

REGENT™

iRoster

Roster Scheduling

REGENT HONG KONG

DEC 9TH, 2022

Login iRoster

Welcome to HRIS88 ESS

Home




HRIS88 Employee Self Service enables you to update and view your current Personal Profile, Knowledge Base elements; review and apply Leave, and print Personal, Payroll, or Leave Reports.

User Login

Regent Hong Kong

User ID

Password

 Submit

 Reset

[Forget your Password?](#)

iRoster

Step 1: Login to HRIS88 ESS

1 Click the link and login
http://hahkgghcsvgvrhr01/ESS/asp/ess_welcome.aspx

2 User ID:
Staff ID no. (e.g. 00001)

Password:
Hong Kong ID Card no.,
including bracket (e.g.
A123456(7))

English 繁體 简体

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User Login

Regent Hong Kong
Training Company

User ID

Password

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HRIS88

User ID: staff ID no.
使用者編號: 員工號碼
Password: HKID no. (including bracket)
密碼: 身分證號碼(連括號)

Step 2: Choose “Roster”

1

Click **Roster**

English 繁體 简体

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Home | **Roster** | Tools | Logout

Leave ▶
Reports
Company ▶

Welcome to HRIS88

Welcome to ESS

- Employee Self Service (“ESS”) enables you to review and apply Leave; view your Shift Calendar and Daily Attendance record; and print Leave or Attendance Reports.
- The Records you edited may be configured to require second level approval before updating. If no approval has been mentioned, then the edited record will be updated immediately. However all record changes will be audited and logged for security and traceability.
- Manager Self Service allows the implementation of authorization processes and advanced workflow processes for Leave Application, Leave Approval, Shift Calendar Updating, Attendance records Adjustment, and the printing of Employee Leave and Attendance Reports.

Step 3.1: View Shift Code of User's Department

1

Click



Shift Code

The screenshot shows a software interface with a dark header bar containing a hamburger menu icon and the text 'Roster - Security'. A dropdown menu is open, listing several options: 'Edit Roster', 'Download Roster', 'Upload Roster', 'Overtime Approval', 'Attendance Exceptions Approval', 'Shift Code', 'Hot Key', 'Employee Group', 'Monthly Attendance Record', 'Attendance Detail List', and 'ESS'. The 'Shift Code' option is highlighted with a red rectangular border, and a red arrow points from the text 'Click "Shift Code"' to it. In the background, there are checkboxes for 'Sheet 05', 'Sheet 10', and 'Sheet 15', and a date range 'Next Week : 5 Dec - 11 Dec'.

Step 3.2: View Shift Code of User's Department

2 View all the shift codes of your department
(if you wish to add shift code, please contact HR)

☰ Shift Code

General Shift

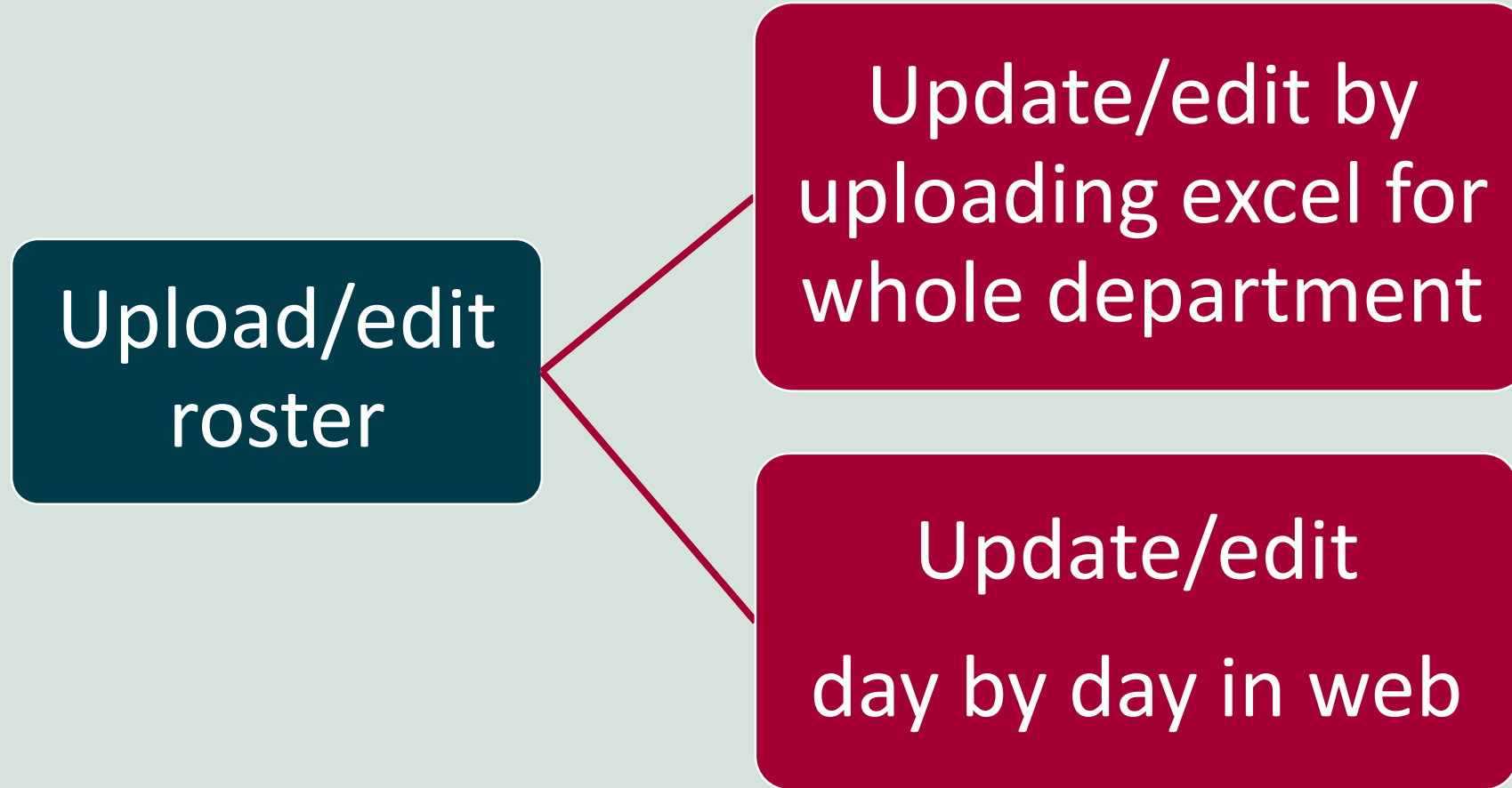
Code	Shift	From	To	From	To	Working Hours	Meal Hours	Type
A0900-1800	ADMIN 0900-1800	09:00	18:00			9	1	Type 1
AL	Annual Leave					0	0	Dayoff
BL	Birthday Leave					0	0	Dayoff
CL	Compensation Leave					0	0	Dayoff
ML	Maternity Leave					0	0	Dayoff
OFF	Day Off					0	0	Dayoff
PL	Paternity Leave					0	0	Dayoff
SH	Statutory Holiday					0	0	Dayoff
SL	Sick Leave					0	0	Dayoff

Roster scheduling

(For colleagues who assist roster scheduling)

Step 4: Two ways to upload/edit roster

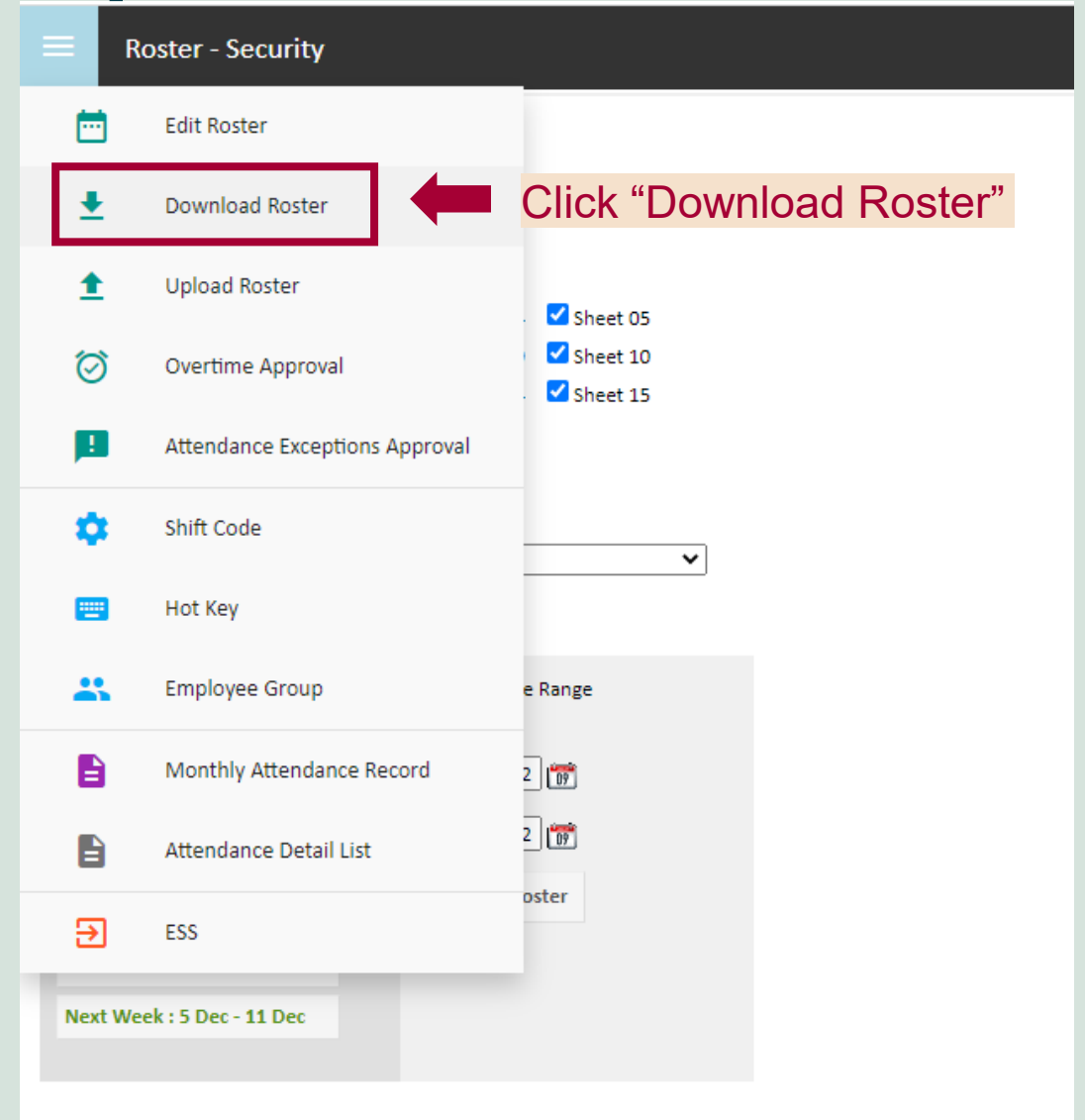
1. There are two ways for users to upload/edit roster



(1) Update/edit by uploading EXCEL

Step 5: Download Roster template

1 Click “Download Roster”



The screenshot shows a software interface with a dark header bar labeled "Roster - Security". A white dropdown menu is open, listing several options: "Edit Roster", "Download Roster", "Upload Roster", "Overtime Approval", "Attendance Exceptions Approval", "Shift Code", "Hot Key", "Employee Group", "Monthly Attendance Record", "Attendance Detail List", and "ESS". The "Download Roster" option is highlighted with a red rectangular border, and a red arrow points to it from a text box on the right that says "Click 'Download Roster'". In the background, there are checkboxes for "Sheet 05", "Sheet 10", and "Sheet 15", all of which are checked. At the bottom of the menu, there is a green box that says "Next Week : 5 Dec - 11 Dec".

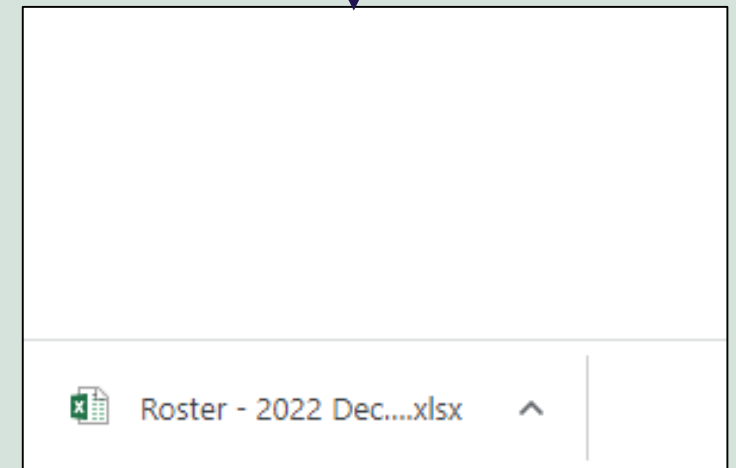
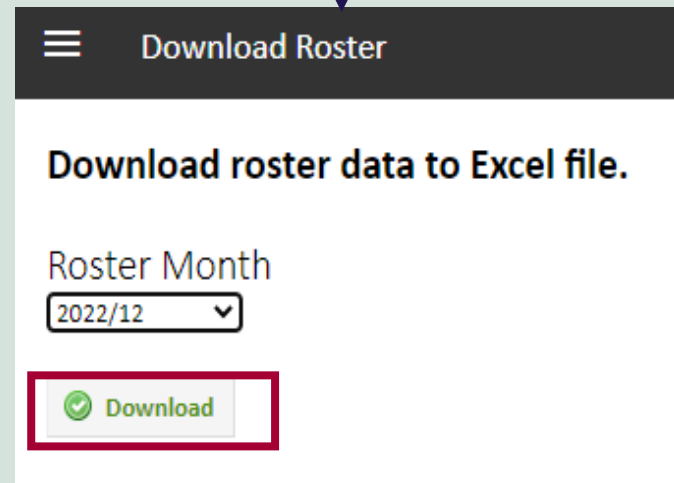
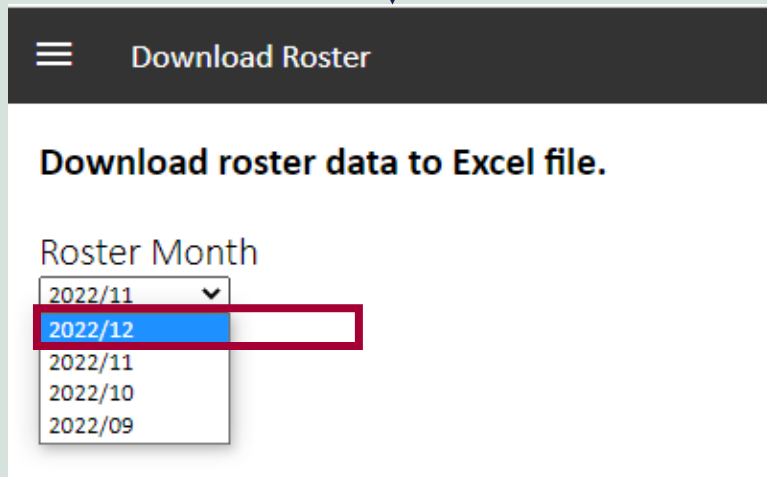
Step 6: Download Roster template

1. Select the **roster month** that needs to edit

2. Click

 Download

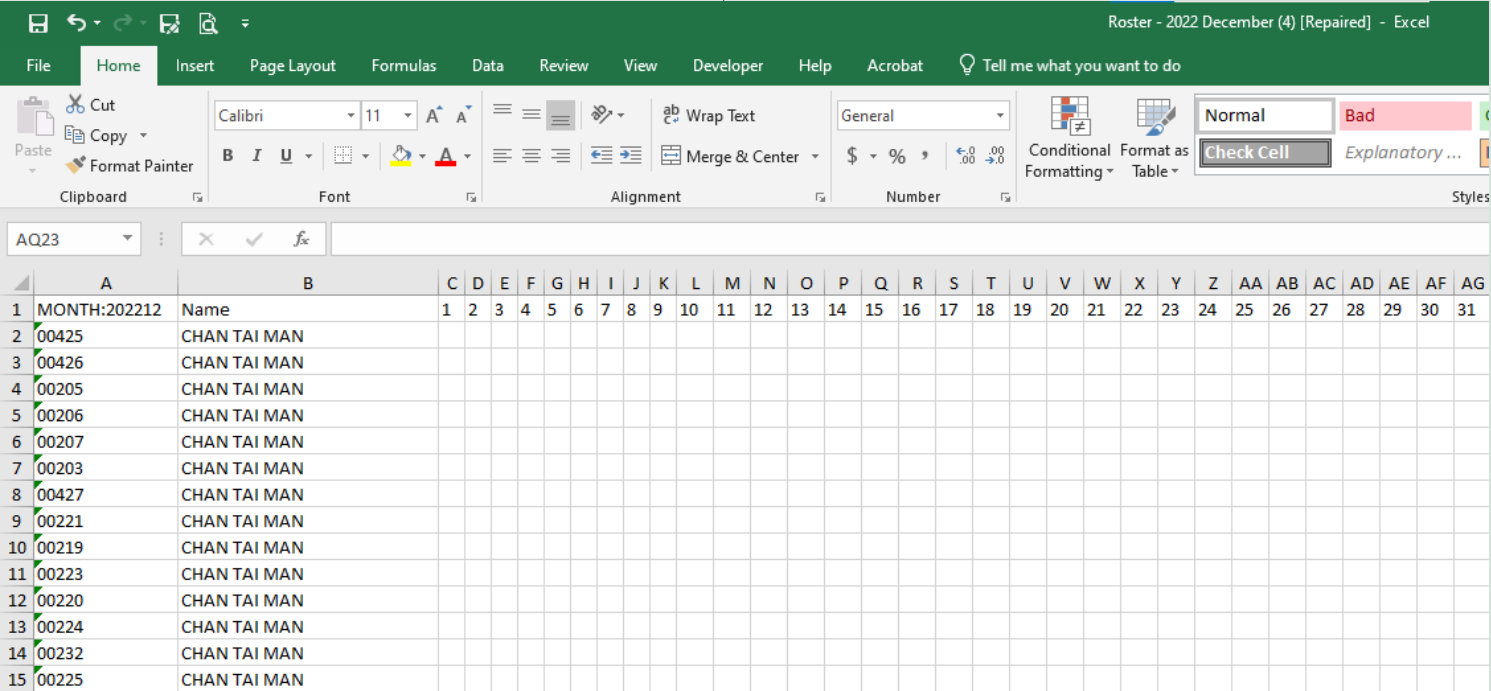
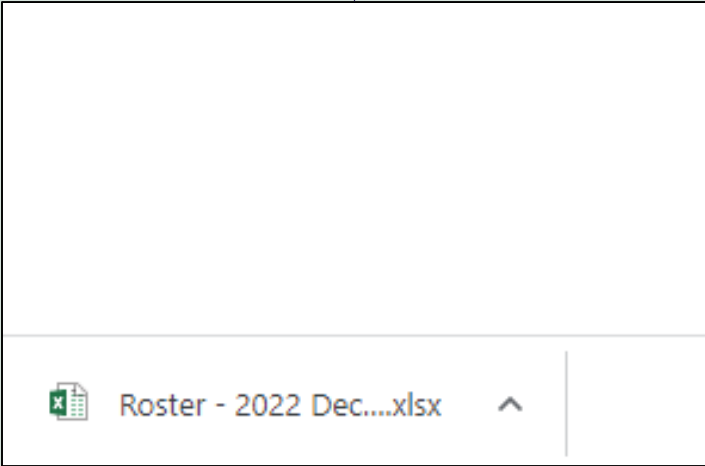
3. Roster template is downloaded



Step 7: Open the roster template that has been downloaded

1. Open the roster template that has been downloaded

2. An excel with all colleagues' names and staff number would be found



A screenshot of an Excel spreadsheet titled "Roster - 2022 December (4) [Repaired] - Excel". The spreadsheet has columns labeled A through AG and rows numbered 1 through 15. The data in the spreadsheet is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
1	MONTH:202212	Name	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
2	00425	CHAN TAI MAN																															
3	00426	CHAN TAI MAN																															
4	00205	CHAN TAI MAN																															
5	00206	CHAN TAI MAN																															
6	00207	CHAN TAI MAN																															
7	00203	CHAN TAI MAN																															
8	00427	CHAN TAI MAN																															
9	00221	CHAN TAI MAN																															
10	00219	CHAN TAI MAN																															
11	00223	CHAN TAI MAN																															
12	00220	CHAN TAI MAN																															
13	00224	CHAN TAI MAN																															
14	00232	CHAN TAI MAN																															
15	00225	CHAN TAI MAN																															

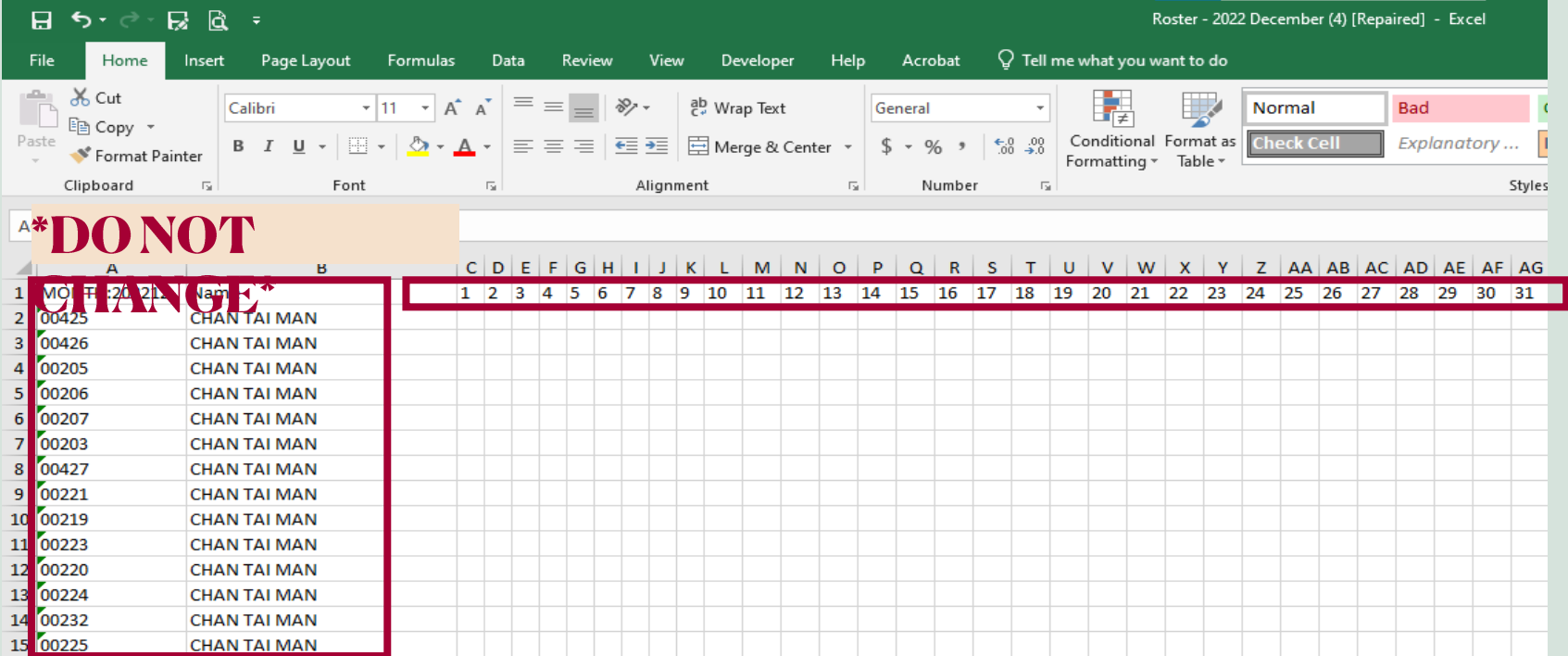
A blue arrow points from the second step of the text above to this image.

Step 8: Input Duty Roster

Notes to pay attention

1 Please note the following:

- Do not change the format of cell A1 which indicates the roster month
- Do not change/edit Column "A" and "B"
- Do not change Row "1"



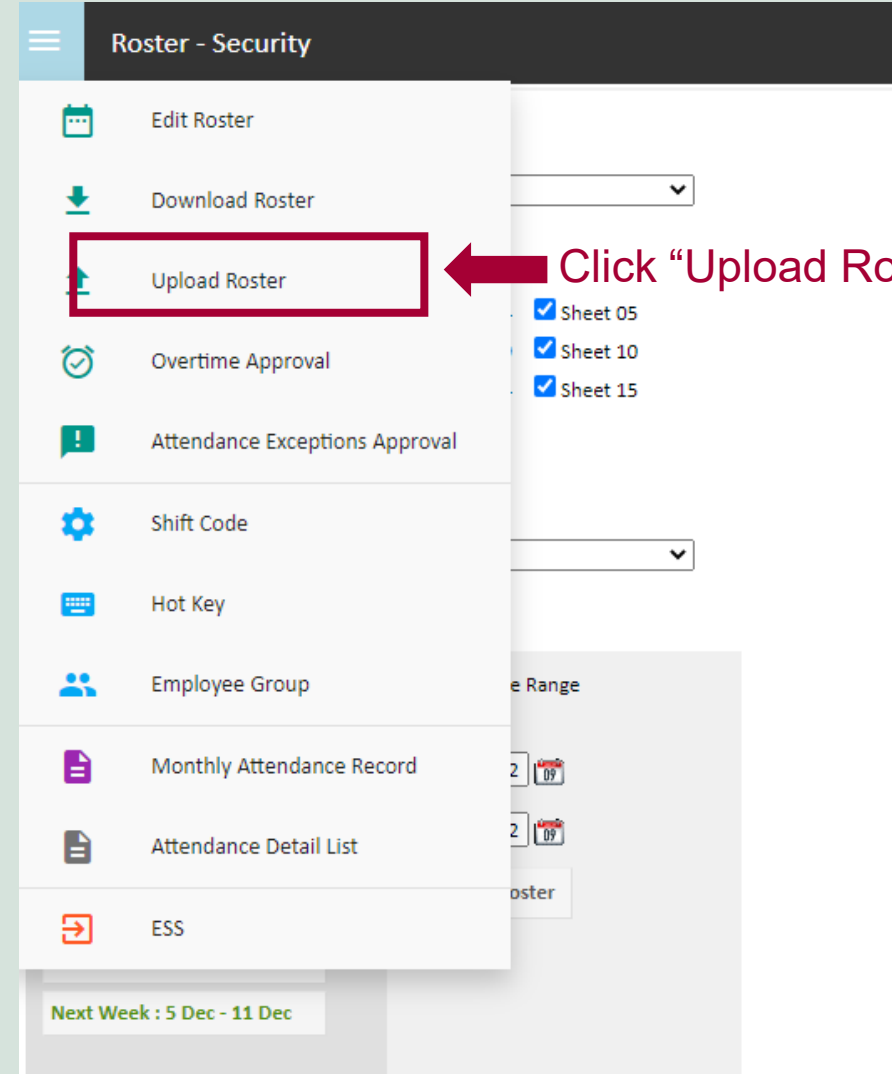
Step 9 : Input Duty Roster

	Notes to pay attention
2	Input shift code of your department correctly

O14		SAMPLE											
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	MONTH:202212	Name	1	2	3	4	5	6	7	8	9	10	11
2	00425	CHAN TAI MAN	B-SEC	B-SEC	OFF	OFF	B1-SEC	B1-SEC	OFF	A-SEC	A-SEC	AL	OFF
3	00426	CHAN TAI MAN	A-SEC	A-SEC	B1-SEC	OFF	OFF	A-SEC	A-SEC	OFF	C-SEC	C-SEC	OFF
4	00205	CHAN TAI MAN	OFF	C-SEC	OFF	OFF	OFF	OFF	OFF	C-SEC	OFF	OFF	OFF
5	00206	CHAN TAI MAN	OFF	OFF	A-SEC	A-SEC	A-SEC	B-SEC	OFF	OFF	AL	A-SEC	A-SEC
6	00207	CHAN TAI MAN	OFF	OFF	B-SEC	B-SEC	C-SEC	C-SEC	OFF	AL	B-SEC	B-SEC	B-SEC
7	00203	CHAN TAI MAN	C-SEC	OFF	C-SEC	C-SEC	OFF	OFF	C-SEC	OFF	OFF	OFF	C-SEC
8	00427	CHAN TAI MAN	OFF	OFF	A-SEC	A-SEC	B-SEC	OFF	B-SEC	B-SEC	OFF	A-SEC	A-SEC
9	00221	CHAN TAI MAN	A-SEC	A-SEC	OFF	OFF	A-SEC	A-SEC	A-SEC	A-SEC	A-SEC	OFF	OFF
10	00219	CHAN TAI MAN	B1-SEC	B1-SEC	OFF	OFF	OFF	B1-SEC	B1-SEC	B1-SEC	B1-SEC	B1-SEC	OFF
11	00223	CHAN TAI MAN											

Step 10: When finish, upload the roster

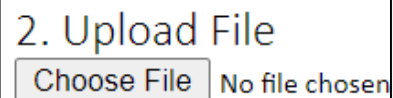
1 Click “Upload Roster”



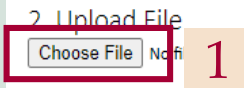
The screenshot shows a software interface with a dark header bar labeled "Roster - Security". A white dropdown menu is open, listing several options. The "Upload Roster" option is highlighted with a red rectangular box. A red arrow points from the text "Click 'Upload Roster'" to this box. Other menu items include "Edit Roster", "Download Roster", "Overtime Approval", "Attendance Exceptions Approval", "Shift Code", "Hot Key", "Employee Group", "Monthly Attendance Record", "Attendance Detail List", and "ESS". In the background, there are checkboxes for "Sheet 05", "Sheet 10", and "Sheet 15", and a date range "Next Week : 5 Dec - 11 Dec".

Step 11: Upload roster

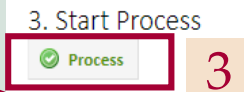
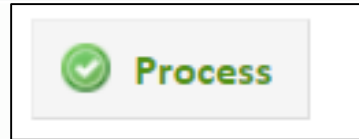
1 Click "Choose file"



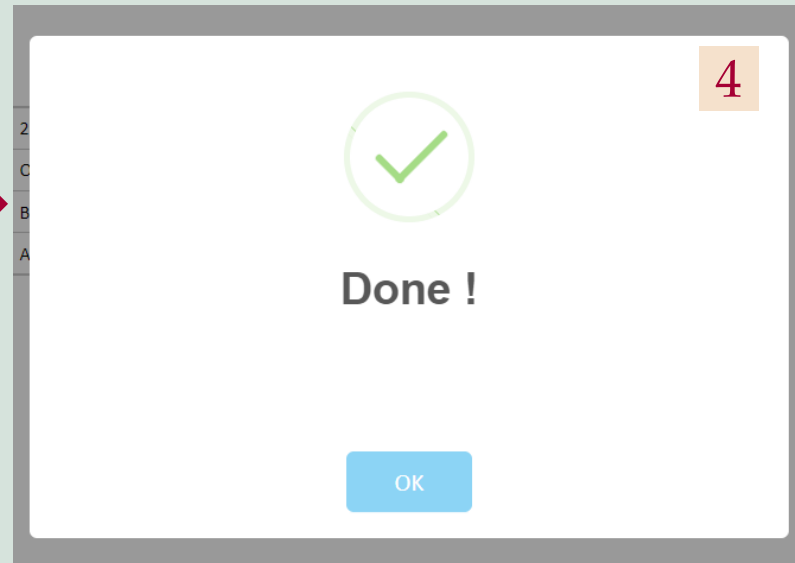
2 Choose the correct file and click "open"



3 Click "Process"



4 After "Process", a box with "Done!" will pop out



Upload Roster

Upload roster data from Excel file.

1. Create File

The file must be in Excel Workbook .xlsx format
Cell A1 must in MONTH:YYYYMM format, i.e MONTH:201701
Excel data will be imported into the system (included blank cells)
Sample :

MONTH:201701		1	2	3	4	5	...	27	28	29	30	31
0001	Leung Ching Yi *Janice	A1	A1	A1	OFF	A3	...	A2	A3	OFF	A1	A3
0002	Sham Wai Kin *Kenneth	OFF	B1	B1	SH	OFF	...	B3	B1	B3	B3	OFF
0003	Wong Pui Yan *Jasmine	B3	OFF	SH	A1	A1	...	A3	OFF	A3	A1	A1

2. Upload File

3. Start Process

Review/edit roster by date in Web

Step 12: Review/edit roster by date in Web

- 1 Click "Edit Roster"
- 2 Choose (i) roster month OR (ii) date range that you would like to review/edit
- 3 Duty roster will show up

1 Click "Edit Roster"

2 Choose (i) roster month OR (ii) date range that you would like to review/edit

3 Duty roster will show up

Roster Sheet

Sheet 01 Sheet 02 Sheet 03 Sheet 04 Sheet 05
 Sheet 06 Sheet 07 Sheet 08 Sheet 09 Sheet 10
 Sheet 11 Sheet 12 Sheet 13 Sheet 14 Sheet 15

Select All Unselect All

Section:

Date Range

Preset Date Range

November
December **(i)**
January

Last Week : 21 Nov - 27 Nov
This Week : 28 Nov - 4 Dec
Next Week : 5 Dec - 11 Dec

Custom Date Range

From: 12/01/2022 **(ii)**
To: 12/31/2022 **(ii)**

Edit Roster

Roster - Human Resources

1 December 2022 - 31 December 2022

Name	Emp#	AL (YTD)	SH/PH (MTD)	OT(hrs) (MTD)	OFF (MTD)	Thu 1 Dec	Fri 2 Dec	Sat 3 Dec	Sun 4 Dec
FOK KA YING KATY DIRECTOR OF HUMAN RESOURCES	00063	13.4	-1	0	0	A0900-1800	A0900-1800	OFF	OFF
WONG SUN CHUN MANDY DIRECTOR OF LEARNING & DEVELOPMENT	00091	12.7	5	0	0	A0900-1800	A0900-1800	OFF	OFF
CHOY CAROL KA KEI HUMAN RESOURCES MANAGER	00075	13.3	5	64	0	A0900-1800	A0900-1800	OFF	OFF
LIU WING YEE HUMAN RESOURCES OFFICER	00125	3.4	3	0	0	A0900-1800	A0900-1800	OFF	OFF
NGAI KA YU CHRISTY HUMAN RESOURCES OFFICER	00069	7.8	4	0	0	A0900-1800	A0900-1800	OFF	OFF
On Duty						0	0	0	0
AL						0	0	0	0
Day Off / Other Leave						0	0	5	5

* Leave Record
** Pending Leave Record - Leave record submit from iLeave System not approved by the Department Head or HR

Change Period Save Roster

Export Roster to Excel Display shift time in export file.

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Step 13: Review/edit roster by date in Web

- 1 Click on the date of relevant colleague that you would like to edit/update the shift code
- 2 Point and click the Shift Code that you would like to select from the table pop out
- 3 Relevant cell of duty roster will then be updated

Name	Emp#	AL (YTD)	SH/PH (MTD)	OT(hrs) (MTD)	OFF (MTD)	Sun 1 Jan	Mon 2 Jan	Tue 3 Jan
Chan Ho Fai David <i>DIRECTOR OF FINANCE</i>	00063	13.4	-1	0	0			
Wong Tai Shan Dick <i>Accountant</i>	00091	12.7	-1	0	0			
Kam Hung Choi Alex <i>Finance Clerk</i>	00075	13.3	-1					

1. Click on the date of relevant colleague that you would like to edit/update the shift code

Search for code

Code	Time 1	Time 2	Wk	Meal
FI-01	09:00	18:00	8	1
FI-02	09:00	13:00	4	0
FI-03			4	0
FI-G01			8.75	1

2. Point and click the Shift Code that you would like to select from the table pop out

Step 14: Review/edit roster by date in Web

4 Click  to save the update of duty roster

5 Click  if you need to download the updated roster

Name	Emp#	AL (YTD)	SH/PH (MTD)	OT (MTD)	Fri 1 Apr	Sat 2 Apr	Sun 3 Apr	Mon 4 Apr
Chan Ho Fai David <i>DIRECTOR OF FINANCE</i>	00001	186	30	0	FI-02	SH01 *SH	FI-03	OFF
Wong Tai Shan Dick <i>Accountant</i>	00031	201	40	0	FI-02	PH01 *PH	FI-01	OFF
Kam Hung Choi Alex <i>Finance Clerk</i>	00022	134.4	38	0	FI-01	OFF	OFF	OFF
CHAN TAI MAN <i>ACCOUNTING OFFICER</i>	09999	100	21	1.5	FI-01	PH04 *PH	FI-01	
SHUM MEI YAN EUNICE <i>ACCOUNTING OFFICER</i>	34567	91.7	11	0	AL03	FI-G01	FI-03	
Wong Shun Ling Maggie <i>Asst. Director of Finance</i>	00064	193	40	0	OFF12	OFF	AL01	OFF
On Duty					4	1	4	0
AL					1	0	1	0
Day Off / Other Leave					2	5	2	4

* Leave Record

** Pending Leave Record - Leave record submit from il leave System not approved by the Department Head or H

  **4**

 **5** splay shift time in export file.

THANK YOU



THIS IS REGENT®.