

REGENT™

# iRoster

## 批核及處理特殊出勤紀錄

REGENT HONG KONG

DEC 9<sup>TH</sup>, 2022

# 登入 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

User ID

Password

 Submit

 Reset

[Forget your Password?](#)

# iRoster

# 第1步: 登入 HRIS88 ESS

1 按以下連結登入  
[http://hahkgghcsvgvrhr01/ESS/asp/ess\\_welcome.aspx](http://hahkgghcsvgvrhr01/ESS/asp/ess_welcome.aspx)

2 使用者編號:  
員工號碼 (例: 00001)

密碼:  
香港身份證號碼(連括號)  
(例: A123456(7))

English 繁體 简体

Welcome to HRIS88 ESS

Home

User Login

Regent Hong Kong Training Company

User ID

Password

[Forget your Password?](#)

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.

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HRIS88

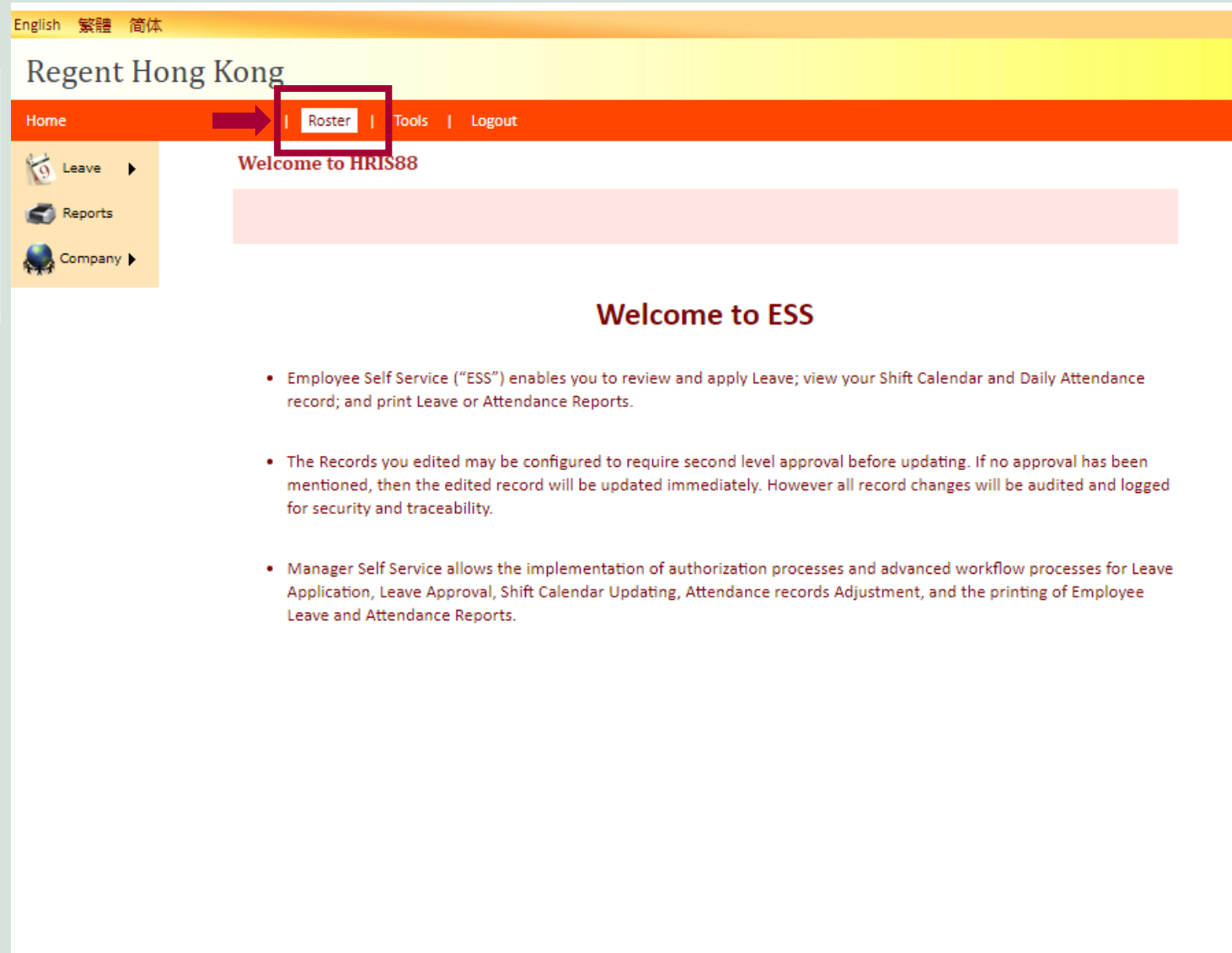
*User ID: staff ID no.*  
使用者編號: 員工號碼  
*Password: HKID no. (including bracket)*  
密碼: 身分證號碼(連括號)

# 第2步: 選取“Roster”

1

點擊

Roster



English 繁體 简体

## Regent Hong Kong

Home | **Roster** | Tools | Logout

Leave ▶  
Reports  
Company ▶

Welcome to HRIS88

### Welcome to ESS

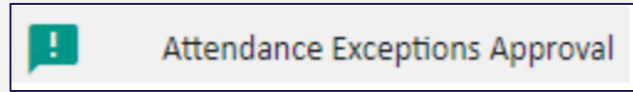
- Employee Self Service (“ESS”) enables you to review and apply Leave; view your Shift Calendar and Daily Attendance record; and print Leave or Attendance Reports.
- The Records you edited may be configured to require second level approval before updating. If no approval has been mentioned, then the 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.

# 批核及處理特殊出勤紀錄


(供負責批核及處理特殊出勤紀錄的同事)

# 第3步: 需特別批核的考勤紀錄

1 選取和點擊



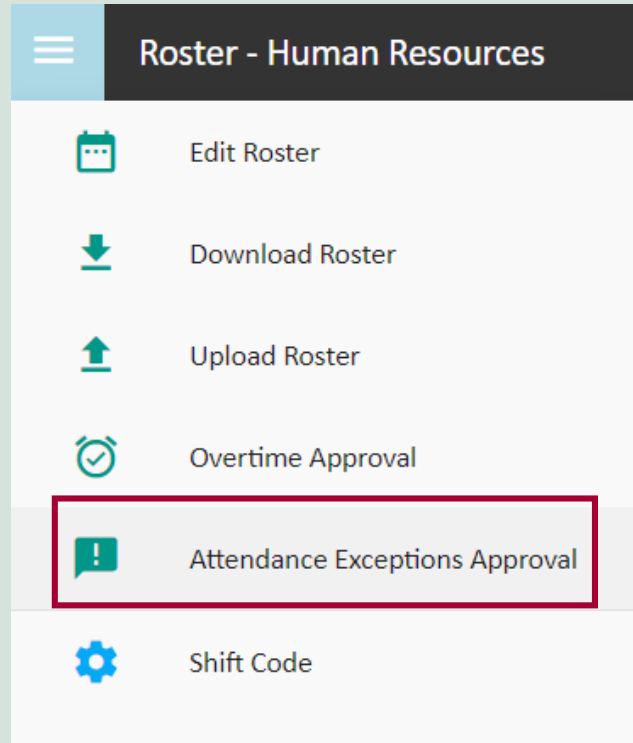
2 從"From"和 "To"選擇需瀏覽的日期

A date selection interface with "From" and "To" labels. The "From" date is 08/01/2022 and the "To" date is 08/31/2022. There are calendar icons for each date. A "Search" button is at the bottom.

3 需特別批核考勤紀錄的同事清單便會彈出

Name	Job Title	Emp#	No. of Exceptions
Wong Tai Shan Dick	Accountant	00031	2
Chan Ho Fai David	DIRECTOR OF FINANCE	00001	4
Kam Hung Choi Alex	Finance Clerk	00022	1

此處顯示有多少例外情況需要處理

A sidebar menu titled "Roster - Human Resources" with a hamburger menu icon. It contains several options: "Edit Roster", "Download Roster", "Upload Roster", "Overtime Approval", "Attendance Exceptions Approval" (highlighted with a red box), and "Shift Code".

# 第4步: 需特別批核的考勤紀錄

1 選取和點擊相關同事的員工號碼瀏覽詳細的考勤紀錄。  
 編更碼、考勤時間和超時工作時間均可修改。

2 確定批核修改，點擊“Reviewed”、**“Approved”**  
 如同事應享有交通或通宵更津貼，請點擊 **Transport / Overnight**



From: 08/01/2022 To: 08/31/2022

Exceptional Employee List

Search

Name	Job Title	Emp#	No. of Exceptions
Wong Tai Shan Dick	Accountant	00031	2
Chan Ho Fai David	DIRECTOR OF FINANCE	00001	4
Kam Hung Choi Alex	Finance Clerk	00022	1

Date	Exception Code	Shift	Leave	Shift Time				Clocking Time				Reviewed	OT Approval				Approved	Transport	Overnight	Remarks
				In	Out	In	Out	In	Out	Var(hrs)	OT(hrs)		OT(hrs)	CO(day)						
12/01/2022	Off Error	A0900-1800		09:00	18:00			08:34	19:33			0	<input type="checkbox"/>	0	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/02/2022	Missing out	A0900-1800		09:00	18:00			08:40				0	<input type="checkbox"/>	0	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/03/2022		OFF										0	<input type="checkbox"/>	0	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/04/2022		OFF										0	<input type="checkbox"/>	0	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/05/2022	Absent	A0900-1800		09:00	18:00							0	<input type="checkbox"/>	0	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

點擊“reviewed”或及  
 “approved”以作確認

如同事應享有交通或通宵  
 更津貼，請點擊該津貼  
 (Transport / Overnight)

如有需要,可作修改

如有需要,  
 可作修改

如有需要,可作修改

# 第5步: 下載部門出勤紀錄表

1 選取和點擊



Attendance Detail List

2 選取所需的日期，部門和組別，然後點擊



Download

2

Emp#	Name	Position	Date	Shift	Leave	Shift Time				Clocking Time				Approval			
						In	Out	In	Out	In	Out	In	Out	Var	OT		
T02	TEST TTTT	ADMIN ASST - SALES & MARKETING	01 Apr 2022	BU-G01		07:00	16:45							0	0		
00001	Chan Ho Fai David	DIRECTOR OF FINANCE	01 Apr 2022	FI-02		09:00	13:00							0	0		
00031	Wong Tai Shan Dick	Accountant	01 Apr 2022	OFF										0	0		
00022	Kam Hung Choi Alex	Finance Clerk	01 Apr 2022	OFF										0	0		
09999	CHAN TAI MAN	ACCOUNTING OFFICER	01 Apr 2022	FI-01		09:00	18:00			08:51	19:43			1.5	1.5	*	
34567	SHUM MEI YAN EUNICE		01 Apr 2022	AL03										0	0		
00064	Wong Shun Ling Maggie	Asst. Director of Finance	01 Apr 2022	OFF										0	0		
														1.5	1.5		

The screenshot shows the 'Roster - Security' menu with various options. The 'Attendance Detail List' option is highlighted with a red box. Other options include 'Edit Roster', 'Download Roster', 'Upload Roster', 'Overtime Approval', 'Attendance Exceptions Approval', 'Shift Code', 'Hot Key', 'Employee Group', 'Monthly Attendance Record', and 'ESS'. A 'Next Week : 5 Dec - 11 Dec' button is visible at the bottom.

THANK YOU



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