

REGENT™

# iRoster

## Approve Exceptional Attendance

REGENT HONG KONG

DEC 9<sup>TH</sup>, 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

User ID

Password

 Submit

 Reset

[Forget your Password?](#)

# iRoster

# Step 1: Login to HRIS88 ESS

1 Click the link and login  
[http://hahkgghcsvrhr01/ESS/asp/ess\\_welcome.aspx](http://hahkgghcsvrhr01/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

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.

Copyright © 2021 Pacific Base Technologies Limited. All rights reserved.

HRIS88

# Step 2: Choose “Roster”

1. Click **Roster**

English 繁體 简体

Regent Hong Kong

Home | **Roster** | Tools | Logout

Leave ▶  
Reports  
Company ▶

Welcome to HRIS88

### Welcome to ESS

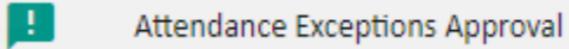
- Employee Self Service (“ESS”) enables you to review and apply Leave; view your Shift Calendar and Daily Attendance record; and print Leave or Attendance Reports.
- The Records you edited may be configured to require second level approval before updating. If no approval has been mentioned, then the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

# **Exception Management**

**(For approver to approve exceptional attendance)**

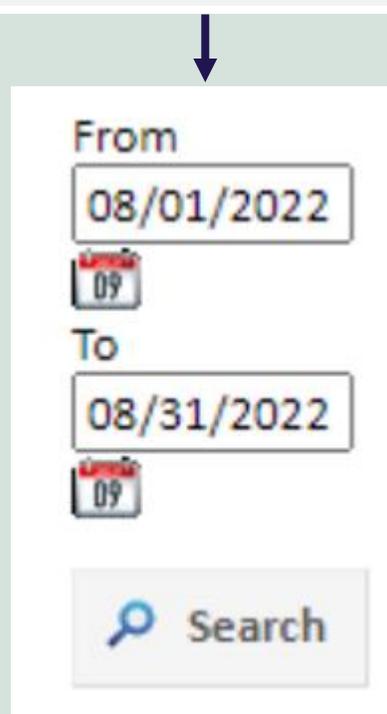
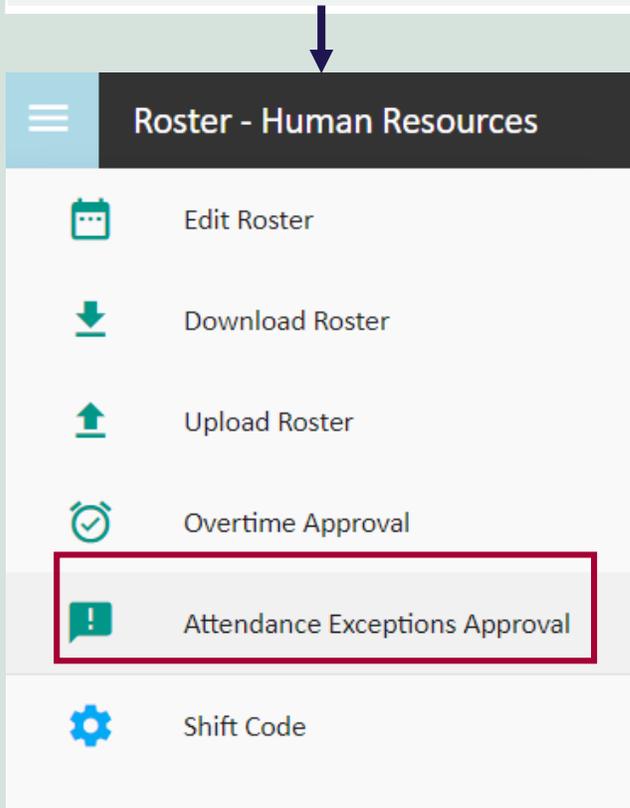
# Step 3: Attendance Exceptions Approval

1. Select and click

 Attendance Exceptions Approval

2. Select the range of date by choosing from “From” and “To” and then click “Search”

3. A list of employee with attendance exceptions will pop out



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

Number of exceptions need to be handled

# Step 4: Attendance Exceptions Approval

1 Click the Emp# to view the detail records.  
Users can adjust the **Shift, Clocking Time and OT** if there is any exceptional in the time attendance record.

2 Tick the **“Reviewed”**  , **“Approved”**  after adjustment.

**\*Tick**   **if colleague is entitled to such allowance.**

From: 08/01/2022  
To: 08/31/2022  
Exceptional Employee List

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

Tick “reviewed” AND “approved”, “after adjustment

Tick ‘Transportation or/and Overnight if colleague is entitled to such allowance

Date	Exception Code	Shift	Leave	Shift Time				Clocking Time				Var(hrs)	Reviewed	OT Approval				Approved	Transport	Overnight	Remarks
				In	Out	In	Out	In	Out	In	Out			O/S	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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12/03/2022		OFF										0	<input type="checkbox"/>	0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12/04/2022		OFF										0	<input type="checkbox"/>	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"/>		

Adjust if necessary

Adjust if necessary

Adjust if necessary

# Step 5: View Attendance Detail List

1 Select



Attendance Detail List

2 Select date range, department and section, click

Download

Roster - Security

- Edit Roster
- Download Roster
- Upload Roster
- Overtime Approval
- Attendance Exceptions Approval
- Sheet 05
- Sheet 10
- Sheet 15
- Shift Code
- Hot Key
- Employee Group
- Monthly Attendance Record
- Attendance Detail List**
- ESS

Next Week : 5 Dec - 11 Dec

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	

THANK YOU



THIS IS REGENT®.