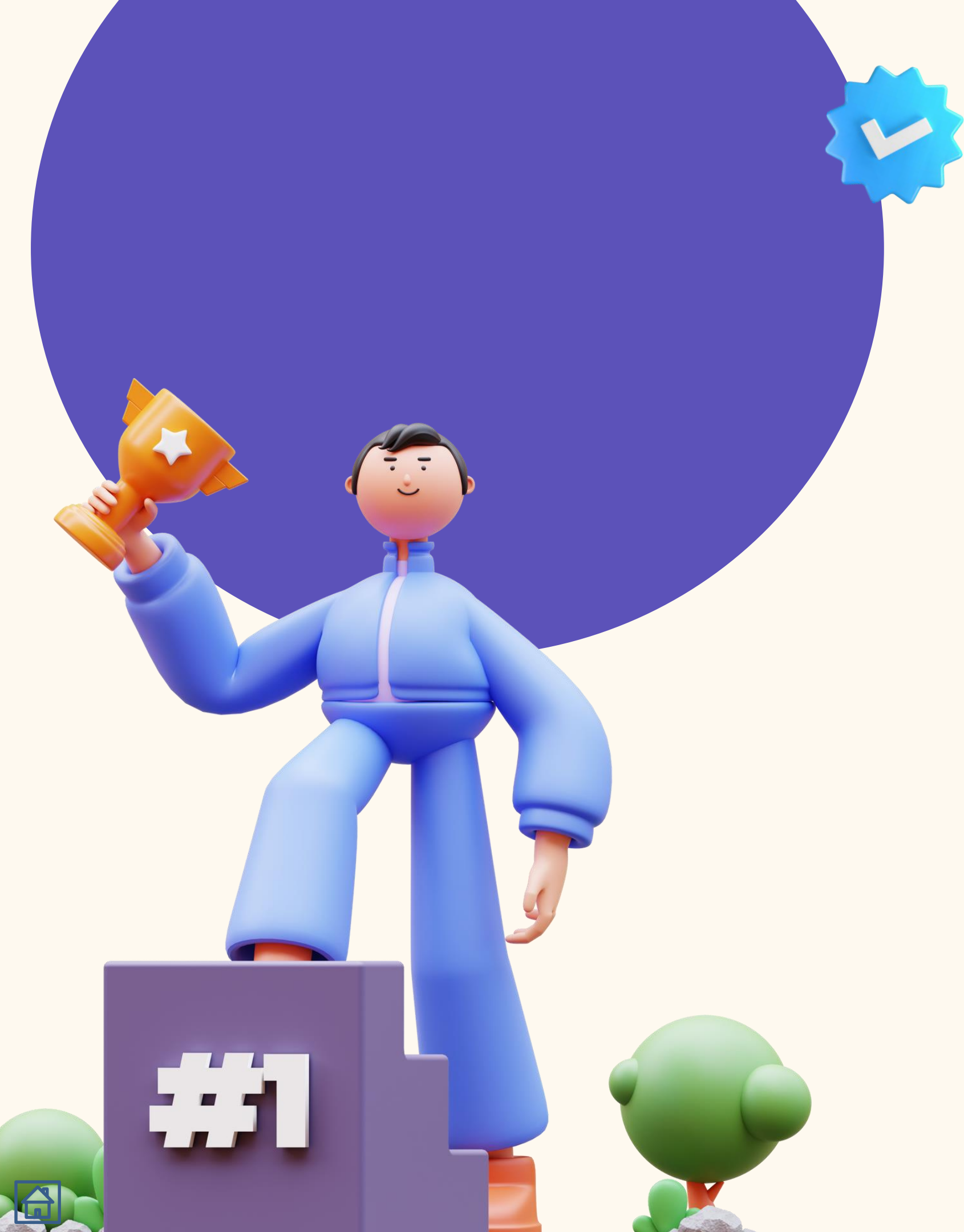
Allow to Edit Timesheet After Withdraw



Approver

Cost Center , Project Timesheet
and Attendance Request



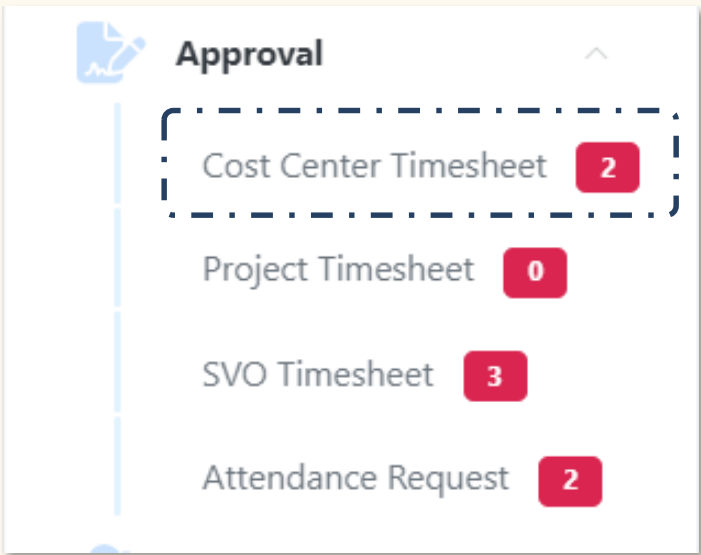


Cost Center Timesheet



Approve By Record

1. Click Menu "Approval" >> "Cost Center Timesheet"



26004768 Chadchawan Chaicharoen
C-OR-DT

Cost Center Timesheet

All Clear Selection

Comment Approve Rejected

	21	168.00	168.00	0.00
	Total Records	Total MH.	Total NT [Hr]	Total OT [Hr]

	Employee ID	Full Name	Indicator	NormalTime	OT
<input type="checkbox"/>	98007756	Janejira Duangkaew	C-OR-DT	40.00	0.00
<input type="checkbox"/>	98009109	Tanakrit Jinakhan	C-OR-DT	40.00	0.00

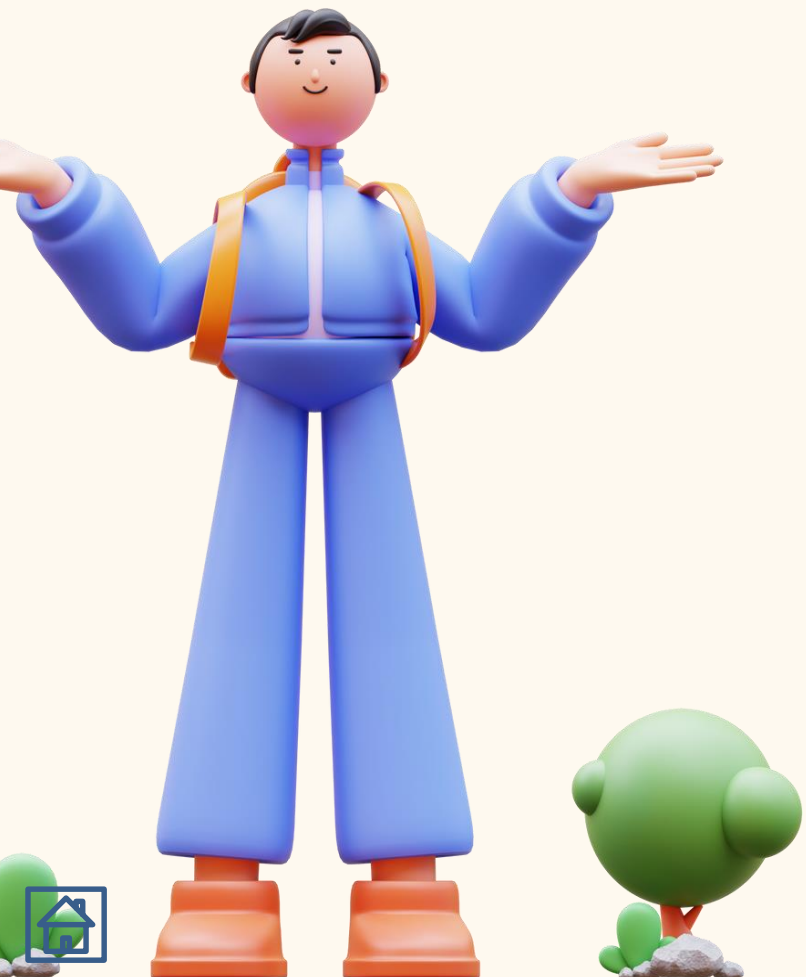
Tanakrit Jinakhan's Tasks:

	Date	Task / Project	Start...	Hours	Clock In-Out	OT	OT Reason	Detail of Work	Comment	Approve
<input type="checkbox"/>	Mon 30/10/23	00000005 : Documentation & Supporting	08:00-17:00	8.00	-	No		Develop SmartER		✓ ✕
<input type="checkbox"/>	Tue 31/10/23	00000005 : Documentation & Supporting	08:00-17:00	8.00	-	No		Develop Online TBE Bidder Form		✓ ✕
<input type="checkbox"/>	Wed 01/11/23	00000005 : Documentation & Supporting	08:00-17:00	8.00	-	No		meDMS Bi-Weekly Developing progress and discuss		✓ ✕
<input type="checkbox"/>	Thu 02/11/23	00000005 : Documentation & Supporting	08:00-17:00	8.00	-	No		Develop meDMS function flatten annotations on register document		✓ ✕
<input type="checkbox"/>	Fri 03/11/23	00000005 : Documentation & Supporting	08:00-17:00	8.00	-	No		Develop meDMS function flatten annotations on register document		✓ ✕

2. Enter Comment By Record

**** Approver is required to add comment for OT request items. ****

3. Click Approve or Reject By Record



Mass Approve



Cost Center Timesheet

1. Select Timesheet

All

Clear Selection

2. Click Comment

17

Total Records

136.00

Total MH.

136.00

Total NT [Hr]

0.00

Total OT [Hr]

<input type="checkbox"/>	Employee ID	Full Name	Indicator	NormalTime	OT
<input checked="" type="checkbox"/>	98007756	Janejira Duangkaew	C-OR-DT	16.00	0.00
<input checked="" type="checkbox"/>	98009109	Tanakrit Jinakhan	C-OR-DT	40.00	0.00

Tanakrit Jinakhan's Tasks:

<input type="checkbox"/>	Date	Task / Project	Start...	Hours	Clock In-Out	OT	OT Reason	Detail of Work	Comment	Approve
<input checked="" type="checkbox"/>	Mon 30/10/23	00000005 : Documentation & Supporting	08:00-17:00	8.00	-	No		Develop SmartER	Approve	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	Tue 31/10/23	00000005 : Documentation & Supporting	08:00-17:00	8.00	-	No		Develop Online TBE Bidder Form	Approve	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	Wed 01/11/23	00000005 : Documentation & Supporting	08:00-17:00	8.00	-	No		meDMS Bi-Weekly Developing progress and discuss	Approve	<input checked="" type="checkbox"/> <input type="checkbox"/>

4. Approve or Reject

!

Are you sure to approve?

[Timesheet: 7Records Total: 56.00H NT: 56.00H OT: 0.00H]

Yes

Cancel

5. Click 'Yes' to confirm mass approve

Add the comments

Approve

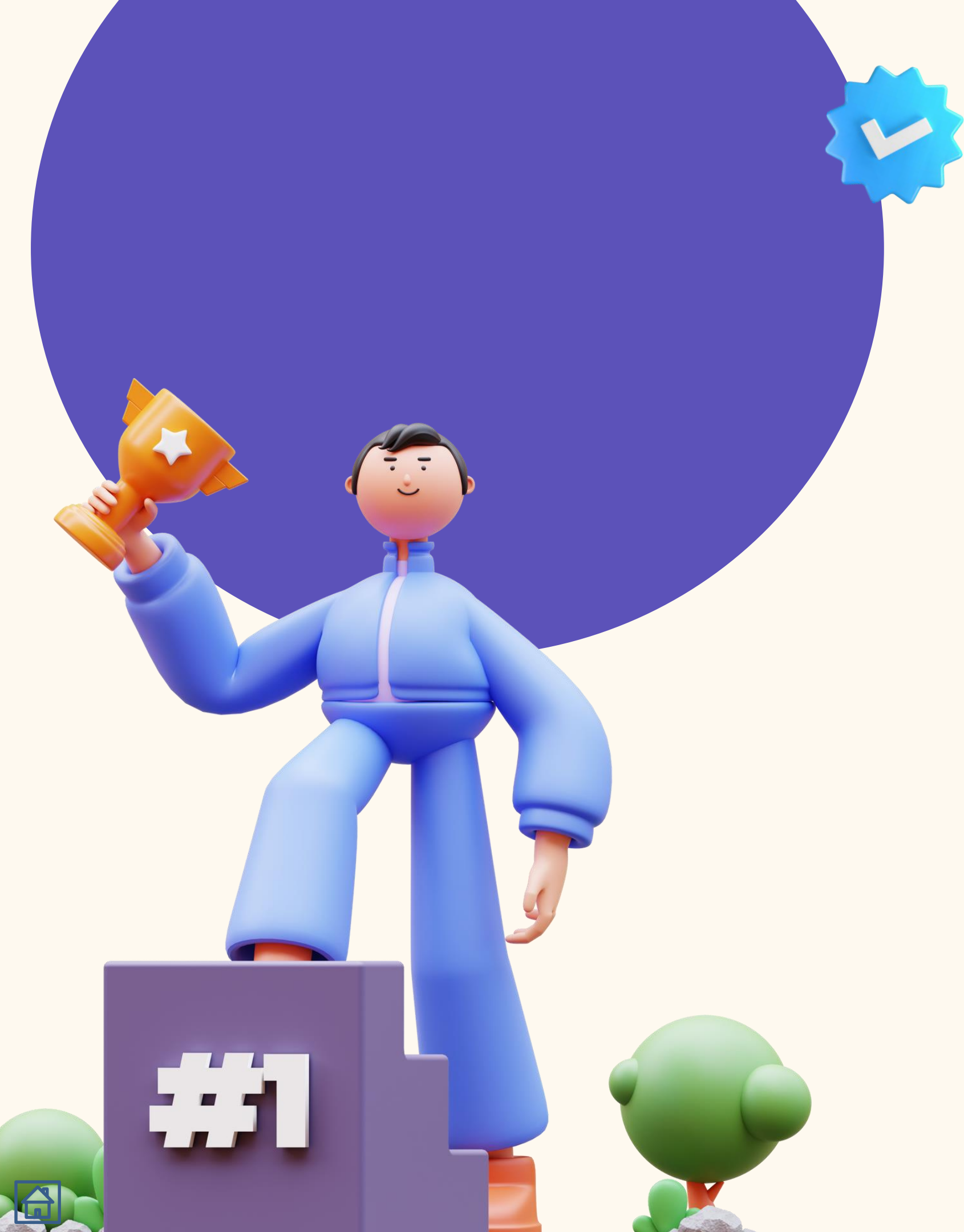
Save

Cancel

** Approver is required to add comment for OT request items. **

3. Add comment then, click 'Save' to multiple add comment in timesheet records





Project Timesheet

Approve Project Timesheet



1. Click Menu “Approval” >> “Project Timesheet”

Approval

Cost Center Timesheet2

Project Timesheet0

SVO Timesheet3

Attendance Request2

PROJECT

Project Timesheet

Search...

#	Project Name	Select
1	AC-20-35012-01 : Dummy Project	✓

2. Click Project

3. Click Project MH. Summary to see budgetary information.

PROJECT

Project Timesheet

Click to view Project MH. Summary

Detail of Project

Project MH. Summary

Service Area	Project Status	Project No	Project Title	Sch. Start	Sch. Finish
Others (GC)	Project Exucution	AC-20-35012-01	Dummy Project	Jan 30, 2021	Jan 28, 2026

Description	Current Approved ...	Change	Budget+Change	Act to Date	%Actual
Construction Management	96,682.60	3,271.80	99,954.40	8,707.00	9.01%
H.O. Engineering	77,083.80	76,615.74	153,699.54	29,718.30	38.55%
Procurement	8,109.50	1,365.40	9,474.90	11,117.80	137.10%
Project Management	26,437.70	145.33	26,583.03	37,159.30	140.55%
Total:	208,313.60	81,398.27	289,711.87	86,702.40	41.62%

Project MH Summary



Approve Project Timesheet

Timesheet Detail

All

Clear Selection

4. Select All Items

21
Total Records

34.00
Total MH.

28.00
Total NT [Hr]

6.00
Total OT [Hr]

✓	Network Description	Network		
✓	7081090 : TIMESHEET for Procurement Management (Total: 12.00H, NT: 12.00H, OT: 0.00H)	Employee Released Timesheet		
✓	ID	Full Name	NT	OT
✓	a3100052	a3100052fname a3100052sname	2.00	0.00

Request Timesheet

✓	Date	↑1 Activity	↑2 Start-End...	Clock In-Out	OT	OT Reason	Hours	Detail of Work	Comment	Approve
✓	Wed 21/07/21	0006 : Meeting, Project Coordination	08:00-10:00	-	No		2.00	Review/appv PO & Others support.	Approve	✓ X

Timesheet Request

✓	a3100051	a3100051fname a3100051sname	4.00	0.00
---	----------	-----------------------------	------	------

Request Timesheet

✓	Date	↑1 Activity	↑2 Start-End...	Clock In-Out	OT	OT Reason	Hours	Detail of Work	Comment	Approve
✓	Mon 19/07/21	0008 : Others	15:00-16:00	-	No		1.00	Coordinate and support for Service Packa		✓ X

7. Approve or Reject

5. Click Comment

Comment

✓ Approve

✗ Rejected

Are you sure to approve?

[Timesheet: 21Records Total: 34.00H NT: 28.00H OT: 6.00H]

Yes

Cancel

8. Click 'Yes' to confirm mass approve

Add the comments

Approve

Save

Cancel

6. Add comment and click 'Save' to mass comment timesheet

** Approver is required to add comment for OT request items. **



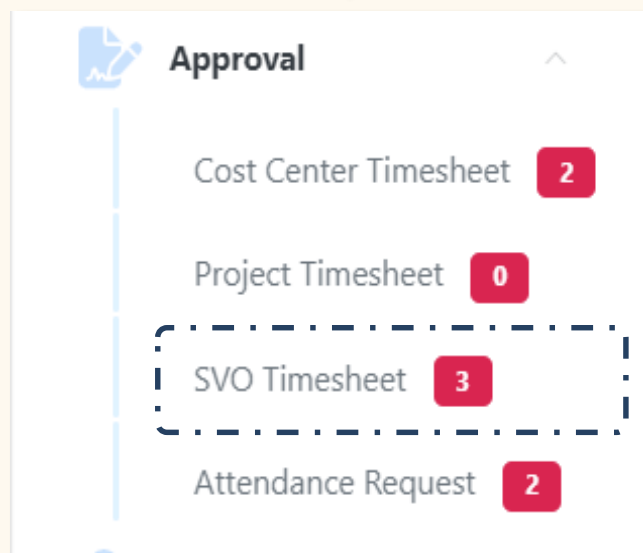


SVO Timesheet

Approve By Record



1. Click Menu "Approval" >> "SVO Timesheet"



All

Clear Selection

Comment

Approve

Rejected

7

Total Records

35.00

Total MH.

35.00

Total NT [Hr]

0.00

Total OT [Hr]

<input type="checkbox"/>	Employee ID	Full Name	Indicator	NormalTime	OT
<input type="checkbox"/>	26010298	Miss Janejira Duangkaew	M-SE-EM1	17.00	

Miss Janejira Duangkaew's Tasks:

<input type="checkbox"/>	Date	SVO	Activity	Time	Hours	OT/Reason	Detail of Work	Comment	Approve
<input type="checkbox"/>	Tue 15 Oct 24	201016068010 : Corrosion under pipe support inspection at GC7 BTF Plant	0001 : Act AAA	08:00-17:00	8.00	No	test		<div>✓✕</div>
<input type="checkbox"/>	Fri 18 Oct 24	201016486010 : Overhaul control valve and actuator Tag 17LCV-004A/B on site	0002 : Act 002	08:00-17:00	8.00	No	test		<div>✓✕</div>
<input type="checkbox"/>	Mon 21 Oct 24	201015088012 : Swing blind & De blind Gas loop Reactor	0110 : Technician 1 -DH (ลงอินนี้)	09:52-10:52	1.00	No	test		<div>✓✕</div>

<input type="checkbox"/>	98012111	Miss Natruja Kapanya	M-SE-RM	18.00	0.00
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2. Enter Comment By Record

**** Approver is required to add comment for OT request items. ****

3. Click Approve or Reject By Record



Mass Approve



1. Select Timesheet

2. Click Comment

4. Approve or Reject

!

Confirm to approve?
[Timesheet: 3Records Total: 17.00H NT: 17.00H OT: 0.00H]

YesCancel

5. Click 'Yes' to confirm mass approve

Add the comments

Approve

SaveCancel

** Approver is required to add comment for OT request items. **

3. Add comment then, click 'Save' to multiple add comment in timesheet records

SVO Timesheet

AllClear Selection

735.0035.000.00
Total RecordsTotal MHTotal NT [Hr]Total OT [Hr]

	Employee ID	Full Name	Indicator	NormalTime	OT		
<input checked="" type="checkbox"/>	26010298	Miss Janejira Duangkaew	M-SE-EM1	17.00	0.00		
Miss Janejira Duangkaew's Tasks:							
	Date	SVO	Activity	Time	Hours	OT/Reason	Detail of Work
<input checked="" type="checkbox"/>	Tue 15 Oct 24	201016068010 : Corrosion under pipe support inspection at GC7 BTF Plant	0001 : Act AAA	08:00-17:00	8.00	No	test
<input checked="" type="checkbox"/>	Fri 18 Oct 24	201016486010 : Overhaul control valve and actuator Tag 17LCV-004A/B on site	0002 : Act 002	08:00-17:00	8.00	No	test
<input checked="" type="checkbox"/>	Mon 21 Oct 24	201015088012 : Swing blind & De blind Gas loop Reactor	0110 : Technician 1 -DH (ลงอันนี้)	09:52-10:52	1.00	No	test
<input type="checkbox"/>	98012111	Miss Natruja Kapanya	M-SE-RM		18.00		

Comment

Approve

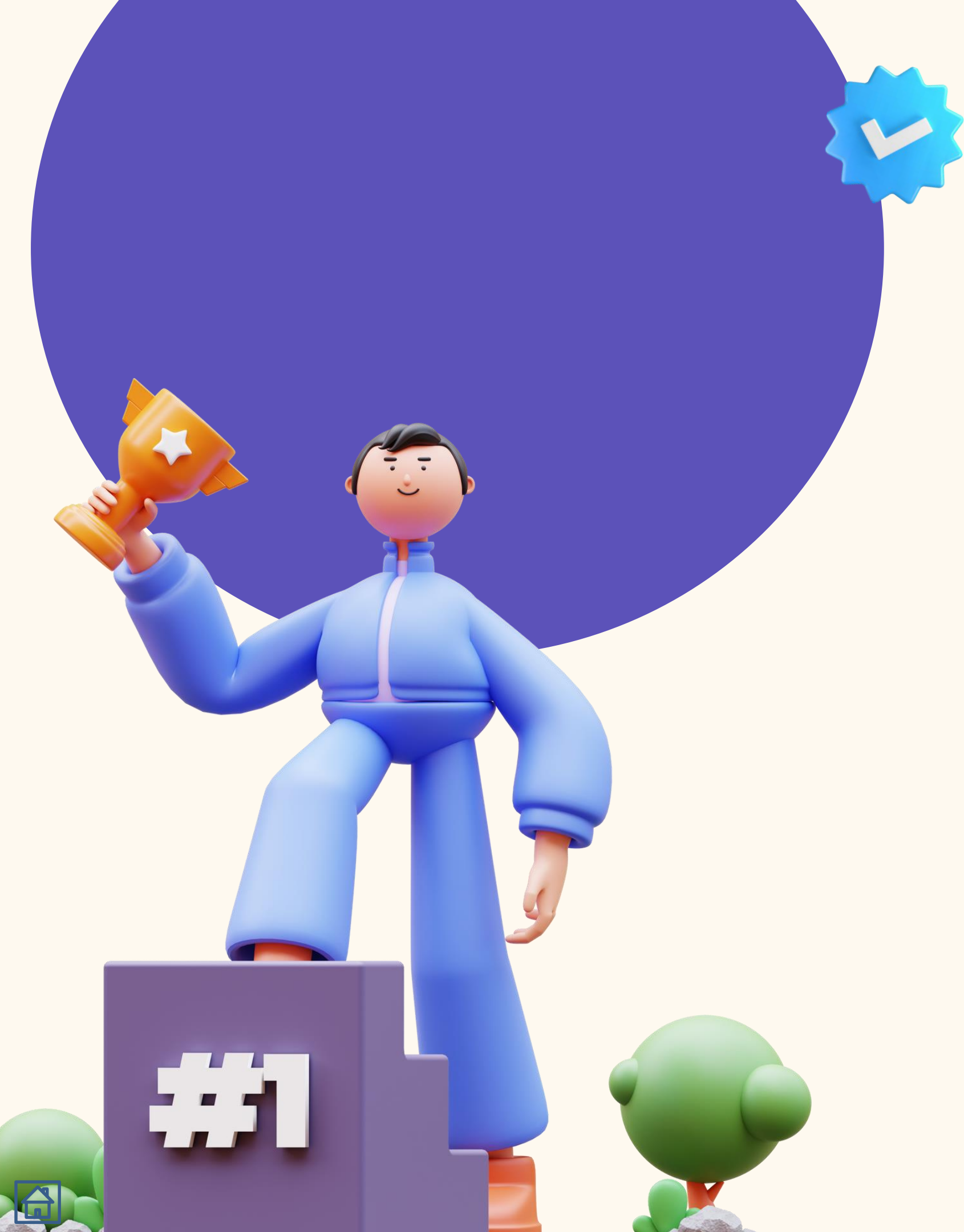
Approve

Approve

✓✕

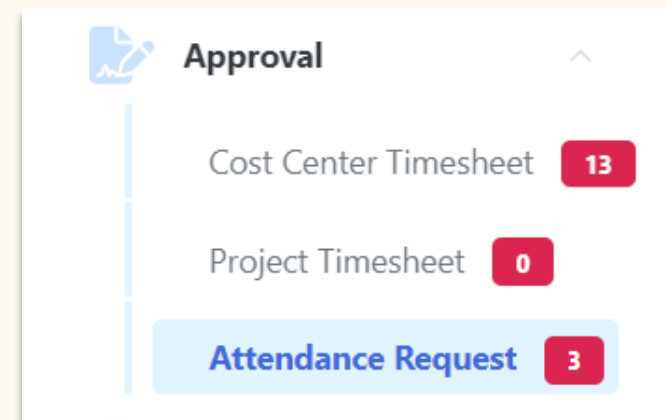
✓✕

✓✕



Attendance Request

Approve Attendance Request



1. Click Menu "Approval" >> "Project Timesheet"

7. Approve or Reject

4. Select All Items

Clear Selection ✓ Approve ✗ Reject 3 Total Records 30.98 Total HR.

<input type="checkbox"/>	Employee ID	Full Name	Indicator
<input type="checkbox"/>	98012111	Miss Natruja Kapanya	C-OR-DT

Attendance Request:

<input type="checkbox"/>	Attendance Desc.	Start ... ↑1	End D... ↑2	Start Time	End Time	Hours	Note	Approve
<input type="checkbox"/>	5108 : No clock data	18 Jun 2024	18 Jun 2024	08:00	17:00	8.00	Insert Same Cancel	✓ ✗
<input type="checkbox"/>	5112 : Forgot prox. Card	18 Jun 2024	18 Jun 2024	17:00	23:59	6.98	Test Rejected	
<input type="checkbox"/>	5100 : No clock-in	01 Jul 2024	02 Jul 2024	00:00	00:00	16.00	test	



3. Click Approve or Reject By Record



Support Contact*

IT Service Request via Fresh Service

<https://gcme.freshservice.com/>

Timesheet

