



How To Make
Time Change Request



Online

DEEPAK AMARSHI VARIYA

Last Login: 07-09-2023 2:48 PM

🔍 Search in menu...

- 🏠 Dashboard
- 📄 Download Section
- 🏢 Organization
- 👥 Customer
- 🏢 Company
- 📋 Tasks
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- 📦 Items
- 🛒 Sales
- 🛒 Purchase
- 🏦 Auto Bank Reconciliation (ABR)
- 📄 Company Law
- 🤖 Robot

👤 Human Resource

Human Resource

Departments

Departments

Attendance

Time History

Time Change Request

Attendance Report

Users

User

Announcement

Announcement

Apply & Track Your Leave

Leave Management

Marketing & Lead

Leads

You Can Also Manage
Time History From Quick
Generate Option As Well

🕒 Clock In

Step 1

To Manage time history Of Staff
You've To "Select" the same Tab in
'Human Resource' By Following Diagram



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Human Resource

Thursday 7th September - 2023, Time 3:18:21 PM

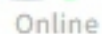
 Clock In

01/04/2022 - 31/03/2023

Timechange Request

Common Search...

1-1



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 Human Resource

01/04/2022 - 31/03/2023

Timechange Request

Record ID: 1

Now You Have to Select The Employee From This Drop Down Showing You Here & Press On The Save Changes Button.

Employee * DEEPAK AMARSHI VARIYA (Admin)

Date In	2023-09-07
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Clock In	3:30 PM
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Date Out	2023-09-07
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Clock Out	3:30 PM
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Close

Save changes

status

Action

Pending



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🔍 Search in menu...

Human Resource

 Clock In

01/04/2023 - 31/03/2024

2

Common Search...



After Pressing Save Changes The Request The Request Data Will Be Reflect Here On This Screen

Here You'll Get 2 Options View & Delete

Time Change Request Detail

Action : Pending

By Clicking View Admin Can Approve Or Reject The Request From Action Drop Down

**Press Here After
Make Changes**

Close

Save changes

Great.. You've Successfully Completed The Session See You In Next Slide..