REGENT

iRoster

編更指南

REGENT HONG KONG

 $D \in C 9^{TH}, 2022$

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iRoster

| English 繁體 简体 | | |
|---|------------------|---|
| Welcome to HRIS88 E | SS | |
| Home | | |
| | User Login | |
| MISS8 Employee Self Service Rables you to update and view your Base elements: review and apply Leave: and print Personal, Payroll, or | Regent Hong Kong | rture 4 Confidential 6 UHC2019. All Right |

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第1步:登入HRIS88ESS

- 1 按以下連結登入 http://hahkghcsvrhr01/ESS /aspx/ess welcome.aspx
- 2 使用者编號: 員工號碼 (例:00001)

密碼: 香港身份證號碼(連括號) (例: A123456(7))

| Welcome to HRIS88 | ESS |
|---|---|
| Home | |
| | Regent Hong Kong Training Company User ID 00001 Password A123456(7) |
| 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 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) |

第2步: 選取 "Roster"



| English 繁體 简体 | \$ |
|---------------|-------------------------|
| Regent H | ong Kong |
| Home | Roster Tools Logout |
| to Leave | Welcome to HRIS88 |
| Reports | |
| Company 🕨 | |
| | 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.

第3.1步:瀏覽所屬部門的編更碼 Shift Code

點擊

0

Shift Code

1



第3.2步:瀏覽所屬部門的編更碼 Shift Code

2 瀏覽所屬部門的編更碼 (如需增加編更碼,請通知人力資源部)

Shift Code

General Shift

| Code | Shift | From | То | From | То | Working Hours | Meal Hours | Туре |
|------------|--------------------|-------|-------|------|----|---------------|------------|--------|
| 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 |
| sн | Statutory Holiday | | | | | 0 | 0 | Dayoff |
| SL | Sick Leave | | | | | 0 | 0 | Dayoff |

排更/上載更表

(供負責排更的同事)

第4步:可上載/修改更表的方法

1. 用戶有兩個方法可上載/修改更表



方法一:上載EXCEL表更新更表



1 點擊 "Download Roster" 下載範本

| = F | Roster - Security | |
|--------------|--------------------------------|-----------------------|
| Ē | Edit Roster | |
| Ŧ | Download Roster | 二點擊 "Download Roster" |
| ± | Upload Roster | Sheet OF |
| \heartsuit | Overtime Approval | Sheet 10 |
| ! | Attendance Exceptions Approval | |
| ۵ | Shift Code | ~ |
| | Hot Key | |
| * | Employee Group | e Range |
| | Monthly Attendance Record | 2 109 |
| | Attendance Detail List | 2 107 |
| € | ESS | oster |
| Next W | eek : 5 Dec - 11 Dec | |





第7步:開啟已下載的更表範本

開啟已下載的更表 部門同事的名字和員工號碼會顯示於更表範本 範本上

Roster - 2022 Dec....xlsx

| ŀ | ਜ਼ਿਙਾ∂∼ਯ | 2 B | | | | | | | | | | , | | | | | | | | | | R | loster | - 202 | 2 Dec | embe | er (4) [| Repa | ired] | - Exc | el | |
|-----|--|---|---|-------|-----|---|-------|---------|---------|-----|-------------|-----------------|-----------|-------|----|--------|------|---------|---------------|---------|--------|----------------------|-------------|--------|----------|-------|----------|------|-------------|-------|-------|--------|
| F | ile Home | Insert Page Layout Formulas | | Dat | a | R | eview | | Vie | w | De | velop | er | He | p | Acr | obat | ٢ | ₽ Tell | me | what y | you w | /ant to | o do | | | | | | | | |
| Pas | Steele Copy Steele Copy Steele Copy Steele Copy Steele Copy Steele Copy Steele Clinic Control Clinic Control Clinic Control Clinic Control Clinic Cli | $\begin{bmatrix} Calibri & \bullet & 11 & \bullet \\ B & I & \underline{U} & \bullet & \boxed{\vdots} & \bullet & \bullet \\ \end{bmatrix}$ | Â | • I | = : | = | | ≫` = | • •= | at | ? Wra Me | ap Tex rge & | t Cent | ter * | G | eneral | % * | • .(| • 00.00.00 | C Fo | onditi | ≠ ional ting ▼ | Form Tak | nat as | Nc Ch | ermal | ell | | Bad Expl | anat | ory . | (|
| | chpboard | TON | | 108.1 | | | | ~ | iigii | men | L | | | | | IN IN | anno | CI | 1 | | | | | | | | | | | | | styles |
| AC | 223 🔻 : | $\times \checkmark f_x$ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | А | В | с | D | E | F | GH | i i | J | к | L | м | N | 0 | P | Q | R | s | Т | U | v | w | x | Y | z | AA | AB | AC | AD | AE | AF | AG |
| 1 | MONTH:202212 | Name | 1 | 2 | 3 4 | 4 | 56 | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

第8步:編更

注意事項

1 切勿修改 "A1"一格。 切勿修改 "A" 和 "B" 兩欄。 切勿修改 行"1"

| ଌୢୄ୶ୖ୶ | 3 <u>6</u> | | | | | | | | | | | | | | | | | R | oster | - 202 | 2 Dec | embe | er (4) [| Repa | ired] | - Exe | el | |
|--------------------------|--------------------|----------|-------|------------|--------|--------|-------------|-------------------|--------------|-------|----------|--------------|------|-----------|------------------|-----------|----------------------|-------------------|-------------|----------------|----------|---------------|----------|------|-------------|-------|--------|-------|
| File Home | Insert Page Layout | Formulas | Data | Revie | w | View | D | evelop | per | Hel | р | Acro | obat | Q | Tell r | me w | hat yo | ou w | ant to | o do | | | | | | | | |
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| 1 MONTH:202212 | Name | 1 | 23 | 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 TALMAN | | | | | | | | | | | | | | | | | | | | | | | | | | | |



須注意事項

2 輸入正確的編更碼 (編更碼可於iRoster"Shift Code"內瀏覽, 請參考第3.2步)

| 0 | 14 🔻 : | $\times \checkmark f_x$ | | | | | | | | S | AMP | 'LE | |
|----|--------------|-------------------------|--------|--------|--------|-------|--------|--------|--------|--------|--------|------------|-------|
| | А | В | С | D | E | F | G | Н | I | J | к | L | м |
| 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 | | | | | | | | | | | |

eserved



1. 點擊"Upload Roster"

| = | Roster - Security | |
|------|--------------------------------|--------------------|
| Ē | Edit Roster | |
| Ŧ | Download Roster | ~ |
| 1 | Upload Roster | 點擊 "Upload Roster" |
| Ø | Overtime Approval | Sheet 10 |
| | Attendance Exceptions Approval | |
| \$ | Shift Code | ~ |
| - | Hot Key | |
| - | Employee Group | e Range |
| 8 | Monthly Attendance Record | 2 09 |
| 8 | Attendance Detail List | 2 09 |
| € | ESS | oster |
| Next | Week : 5 Dec - 11 Dec | |

第11步:上載更表

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 | B 3 | OFF | SH | A1 | A1 | A 3 | OFF | A3 | A1 | A1 |



方法二:在網頁版面瀏覽/修改/更新更表

第12步:於網頁版面瀏覽/修改更表

- 1 點擊 "Edit Roster"
- 2 選擇需要瀏覽的(i) 月份或(ii) 日子
- 3 系統會顯示相關更表

| | | - | 1 | Roster Sheet | 2 | ≡ | Roster - Huma | n Resou | urces | | | | | | | 3 |
|----------|--------------------------------|------|---------------|--|-----|--------------------|---|-------------|-------------|------------------|------------------|--------------|---------------|----------------|--------------|--------------|
| | Ipload Roster | | | Sheet 01 Sheet 02 Sheet 03 Sheet 04 Sheet 05 | | 1 Dec | ember 2022 - 31 | Decem | ber 20 |)22 | 1 | | | | 2 | |
| | | | - | Sheet 06 Sheet 07 Sheet 08 Sheet 09 Sheet 10 | | Q A01 | 2 10845 3 W T0845 E | TH0930 | R YTH1 | .045 5 1045 T | | Y | U | | 5 I | 0 |
| (m) | Edit Postor | | | Select All Unselect All | | | Name | Emp# | AL (YTD) | SH/PH (MTD) | OT(hrs) (MTD) | OFF (MTD) | Thu 1 Dec | Fri 2 Dec | Sat 3 Dec | Sun 4 Dec |
| | Eult Roster | | | | | FOK KA DIRECTOR | YING KATY | 00063 | 13.4 | -1 | 0 | 0 | A0900-1800 | A0900-1800 | OFF | OFF |
| | | | | Section | | DIRECTOR | SON CHUN MANDY R OF LEARNING & MENT | 00091 | 12.7 | 5 | 0 | 0 | A0900-1800 | A0900-1800 | OFF | OFF |
| ∎ | Deventeed Deeter | | | | | CHOY C | AROL KA KEI RESOURCES MANAGER | 00075 | 13.3 | 5 | 64 | 0 | A0900-1800 | A0900-1800 | OFF | OFF |
| — | Download Roster | | | | | HUMAN P | IG YEE RESOURCES OFFICER | 00125 | 3.4 | 3 | 0 | 0 | A0900-1800 | A0900-1800 | OFF | OFF |
| | | | | Date Range | _ 1 | HUMAN F | RESOURCES OFFICER | 00069 | 7.8 | 4 | 0 | 0 f | 0900-1800 | 0000-1800 | 0 | OFF |
| | | | \rightarrow | Preset Date Range | | | | | | | | AL | 0 | 0 | 0 | 0 |
| 1 | Upload Roster | | | | | * Leave | Record | | | Day Off | / Other I | .eave | 0 | 0 | 5 | 5 |
| _ | | .017 | <u>'0:</u> | November | | ** Pend | ing Leave Record - Leav | e record su | Jbmit fro | om iLeav | e System | not apj | proved by t | he Departme | ent Head o | r HR |
| | | | | December (i) Γ_0 (ii) | | 🔎 Ch | ange Period 📙 Sa | ve Roster | | | | | | | | |
| 6 | Quartima Annroval | lani | кс | (1) OI 12/31/2022 📅 | | 🔊 Ex | port Roster to Excel | Display | y shift tim | ie in expc | ort file. | | | | | |
| \odot | Overtime Approval | | | January | | | | | | | | | | | | |
| | | | | Last Week : 21 Nov - 27 Nov | | | | | | | | | | | | |
| _ | | | - | This Week : 28 Nov - 4 Dec | | | | | | | | | | | | |
| | Attendance Exceptions Approval | | 3 | Next Week : 5 Dec - 11 Dec | | | | | | | | | | | | |
| 2 | | | | Next Week . 5 Dec - 11 Dec | | | | | | Privat | a & Conf | idential(| 0 IHC 2019 | All Rights Po | corved | |
| | | -1 | Α | | | | | | | 111740 | . & Coilli | actual | 5 11 16 2019. | r in Rights Re | serveu. | |

第13步:於網頁版面瀏覽/修改更表

- 1 點擊需要修改更表的同事和對應日期的一格
- 2 编更碼列表會彈出,選取和點擊需要的編更碼
- 3 相關的日子和同事的編更碼便會轉為新修定後的編更碼

| 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 DIRECTOR OF FINANCE | 00063 | 13.4 | -1 | 0 | 0 | | | |
| Wong Tai Shan Dick Accountant | 00091 | 12.7 | -1 | 0 1 团 L 甫 | | | ، ۲ | |
| Kam Hung Choi Alex | 00075 | 13.3 | -1 | 1.馬雪 | 译箭岁 0 | 民修改的 | 一俗 | |

| Search for code | | | | | | | | | | | |
|-----------------|-----------------|--------|-------|-----|------|------|------|--|--|--|--|
| Code | | Time 1 | | Tim | ne 2 | Wk | Meal | | | | |
| FI-01 | | 09:00 | 18:00 | | | 8 | 1 | | | | |
| FI- | 2. 點擊後 | ,編更硯 | 駒表會 | 彈出 | | 4 | 0 | | | | |
| FI-03 | I-03 便可選取所需的編更碼 | | | | | 4 | 0 | | | | |
| FI-G01 | | 08:15 | 18:00 | | | 8.75 | 1 | | | | |
| | | | | | | | | | | | |

| _ | 书 14 | :「車以古 | 当今日 |]] | | 切 | N. | | 泳 | て | Ż | | | |
|---|---|---|--|--|--------|-------------------------------|---|--------------|---------------|---------------------|------------------|-----------|--|----------------------------------|
| 1 | 點擊並 | 選取 | Atten | idance (| Detail | List | | | | | | | | |
| 2 | 選取所 | 需的日期 | ,部 | 門利 | 1約1 | 別 |], | 然 | 後 | 黑上 | 戰手 | | | |
| | J Down | nload (伊F | IJ | | | | | | | | | | | |
| | | | | | | | | - 22001 | | | | 202 | | |
| Emo# | Name | Pacition | Date | Chife | lewe | la | Shift T | īme | t In | Ck | ocking Tir | me | Var | 2 |
| Emp# T02 | Name TEST TTTTT | Position ADMIN ASST - SALES & MARKETING | Date 01 Apr 2022 | Shift BU-G01 | Leave | In 07:00 | Shift T Out 16:45 | îme In Ou | t In | Clo | ocking Tir | me Out | Var | 2 |
| Emp# T02 00001 | Name TEST TTTTT Chan Ho Fai David | Position ADMIN ASST - SALES & MARKETING DIRECTOR OF FINANCE | Date 01 Apr 2022 01 Apr 2022 | Shift BU-G01 FI-02 | Leave | ln 07:00 09:00 | Shift T Out 16:45 13:00 | îme In Ou | t In | Clo | ocking Tir In | me Out | Var 0 | 2 • |
| Emp# T02 00001 00031 | Name TEST TTTTT Chan Ho Fai David Wong Tai Shan Dick | Position ADMIN ASST - SALES & MARKETING DIRECTOR OF FINANCE Accountant | Date 01 Apr 2022 01 Apr 2022 01 Apr 2022 | Shift BU-G01 FI-02 OFF | Leave | ln 07:00 09:00 | Shift T Out 16:45 13:00 | îme In Ou | t In | Cle | ocking Tir | me Out | Var 0 0 | 2 0 0 |
| Emp# T02 00001 00031 00022 | Name TEST TTTTT Chan Ho Fai David Wong Tai Shan Dick Kam Hung Choi Alex | Position ADMIN ASST - SALES & MARKETING DIRECTOR OF FINANCE Accountant Finance Clerk | Date 01 Apr 2022 01 Apr 2022 01 Apr 2022 01 Apr 2022 | Shift BU-G01 FI-02 OFF OFF | Leave | ln 07:00 09:00 | Shift T Out 16:45 13:00 | îme In Ou | t In | Cic | ocking Tir | me Out | Var 0 0 0 | 2 0 0 0 |
| Emp# T02 00001 00031 00022 09999 | Name TEST TTTTT Chan Ho Fai David Wong Tai Shan Dick Kam Hung Choi Alex CHAN TAI MAN | Position ADMIN ASST - SALES & MARKETING DIRECTOR OF FINANCE Accountant Finance Clerk ACCOUNTING OFFICER | Date 01 Apr 2022 01 Apr 2022 01 Apr 2022 01 Apr 2022 01 Apr 2022 | Shift BU-G01 FI-02 OFF OFF FI-01 | Leave | In 07:00 09:00 | Shift T Out 16:45 13:00 18:00 | îme In Ou | t In | Cic Out 19:43 | ocking Tir | me Out | Var 0 0 0 0 | 2 0 0 0 1.5 |
| Emp# T02 00001 00031 00022 09999 34567 | Name TEST TTTTT Chan Ho Fai David Wong Tai Shan Dick Kam Hung Choi Alex CHAN TAI MAN SHUM MEI YAN EUNICE | Position ADMIN ASST - SALES & MARKETING DIRECTOR OF FINANCE Accountant Finance Clerk ACCOUNTING OFFICER | Date 01 Apr 2022 01 Apr 2022 01 Apr 2022 01 Apr 2022 01 Apr 2022 01 Apr 2022 01 Apr 2022 | Shift BU-G01 FI-02 OFF OFF FI-01 AL03 | Leave | ln 07:00 09:00 09:00 | Shift T Out 16:45 13:00 18:00 | îme In Ou | t In | Clc Out 19:43 | ln | me Out | Var 0 0 0 1.5 0 | 2 0 0 0 1.5 0 |
| Emp# T02 00001 00031 00022 09999 34567 00064 | Name TEST TTTTT Chan Ho Fai David Wong Tai Shan Dick Kam Hung Choi Alex CHAN TAI MAN SHUM MEI YAN EUNICE Wong Shun Ling Maggie | Position ADMIN ASST - SALES & MARKETING DIRECTOR OF FINANCE Accountant Finance Clerk ACCOUNTING OFFICER ASST. Director of Finance | Date 01 Apr 2022 01 Apr 2022 | Shift BU-G01 FI-02 OFF OFF FI-01 AL03 OFF | Leave | In 07:00 09:00 09:00 | Shift T Out 16:45 13:00 18:00 | Îme Ou | t In 08:51 | Clo Out 19:43 | In | Out | Var 0 0 0 0 1.5 0 0 | 2 0 0 0 15 0 0 |



THANK YOU



THIS IS REGENT[®].