



Timesheet Web Application



User Manual

GCME



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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



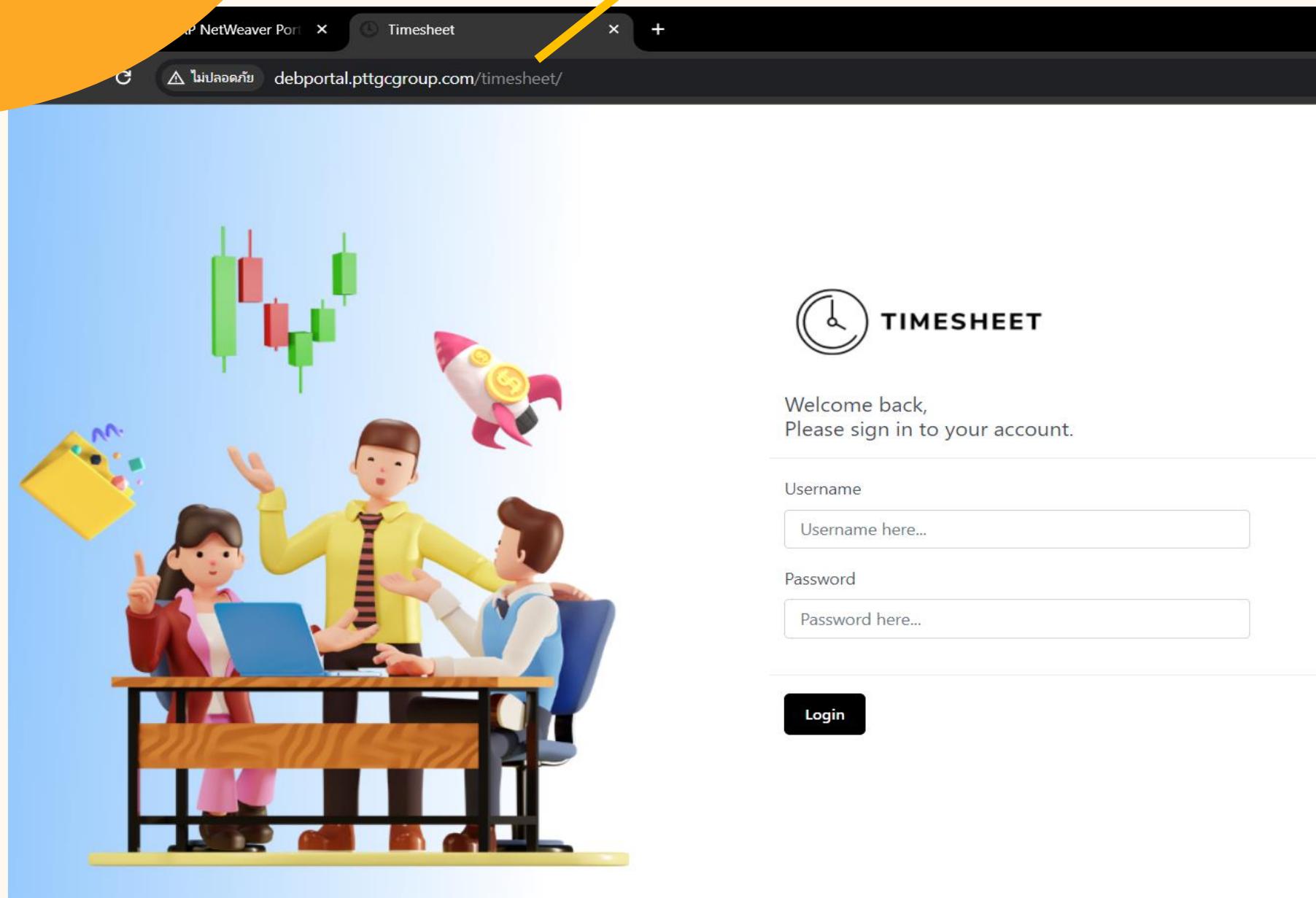
~~CATS (Timesheet)~~
~~Attendance Request~~
Leave Request
Clock-Data



Create Timesheet
Attendance Request



How to Access Timesheet



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



Laptop For Employee
(Connect VPN)



supported on
mobile phone



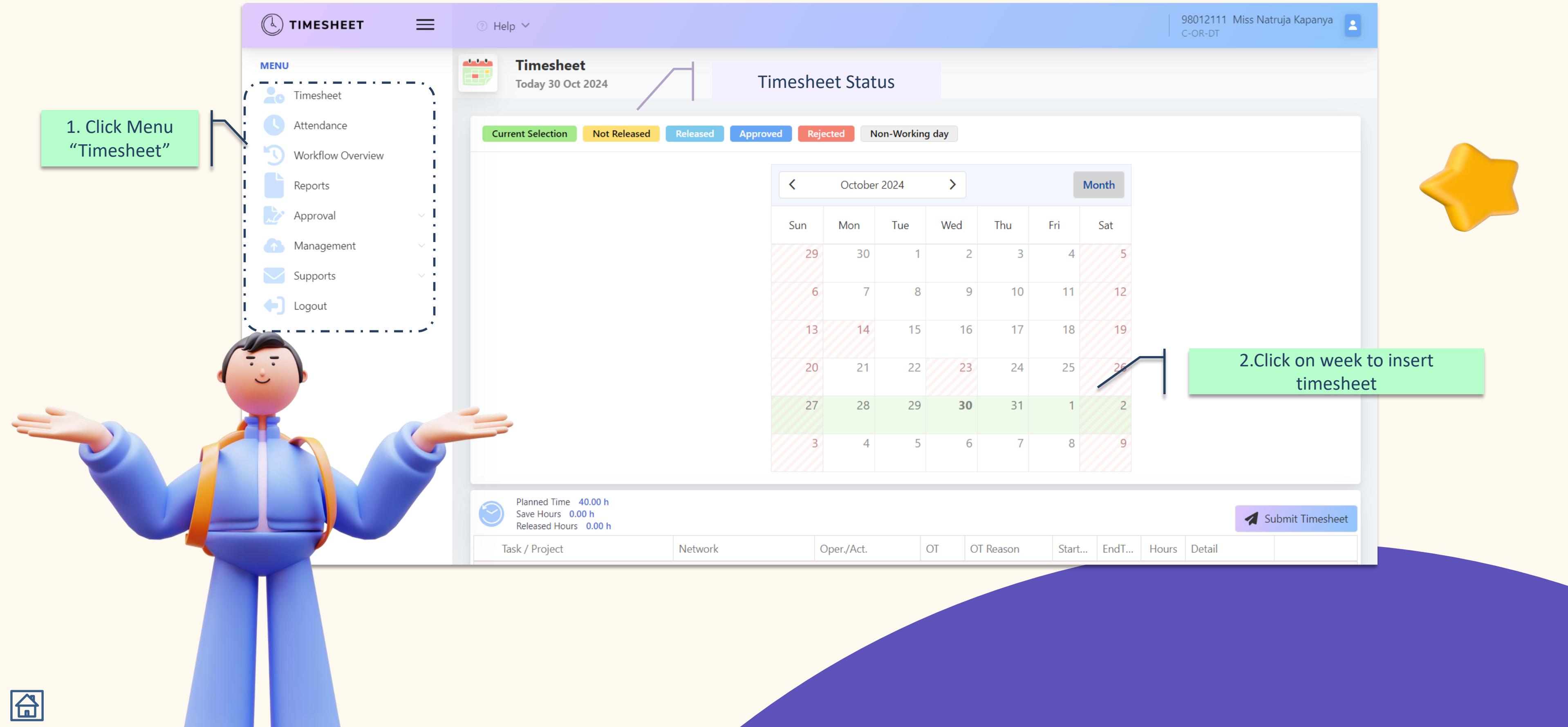


Employee



Create Timesheet , Create Attendance
and Workflow Overview

Create Timesheet



1. Click Menu "Timesheet"

2. Click on week to insert timesheet

98012111 Miss Natruja Kapanya
C-OR-DT

Timesheet Status

Timesheet
Today 30 Oct 2024

Current Selection Not Released Released Approved Rejected Non-Working day

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

Submit Timesheet

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



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	StartTi...	EndTi...	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								

3. Click Add Timesheet

Timesheet Info

Date: * Clock Data:

Start Time: * End Time: *

Task Level: Choose Task Level

SVO: Choose SVO

Project: Choose Project

Network: Choose Network

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

OT: NO

OT Reason: Select...

Save Cancel

4. Create Detail of Timesheet

Timesheet Info

Date: * Clock Data:

Start Time: * End Time: *

Task Level: Choose Task Level

SVO: Choose SVO

Project: 201015058010 : Cleaning and repair work D-9144A/B
201015088012 : Swing blind & De blind Gas loop Reactor

Network: 201015170010 : Static support at GCP Plant (static)

Oper./Act.: 201015178010 : Batch Cleaning at GCP Plant (static)
201015178050 : Batch cleaning at GCP Plant (static), Sep-Dec 2024

OT: 201015179010 : Unclogged polymer by HPWJ
201015179050 : Unclogged polymer by HPWJ, Sep-Dec 2024

Description: * 201015180010 : Chemical Cleaning for Filter Element, Static

Task Level ,WBS and SVO List for timesheet record

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

Network: 7109192 : TIMESHEET for Procurement Management

Oper./Act.: 0002 : Purchasing RFQ

OT: 0001 : Purchasing Management
0002 : Purchasing RFQ
0003 : Purchasing BID
0004 : Purchasing PO
0005 : Expediting Vendor Data

5. Click Save to insert timesheet



Submit Timesheet



Planned Time Per Week

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

Total Hours /Planned Time
Per Day

Submit Timesheet

1. Click Submit Timesheet

Confirm Submit Timesheet

Duration 19 Feb 2024 - 23 Feb 2024
Total Hours : 41 h

Time 40 h
Hours 41 h

2024

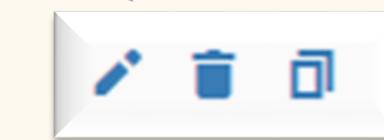
2024

Yes No



2. Click 'Yes' to
confirm submit timesheet

Edit Timesheet



Delete Timesheet



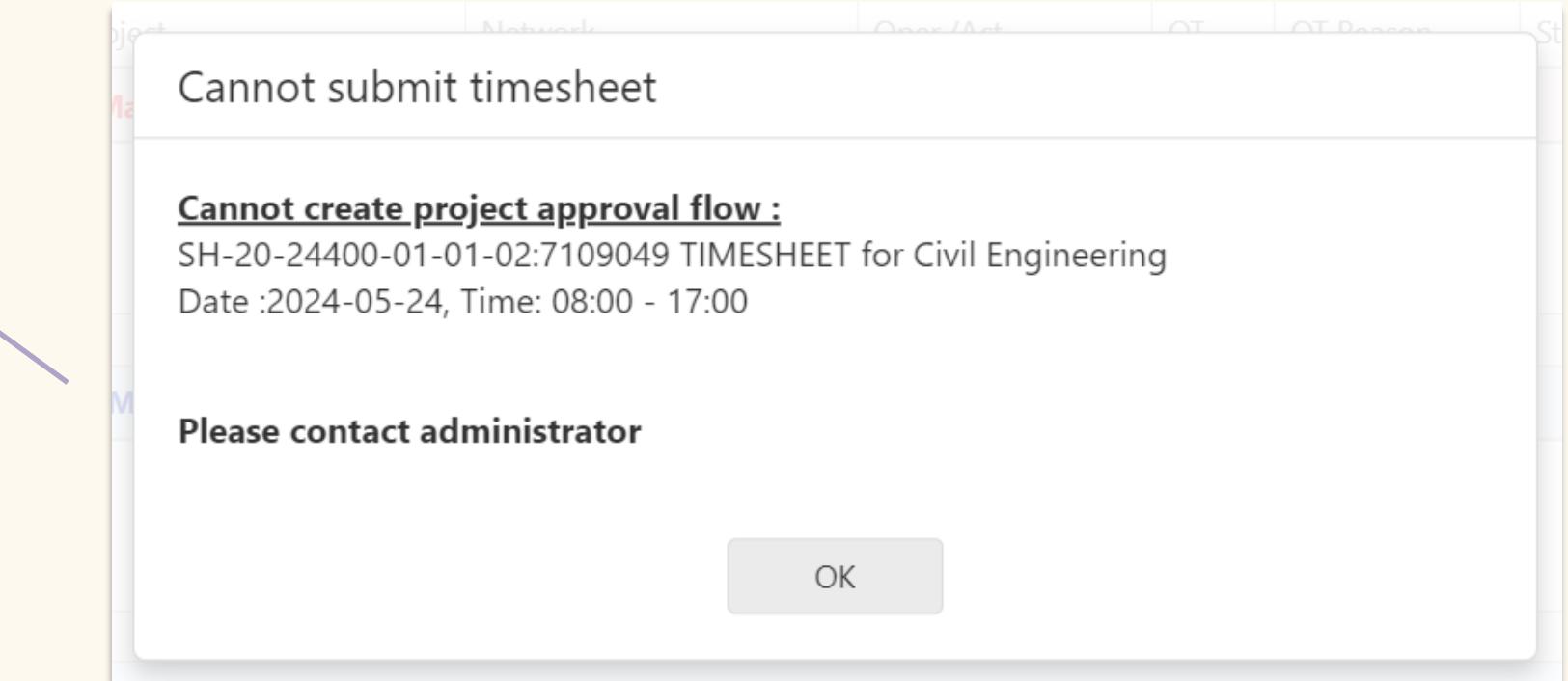
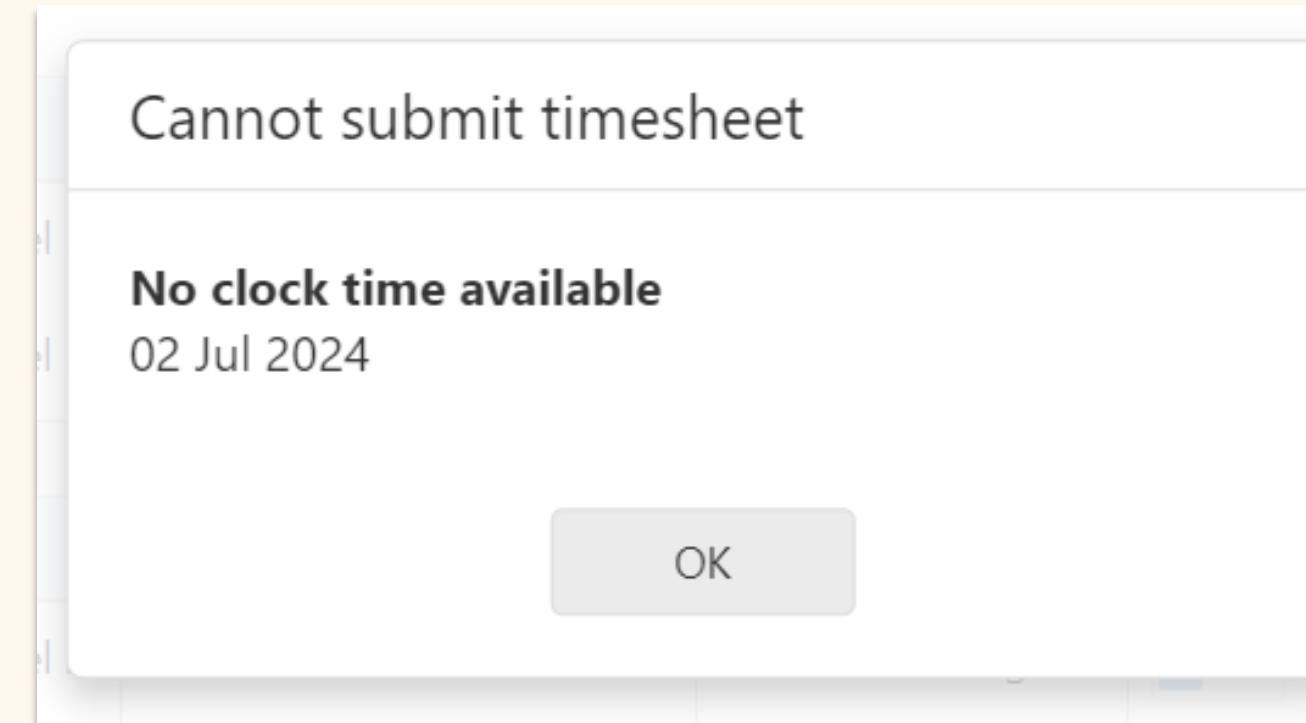
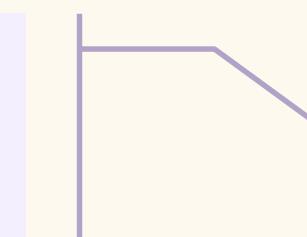
Copy Timesheet



Submit Timesheet



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



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



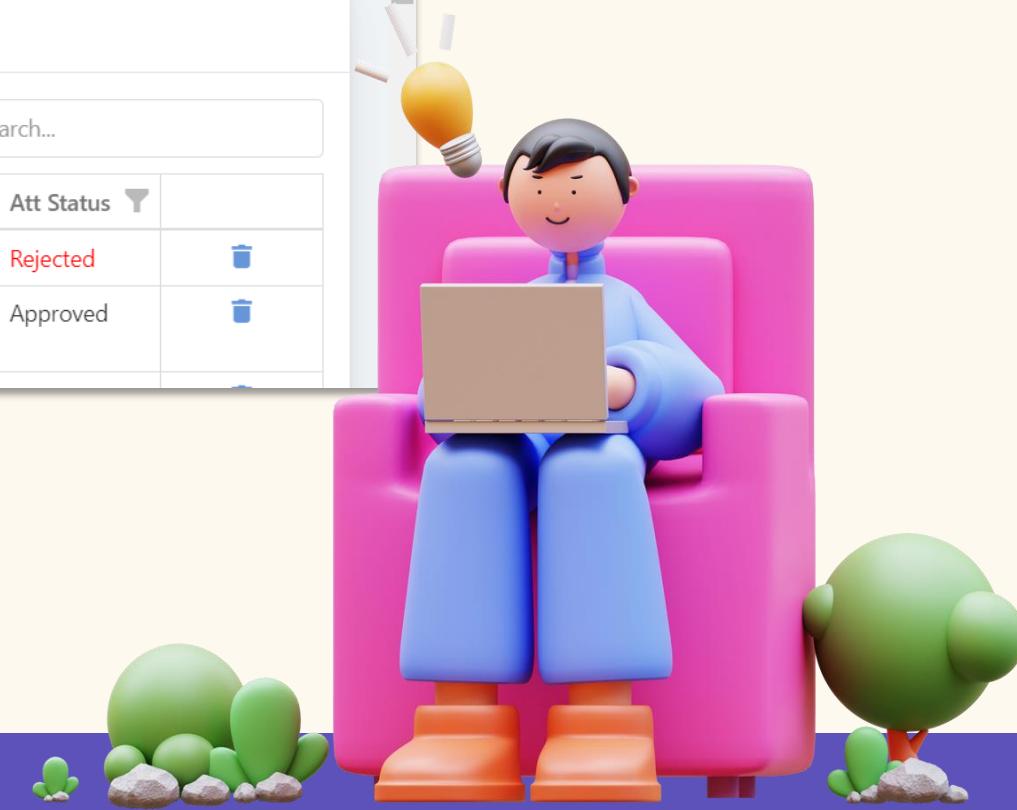
Create Attendance

1. Click Menu “Attendance”

Attendance Request's Information

2. Click “Add Attendance”

Attendance Approved or Rejected



Create Attendance



3.Select
Attendance Type

4.Select Start-End Date

6.Input Note of
Attendance

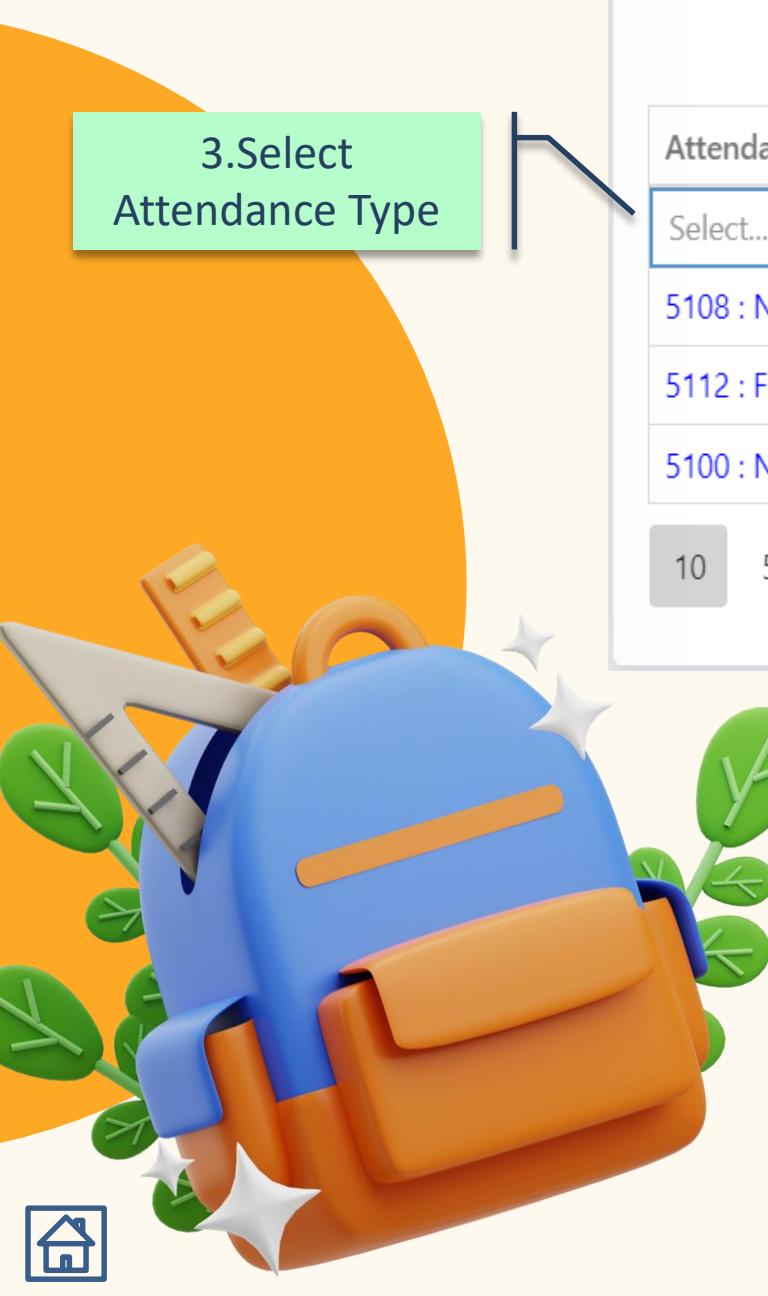
7.Submit Attendance

5.Select Start-End Time

Attendance Request

Attendance Type	Start Date	End Date	Start Time	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 >



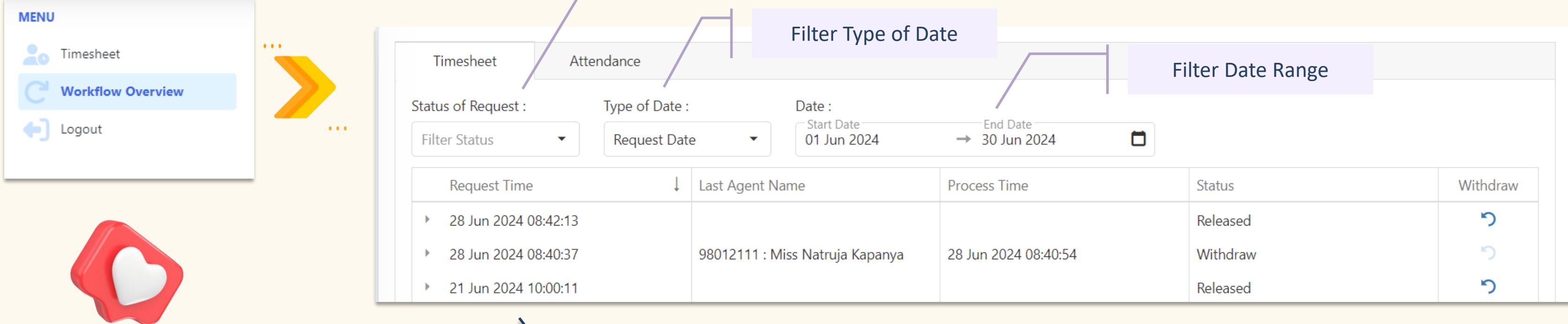
Workflow Overview

1. Click Menu “Workflow Overview”

Filter Status

Filter Type of Date

Filter Date Range



The screenshot shows the 'Workflow Overview' page. On the left is a sidebar with 'Timesheet', 'Workflow Overview' (which is selected and highlighted in blue), and 'Logout'. The main area has three filter sections: 'Filter Status' (Timesheet, Attendance), 'Filter Type of Date' (Status of Request: Filter Status, Type of Date: Request Date), and 'Filter Date Range' (Date: Start Date 01 Jun 2024, End Date 30 Jun 2024). Below the filters is a table with columns: Request Time, Last Agent Name, Process Time, Status, and Withdraw. The table data is as follows:

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



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

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

2. Expand to see Timesheet Flow Process

Request Time Last Agent Name Process Time Status Withdraw

28/03/2024 16:03:25 Released

Detail Request

Display Data	Date	↑1	Task / Project	↑2	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 Submission Date/Time

Timesheet Status

Latest Approver

Process Time of Latest Approver

Timesheet	Attendance	Status of Request :	Type of Date :	Date :	Request Time	Last Agent Name	Process Time	Status	Withdraw
		Filter Status	Request Date	Start Date 01 Jun 2024	End Date 30 Jun 2024				

28 Jun 2024 08:42:13

28 Jun 2024 08:40:37

21 Jun 2024 10:00:11

98012111 : Miss Natruja Kapanya

28 Jun 2024 08:40:54

Released

Withdraw

Released





Workflow Overview

Request Time		Last Agent Name		Process Time			Status		Withdraw								
▼ 28/03/2024 16:03:25								Released									
Detail Request																	
Detail Timesheet																	
Display Data	Date	↑	Task / Project	↑2 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



Filter Status

Attendance

Filter Date of Attendance

Process Time of Latest Approver

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 Miss Natruja Kapanya 01 Jul 2024 08:43:32 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

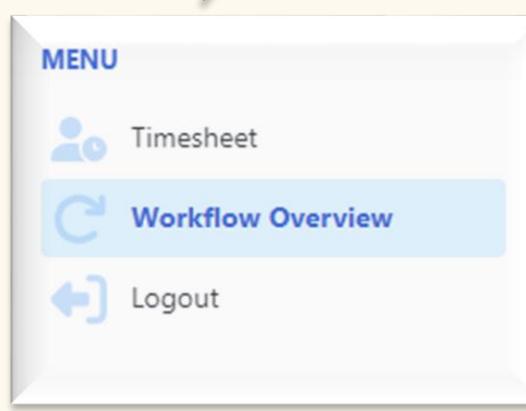
A screenshot of a web-based application interface. At the top, there are three tabs: 'Timesheet', 'Attendance', and 'Filter Status'. The 'Attendance' tab is selected. Below the tabs, there are two dropdown menus: 'Status of Attendance' and 'Attendance Date'. The 'Attendance Date' dropdown shows a range from '01 Jul 2024' to '31 Jul 2024'. To the right of these dropdowns are three purple callout boxes: 'Filter Status', 'Filter Date of Attendance', and 'Process Time of Latest Approver'. Below the dropdowns is a table with columns: Request Time, Attendance Type, Start Date, End Date, Start Time, End Time, Last Agent Name, Process Time, and Status. Two rows of data are shown. At the bottom of the table are three more purple callout boxes: 'Attendance Submission Date/Time', 'Latest Approver', and 'Status of Attendance'. A small house icon is in the bottom left corner.

Withdraw Timesheet



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

1. Click Menu "Workflow Overview"



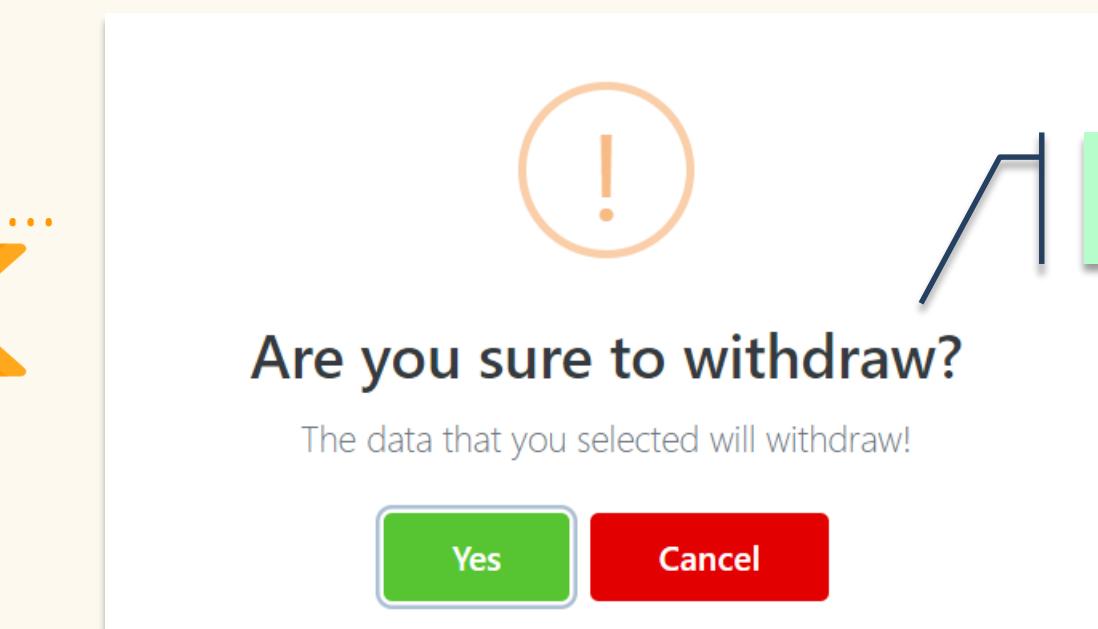
Workflow Overview

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

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

3. Select Confirm or Cancel

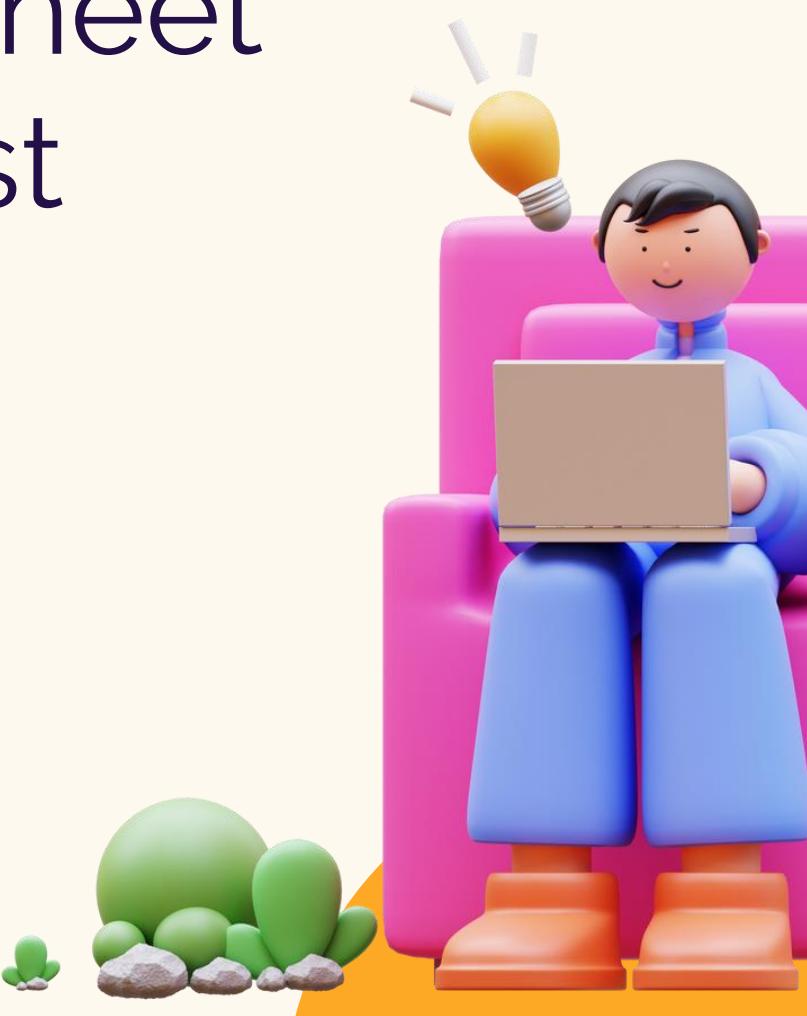


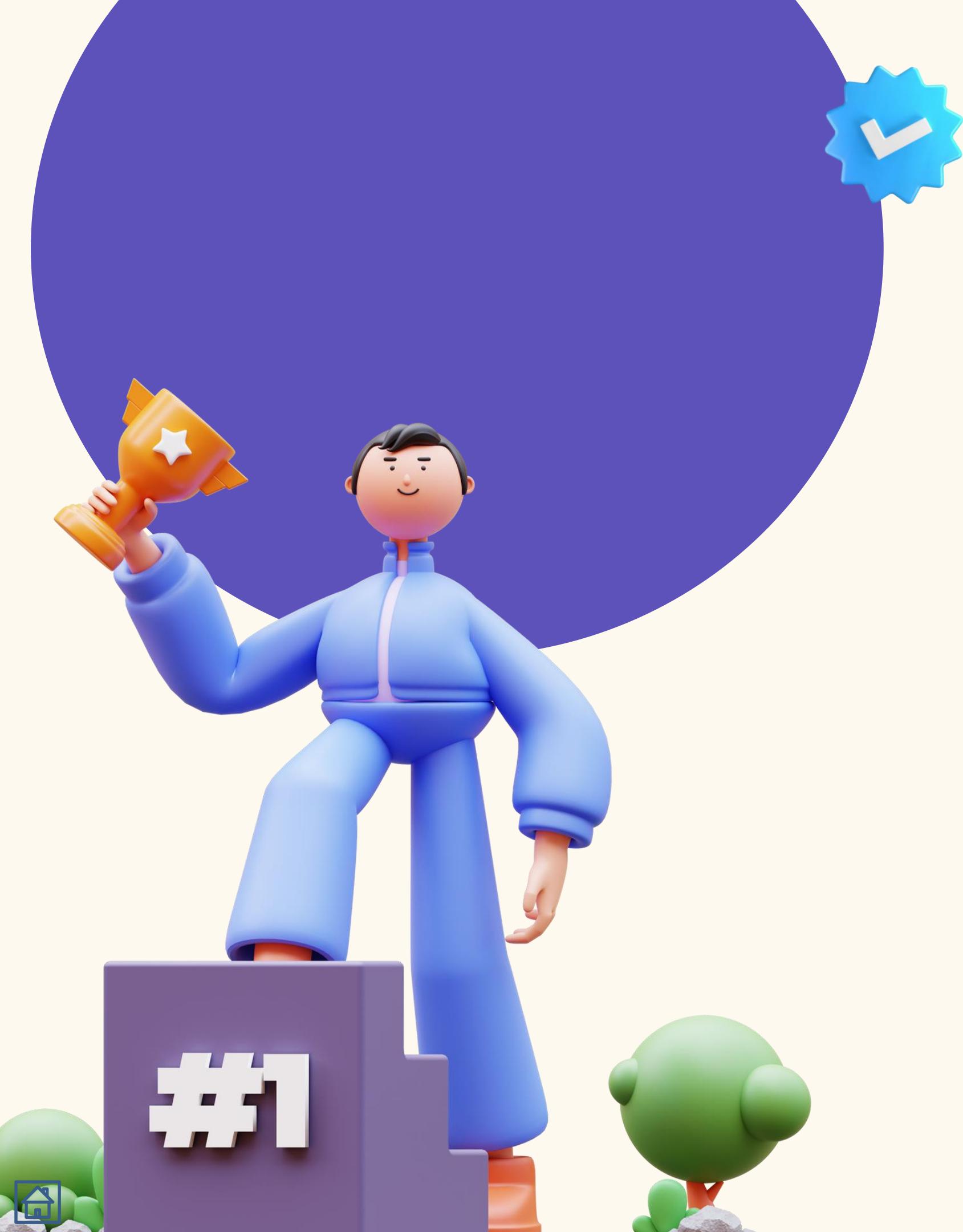
Allow to Edit Timesheet After Withdraw



Approver

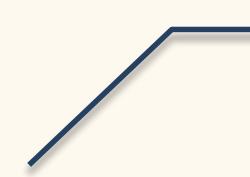
Cost Center , Project Timesheet
and Attendance Request



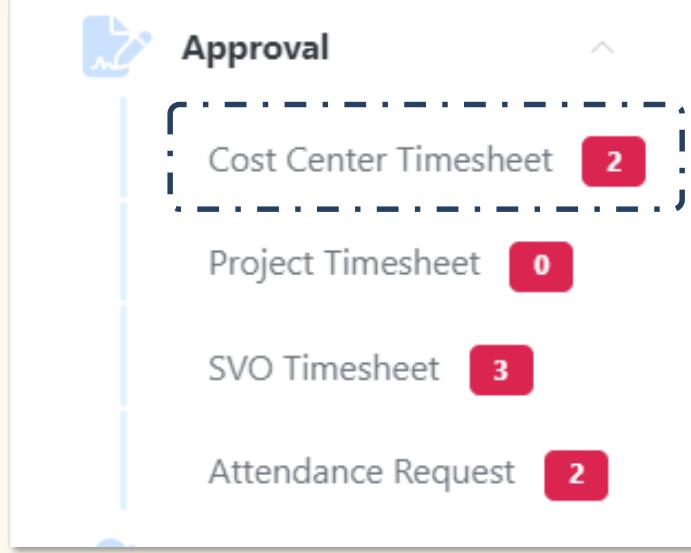


Cost Center Timesheet

Approve By Record



1. Click Menu “Approval” >> “Cost Center Timesheet”



Cost Center Timesheet

21 Total Records

168.00 Total MH.

168.00 Total NT [Hr]

0.00 Total OT [Hr]

Employee ID	Full Name	Indicator	NormalTime	OT
98007756	Janejira Duangkaew	C-OR-DT	40.00	0.00
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
Mon 30/10/23	00000005 : Documentation & Supporting	08:00-17:00	8.00	-	No		Develop SmartER		✓ ✗
Tue 31/10/23	00000005 : Documentation & Supporting	08:00-17:00	8.00	-	No		Develop Online TBE Bidder Form		✓ ✗
Wed 01/11/23	00000005 : Documentation & Supporting	08:00-17:00	8.00	-	No		meDMS Bi-Weekly Developing progress and discuss		✓ ✗
Thu 02/11/23	00000005 : Documentation & Supporting	08:00-17:00	8.00	-	No		Develop meDMS function flatten annotations on register document		✓ ✗
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

2. Click Comment

4. Approve or Reject

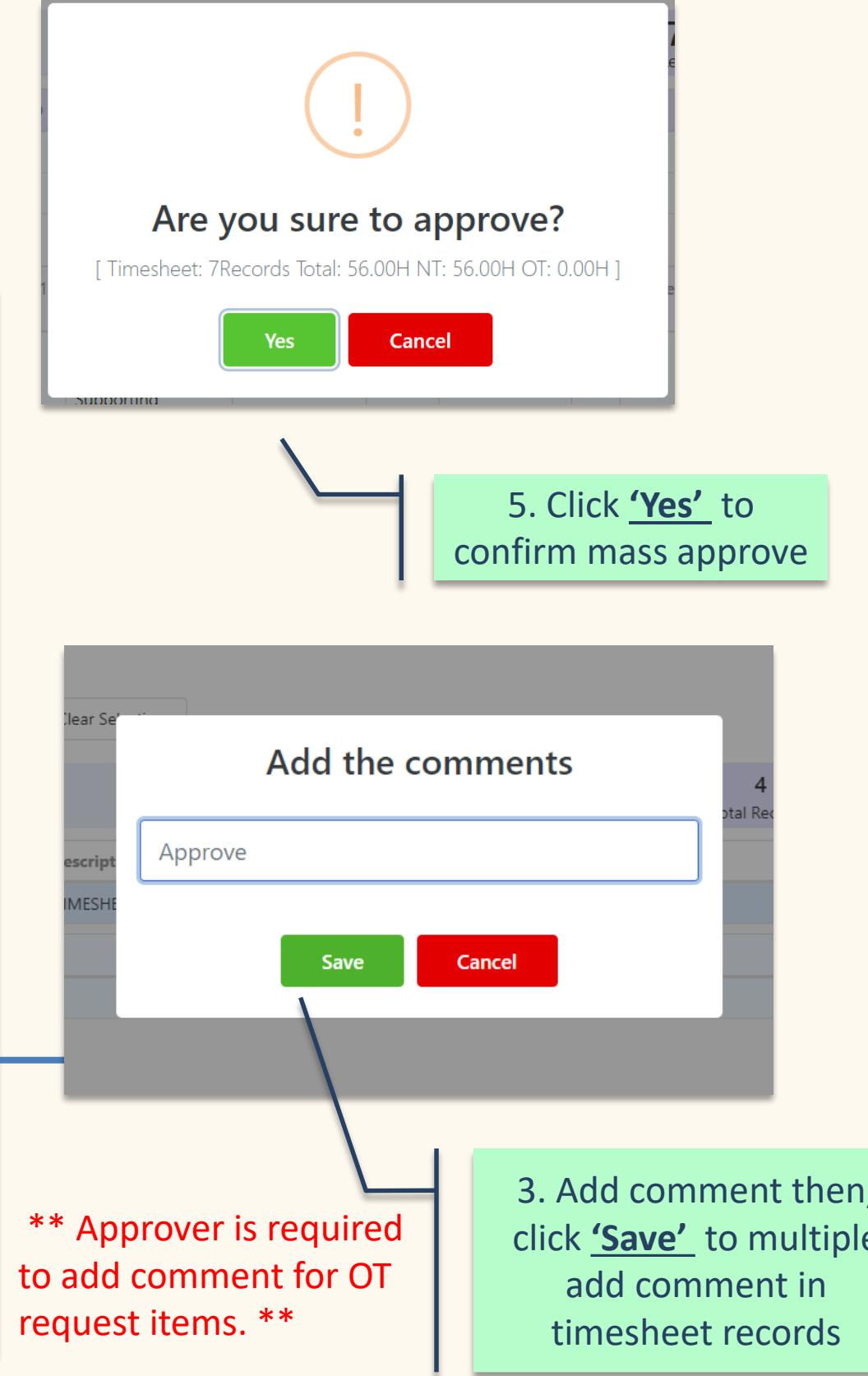
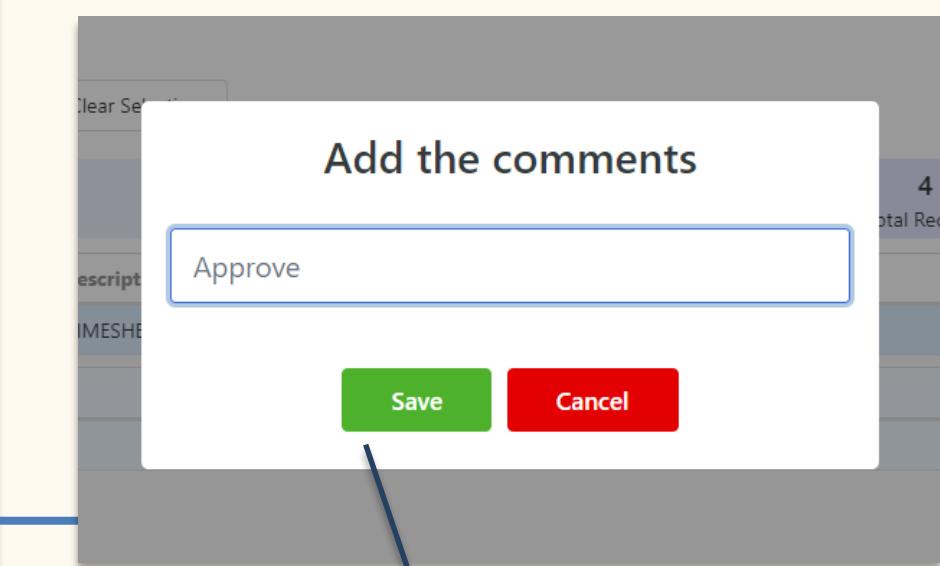
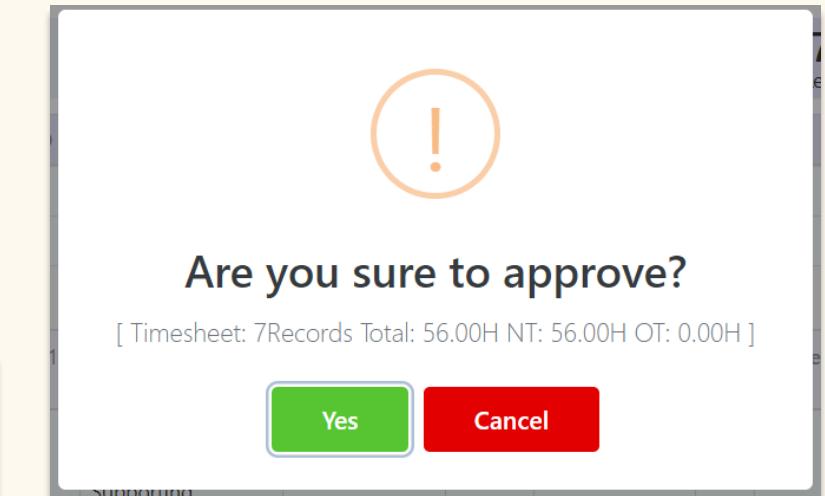
17 Total Records 136.00 Total MH. 136.00 Total NT [Hr] 0.00 Total OT [Hr]

Comment Approve Rejected

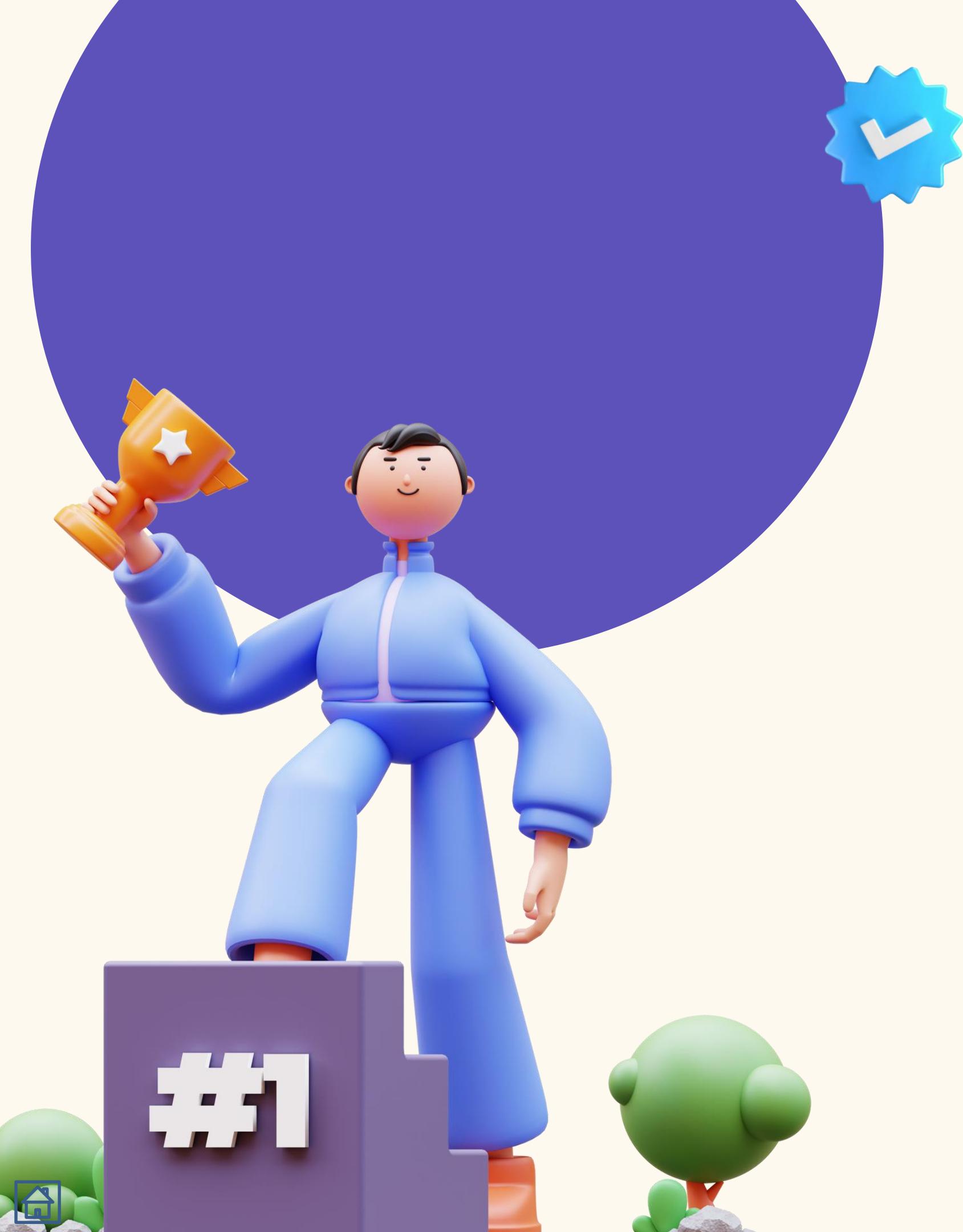
	Employee ID	Full Name	Indicator	NormalTime	OT
<input checked="" type="checkbox"/>	98007756	Janejira Duangkaew	C-OR-DT	16.00	0.00
<input checked="" type="checkbox"/>	98009109	Tanakrit Jinakhan	C-OR-DT	40.00	0.00

Tanakrit Jinakhan's Tasks:

	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"/>	Tue 31/10/23	00000005 : Documentation & Supporting	08:00-17:00	8.00	-	No		Develop Online TBE Bidder Form	Approve	✓ ✕
<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	✓ ✕



Project Timesheet



Approve Project Timesheet



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

2. Click Project

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

Project MH Summary

Approval

Cost Center Timesheet 2

Project Timesheet 0

SVO Timesheet 3

Attendance Request 2

Project Timesheet

Project Name

1 AC-20-35012-01 : Dummy Project

Search...

Select

Detail of Project

Click to view Project MH. Summary

Project MH. Summary

Service Area	Project Status	Project No	Project Title	Sch. Start	Sch. Finish
Others (GC)	Project Execution	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%



Approve Project Timesheet

7. Approve or Reject

4. Select All Items

5. Click Comment

Employee Released Timesheet

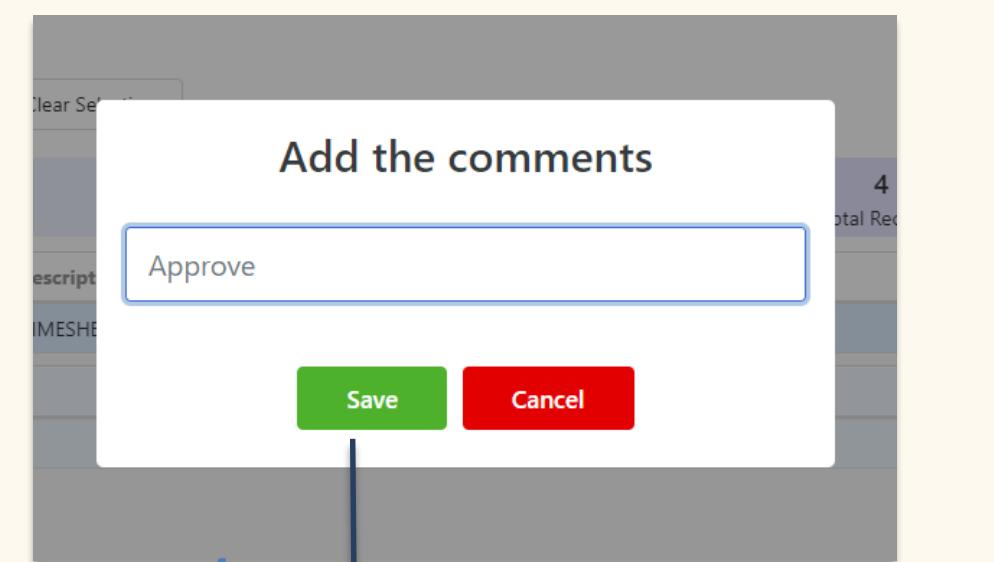
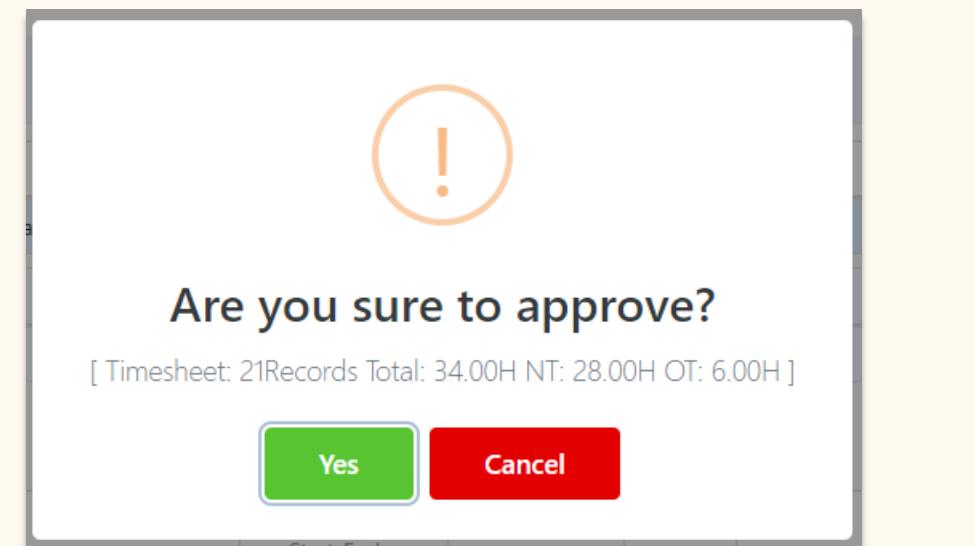
Network

Timesheet Detail

All Clear Selection

Network Description		Employee Released Timesheet							
7081090 : TIMESHEET for Procurement Management (Total: 12.00H, NT: 12.00H, OT: 0.00H)		21 Total Records	34.00 Total MH.	28.00 Total NT [Hr]	6.00 Total OT [Hr]				
<input checked="" type="checkbox"/>	ID	Full Name	NT	OT					
<input checked="" type="checkbox"/>	a3100052	a3100052fname a3100052sname	2.00	0.00					
Request Timesheet									
<input checked="" type="checkbox"/>	Date ↑1 Activity	↑2 Start-End...	Clock In-Out	OT	OT Reason	Hours	Detail of Work	Comment	Approve
<input checked="" type="checkbox"/>	Wed 21/07/21 0006 : Meeting, Project Coordination	08:00-10:00	-	No		2.00	Review/appv PO & Others support.	Approve	✓ X
<input checked="" type="checkbox"/>	a3100051	a3100051fname a3100051sname				4.00		Approve	✓ X
Request Timesheet						Comment	Approve		
<input checked="" type="checkbox"/>	Date ↑1 Activity	↑2 Start-End...	Clock In-Out	OT	OT Reason	Hours	Detail of Work	Comment	Approve
<input checked="" type="checkbox"/>	Mon 19/07/21 0008 : Others	15:00-16:00	-	No		1.00	Coordinate and support for Service Packa	Approve	✓ X

Timesheet Request



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

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





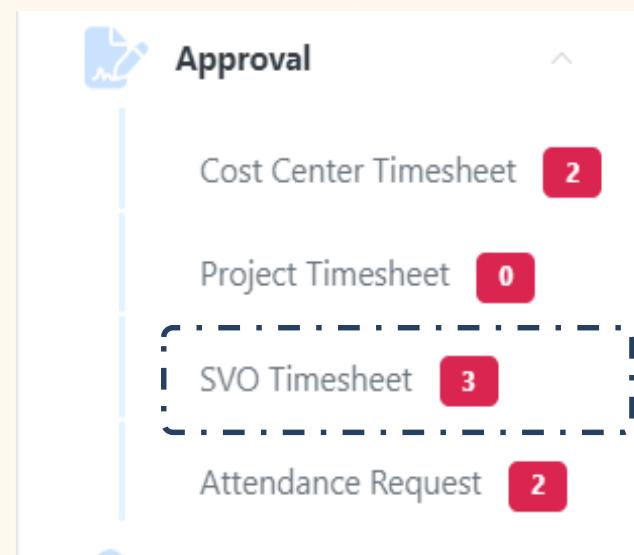
SVO

Timesheet

Approve By Record



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



SVO Timesheet							Comment	Approve	Rejected	
							7 Total Records	35.00 Total MH.	35.00 Total NT [Hr]	0.00 Total OT [Hr]
	Employee ID	Full Name	Indicator	NormalTime	OT					
<input type="checkbox"/>	26010298	Miss Janejira Duangkaew	M-SE-EM1	17.00						
Miss Janejira Duangkaew's Tasks:										
	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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input 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"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	98012111	Miss Natruja Kapanya	M-SE-RM		18.00					

2. Enter Comment By Record

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

3. Click Approve or Reject By Record

Mass Approve



SVO Timesheet

1. Select Timesheet

2. Click Comment

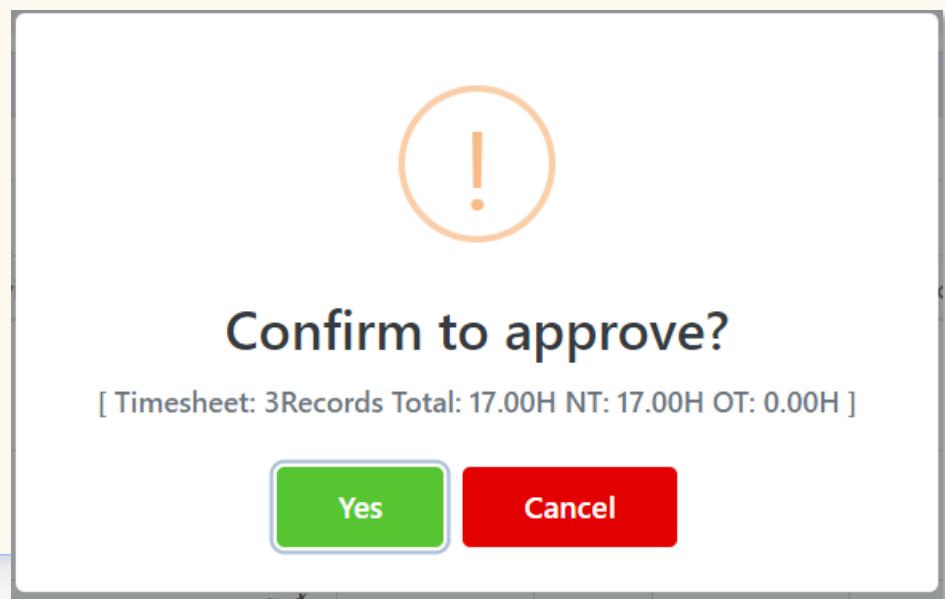
4. Approve or Reject

7 Total Records 35.00 Total MH. 35.00 Total NT [Hr] 0.00 Total OT [Hr]

Employee ID	Full Name	Indicator	NormalTime	OT
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	Comment	Approve
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		✓ X
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		✓ X
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		✓ X



5. Click 'Yes' to confirm mass approve

Add the comments

Approve

Save Cancel

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

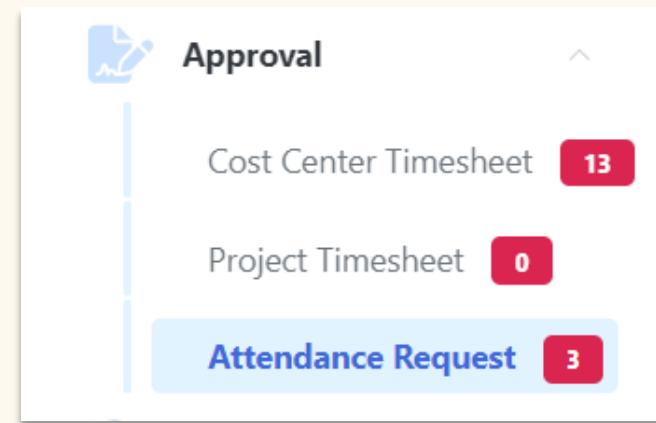
3. Add comment then, click 'Save' to multiple add comment in timesheet records



Attendance Request



Approve Attendance Request



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

4. Select All Items

7. Approve or Reject

Employee ID	Full Name	Indicator
98012111	Miss Natruja Kapanya	C-OR-DT

Attendance Request:

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

3. Click Approve or Reject By Record



Timesheet



Support Contact*

IT Service Request via Fresh Service

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

