



User Training

Time Management – Employee Self Service



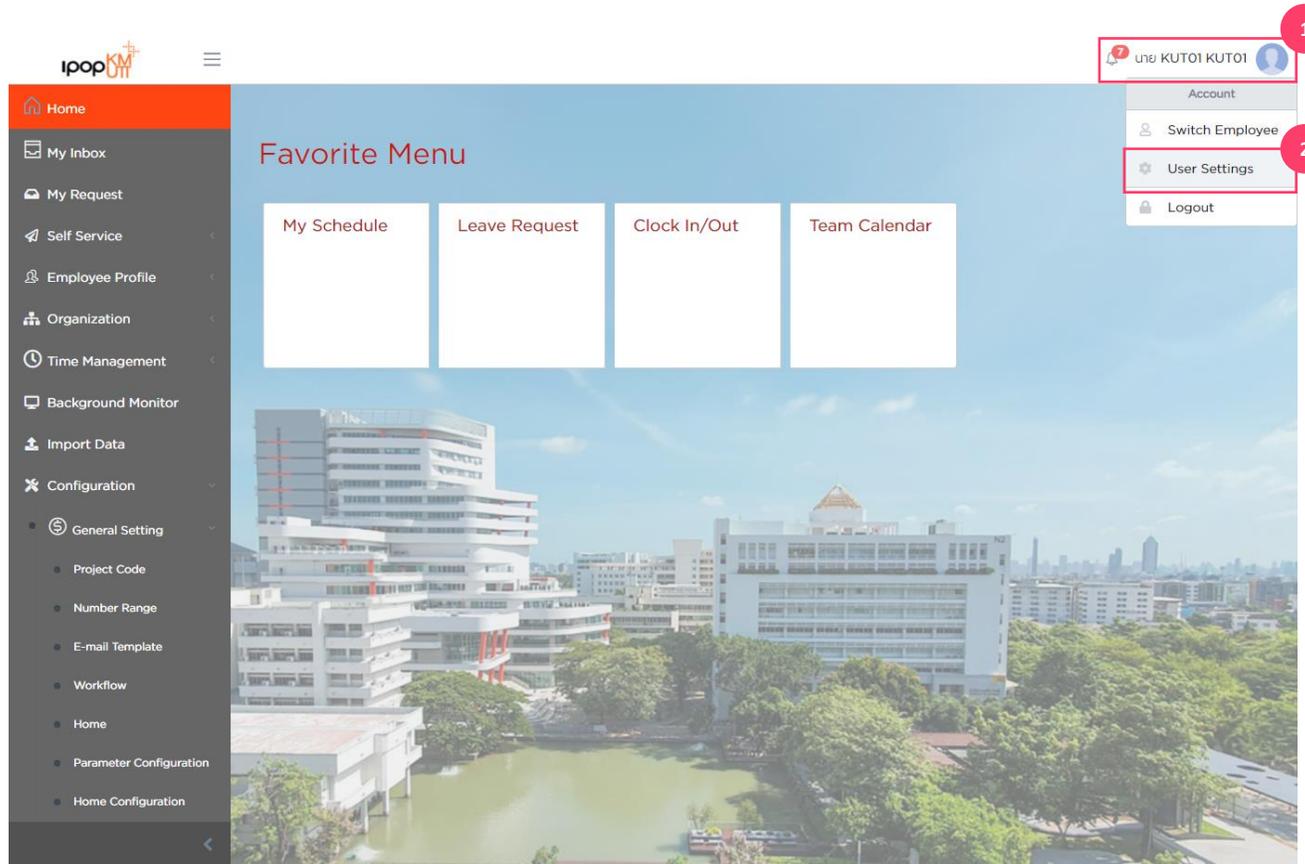


- IPOP Log in & User Settings

- Location Check in
- My Schedule
- Leave request
- Attendance request
- Overtime request
- My request
- Time statement

IPOP Log in & User Settings

IPOP User Settings – Customize home screen



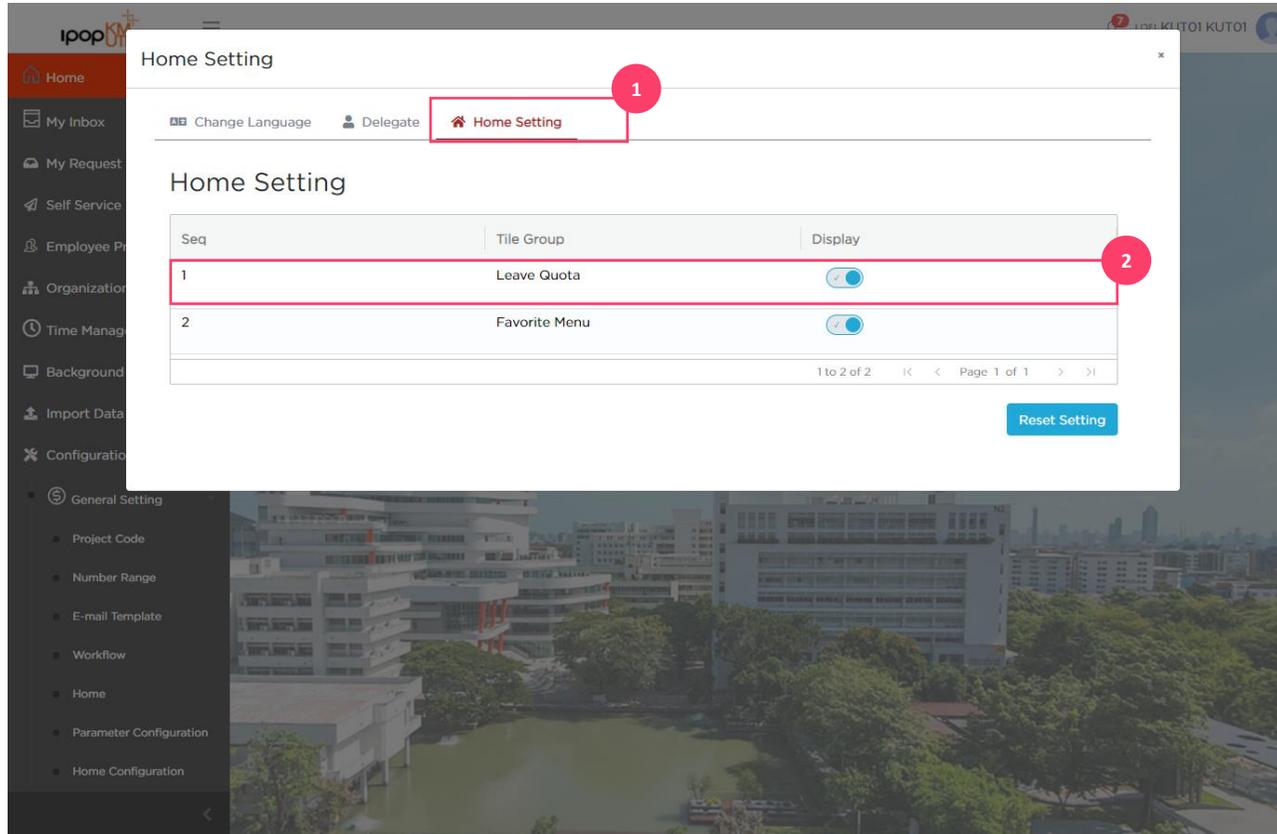
IPOP User Settings

To customize user's Home screen:

1. Click on username button on the top right-hand
2. See the menu and select <User Settings>

IPOP Log in & User Settings

IPOP User Settings – Customize home screen



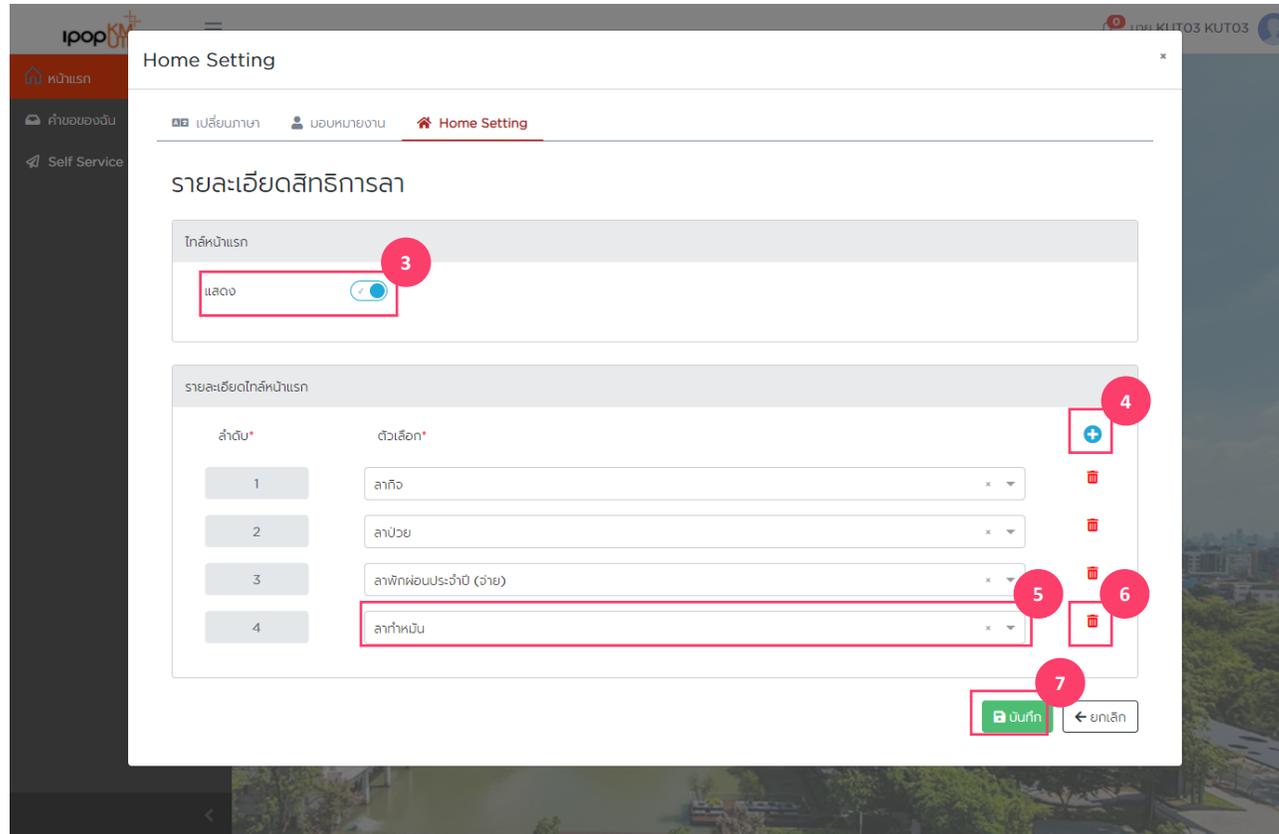
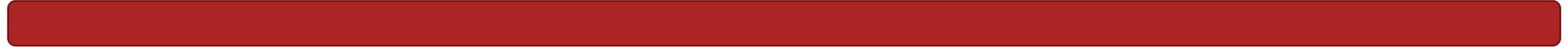
IPOP User Settings – Leave Quota

To customize user's Home screen to show user's leave quota:

1. Press tab in Home Setting
2. See the menu and select <User Settings>

IPOP Log in & User Settings

IPOP User Settings – Customize home screen

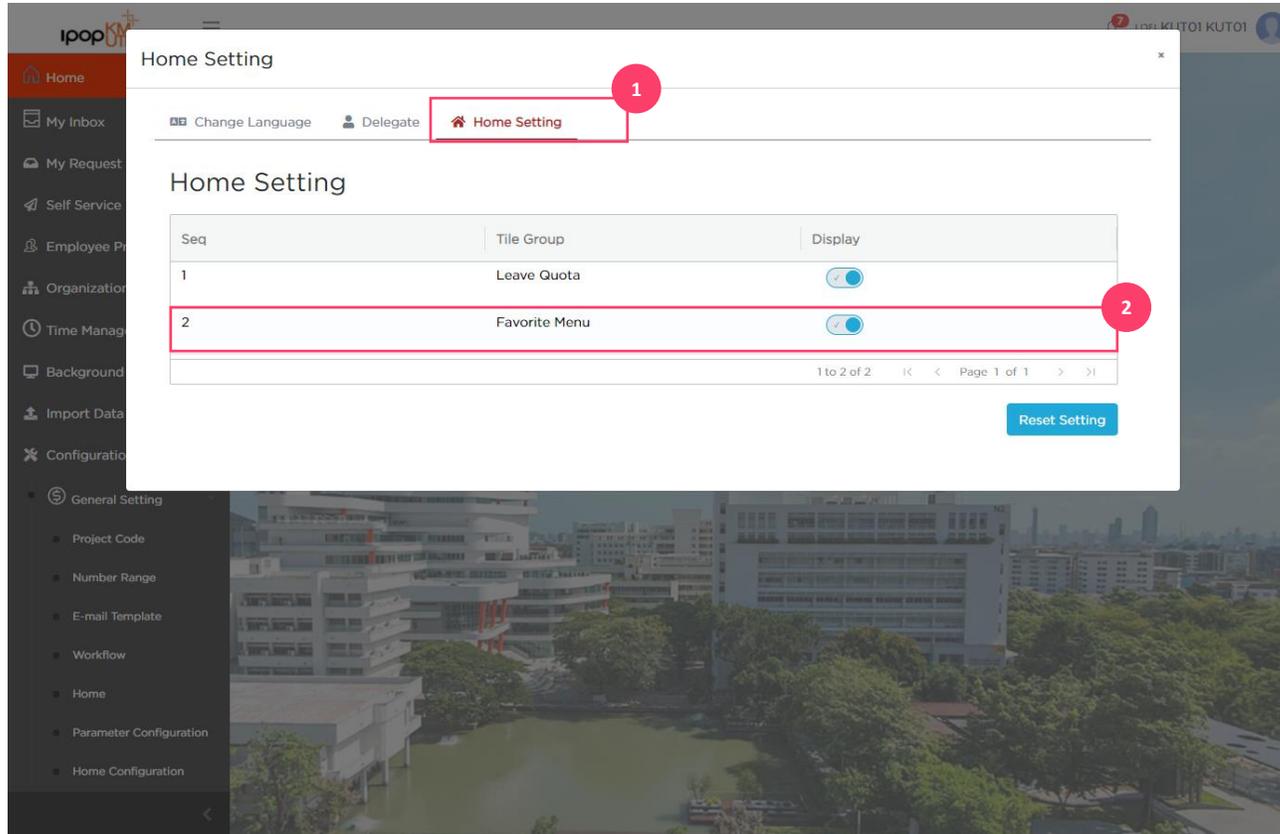
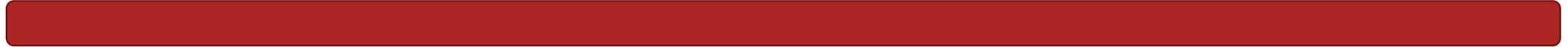


IPOP User Settings – Leave Quota

3. Switch to show or not to show leave quota
4. Click plus sign to add row into leave quota menu
5. Select favorite menu to choose the option to show from the menu
6. Click bin icon to delete row
7. Click <Save> to save edited leave quota

IPOP Log in & User Settings

IPOP User Settings – Customize home screen



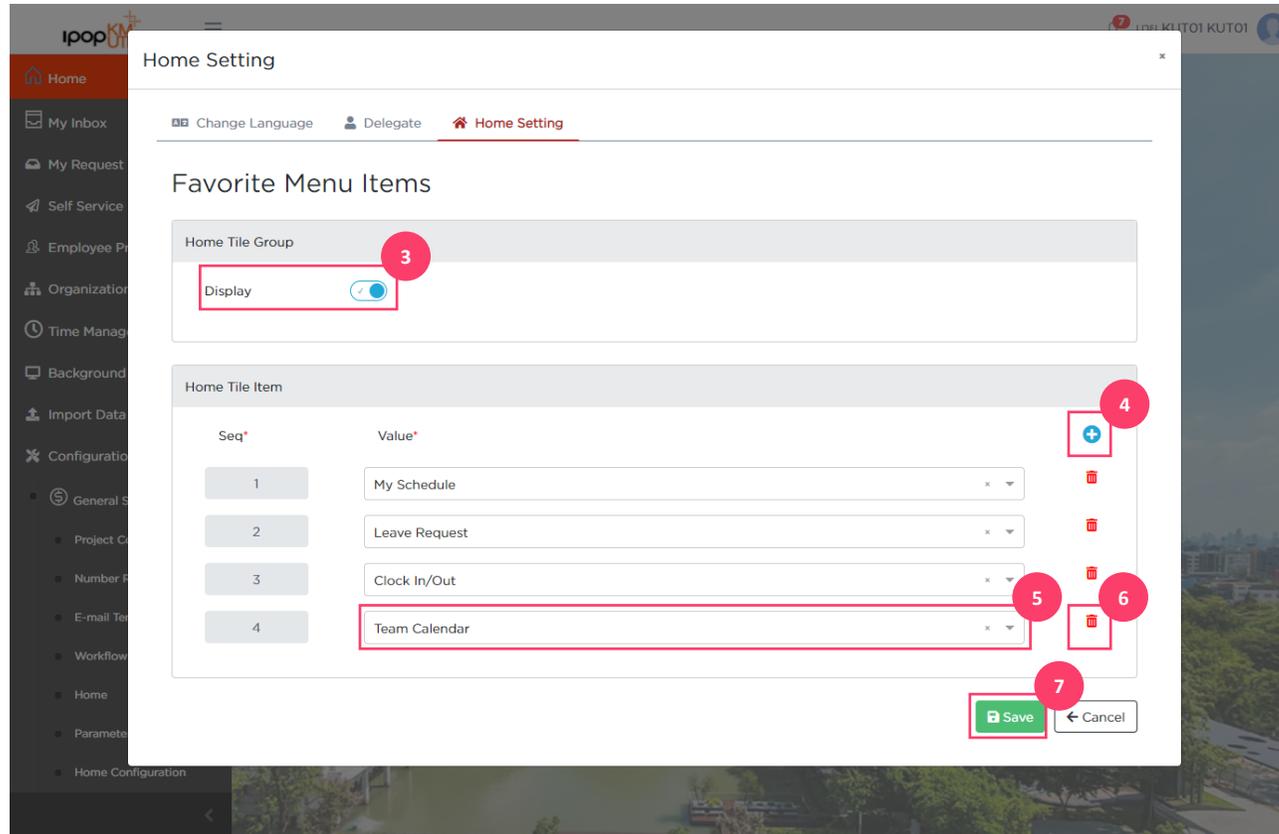
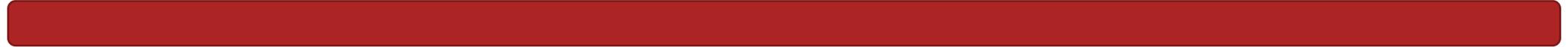
IPOP User Settings – Favorite Menu

To customize user's Home screen to edit user's favorite menu:

1. Press tab in Home Setting
2. Select User Settings from the menu

IPOP Log in & User Settings

IPOP User Settings – Customize home screen



IPOP User Settings – Favorite Menu

3. Change (switch) to show or not to show favorite menu
4. Click plus sign to add row into favorite menu
5. Select favorite menu to choose the option to show from the menu
6. Click bin icon to delete row
7. Click <Save> to save edited favorite menu

- IPOP Log in & User Settings

- Location Check in

- My Schedule

- Leave request

- Attendance request

- Overtime request

- My request

- Time statement

Location Check In

Location Check In/Out – To save data of check in/out for employees' working/leaving time



Menu Path: Home > Self Service > Location Clock In/Out

Check In/Out

Clock In/Out
Thursday, May 16, 2020

You are in area for clocking

History Clock Data

Reason*

Clock in/Out

Description

Clock in Clock out

History Clock Data

16/05/2020	In	10:49:25
15/05/2020	Out	15:33:09
15/05/2020	In	15:29:32

Check In/Out

To set up Check In/Out times of employees via Mobile Web Application

1. You can check in/out when it shows on your mobile that you are in the available check-in area
2. Click to see history of Clock Data
3. The example when you click to see history of Clock Data
4. Notify your reason in Check in/Out from the options such as Check in/Out, Onsite, training
5. Notify additional details
6. Clock In for working time
7. Clock out for leaving time



- IPOP Log in & User Settings

- Location Check in

- **My Schedule**

- Leave request

- Attendance request

- Overtime request

- My request

- Time statement

My Schedule

My Schedule – Show working time of employees in Bar Chart



Menu Path: Home > Self Service > My Schedule

My Schedule

Filter Criteria

Calendar	<input checked="" type="checkbox"/> Work Schedule	<input checked="" type="checkbox"/> Break	<input type="checkbox"/> Day Off	<input checked="" type="checkbox"/> Public Holiday		
Actual	<input checked="" type="checkbox"/> Shift Change	<input checked="" type="checkbox"/> Late	<input checked="" type="checkbox"/> Early	<input checked="" type="checkbox"/> Absent		
Request	<input checked="" type="checkbox"/> Clock In	<input checked="" type="checkbox"/> Clock Out	<input checked="" type="checkbox"/> Clock In Request	<input checked="" type="checkbox"/> Clock Out Request	<input checked="" type="checkbox"/> Clock In Mobile	<input checked="" type="checkbox"/> Clock Out Mobile
Status	<input checked="" type="checkbox"/> Attendance	<input checked="" type="checkbox"/> Overtime	<input checked="" type="checkbox"/> Leave	<input checked="" type="checkbox"/> Pending	<input checked="" type="checkbox"/> Select All	

2 - 2020

Period Month

2 - 2020

Date	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
We 01/01/2020																								
Th 02/01/2020																								
Fr 03/01/2020																								
Sa 04/01/2020																								
Su 05/01/2020																								
Mo 06/01/2020																								
Tu 07/01/2020																								
We 08/01/2020																								
Th 09/01/2020																								

My Schedule

To show employee's working timetable in Bar Chart divided by colors in each item, you can create Leave Request, OT Request or Attendance request in this window.

1. Select menu My Schedule
2. You can select filter to show data. The example of selecting method is in the next slide
3. Select pattern to show results in period or month
4. The system will show data according to selected condition from 2-3

In case you check for working time and find <Absent> because of joining the training/seminar, please save the data of training/seminar in WTE system, and the data in IPOP system will show "training/seminar" on that day.

My Schedule

My Schedule – Show working time of employees in Bar Chart



Menu Path: Home > Self Service > My Schedule

My Schedule

Filter Criteria

Calendar	<input checked="" type="checkbox"/> Work Schedule	<input checked="" type="checkbox"/> Break	<input type="checkbox"/> Day Off	<input checked="" type="checkbox"/> Public Holiday		
Actual	<input checked="" type="checkbox"/> Shift Change	<input checked="" type="checkbox"/> Late	<input checked="" type="checkbox"/> Early	<input checked="" type="checkbox"/> Absent		
Request	<input checked="" type="checkbox"/> Clock In	<input checked="" type="checkbox"/> Clock Out	<input checked="" type="checkbox"/> Clock In Request	<input checked="" type="checkbox"/> Clock Out Request	<input checked="" type="checkbox"/> Clock In Mobile	<input checked="" type="checkbox"/> Clock Out Mobile
Status	<input checked="" type="checkbox"/> Attendance	<input checked="" type="checkbox"/> Overtime	<input checked="" type="checkbox"/> Leave	<input checked="" type="checkbox"/> Pending	<input checked="" type="checkbox"/> Select All	

My Schedule – Filter Criteria

Calendar – Criteria for holiday calendar and working timetable

- Work Schedule Working timetable
- Break Break time including break time before Overtime (OT) working
- Day Off Day off
- Public Holiday Public holiday

My Schedule

My Schedule – Show working time of employees in Bar Chart



Menu Path: Home > Self Service > My Schedule

My Schedule

Filter Criteria

Calendar	<input checked="" type="checkbox"/> Work Schedule	<input checked="" type="checkbox"/> Break	<input type="checkbox"/> Day Off	<input checked="" type="checkbox"/> Public Holiday
Actual	<input checked="" type="checkbox"/> Shift Change	<input checked="" type="checkbox"/> Late	<input checked="" type="checkbox"/> Early	<input checked="" type="checkbox"/> Absent
Request	<input checked="" type="checkbox"/> Attendance	<input checked="" type="checkbox"/> Overtime	<input checked="" type="checkbox"/> Leave	
Status	<input checked="" type="checkbox"/> Pending	<input checked="" type="checkbox"/> Select All		

My Schedule – Filter Criteria

Actual – Criteria for actual work activity

- Shift Change Shift change
- Late Late/clock in after working time
- Early Early/clock out before leaving time
- Absent Absent
- Clock In Check in from card machine or finger scanner
- Clock Out Check out from card machine or finger scanner
- Clock In Request Check in from clock in request
- Clock Out Request Check out from clock out request
- Clock In Mobile Check in by mobile phone (GPS)
- Clock Out Mobile Check out by mobile phone (GPS)

My Schedule

My Schedule – Show working time of employees in Bar Chart



Menu Path: Home > Self Service > My Schedule

My Schedule – Filter Criteria

Request – Criteria for types of workflow in the system

Attendance Attendance Request had been requested and approved. It can be training, off-site work or work from home.

Attendance Attendance Request is in process to be approved

Overtime Overtime request had been requested and approved

Overtime Overtime Request is in process to be approved

Leave Leave Request had been requested and approved. It can be sick leave, personal leave, and annual vacation leave

Leave Leave Request is in process to be approved

My Schedule

Filter Criteria

Calendar	<input checked="" type="checkbox"/> Work Schedule	<input checked="" type="checkbox"/> Break	<input type="checkbox"/> Day Off	<input checked="" type="checkbox"/> Public Holiday		
Actual	<input checked="" type="checkbox"/> Shift Change	<input checked="" type="checkbox"/> Late	<input checked="" type="checkbox"/> Early	<input checked="" type="checkbox"/> Absent		
Request	<input checked="" type="checkbox"/> Clock In	<input checked="" type="checkbox"/> Clock Out	<input checked="" type="checkbox"/> Clock In Request	<input checked="" type="checkbox"/> Clock Out Request	<input checked="" type="checkbox"/> Clock In Mobile	<input checked="" type="checkbox"/> Clock Out Mobile
Status	<input checked="" type="checkbox"/> Attendance	<input checked="" type="checkbox"/> Overtime	<input checked="" type="checkbox"/> Leave	<input checked="" type="checkbox"/> Pending	<input checked="" type="checkbox"/> Select All	

My Schedule

My Schedule – Show working time of employees in Bar Chart



Menu Path: Home > Self Service > My Schedule

My Schedule

Filter Criteria

Calendar	<input checked="" type="checkbox"/> Work Schedule	<input checked="" type="checkbox"/> Break	<input type="checkbox"/> Day Off	<input checked="" type="checkbox"/> Public Holiday		
Actual	<input checked="" type="checkbox"/> Shift Change	<input checked="" type="checkbox"/> Late	<input checked="" type="checkbox"/> Early	<input checked="" type="checkbox"/> Absent		
Request	<input checked="" type="checkbox"/> Clock In	<input checked="" type="checkbox"/> Clock Out	<input checked="" type="checkbox"/> Clock In Request	<input checked="" type="checkbox"/> Clock Out Request	<input checked="" type="checkbox"/> Clock In Mobile	<input checked="" type="checkbox"/> Clock Out Mobile
Status	<input checked="" type="checkbox"/> Attendance	<input checked="" type="checkbox"/> Overtime	<input checked="" type="checkbox"/> Leave	<input checked="" type="checkbox"/> Pending	<input checked="" type="checkbox"/> Select All	

My Schedule – Filter Criteria

Status – filter criteria to check request in pending status, select all filter criteria or not select all

Pending Show Attendance, Overtime and Leave status that are not yet approved

Select All Show all filter criteria in this window

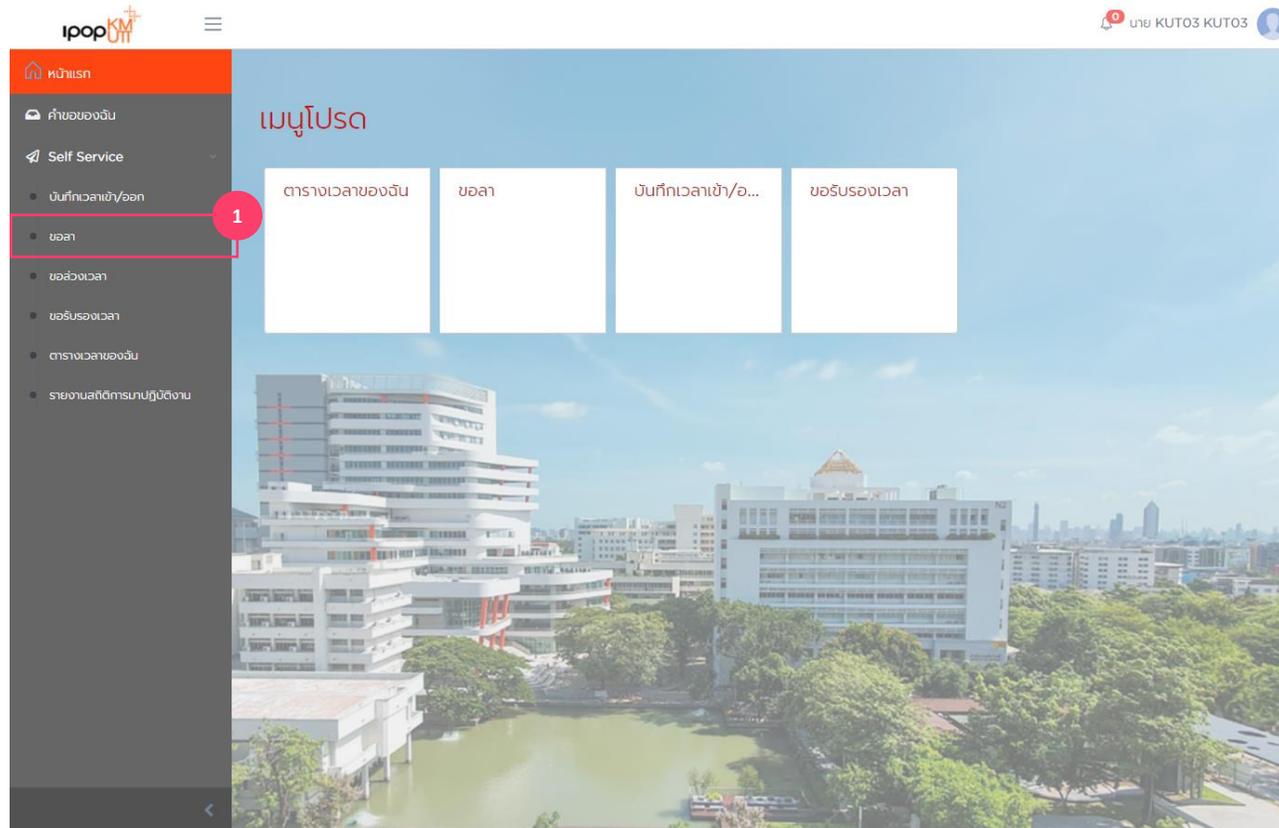
- IPOP Log in & User Settings
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Leave Request

Leave Request – employees request for leave in the system



Menu Path: Home > Self Service > Leave Request



Steps of Leave request

1. Select <Leave request> in menu or enter in favorite menu

Leave Request

Leave Request – employees request for leave in the system



Menu Path: Home > Self Service > Leave Request

The screenshot shows the 'ขอลา' (Leave Request) form in the system. The form includes the following fields and options:

- ประเภทการลา*** (Leave Type): A dropdown menu currently showing 'ลาป่วย (จ่าย)' (Sick Leave).
- ประเภทเวลา*** (Leave Period): Radio buttons for 'รอบเวลา' (Selected) and 'ตามเวลา' (By Time).
- วันที่เริ่มต้น*** (Start Date): 05/01/2021
- วันที่สิ้นสุด*** (End Date): 05/01/2021
- รอบเวลา*** (Leave Period): A dropdown menu currently showing 'เต็มวัน' (Full Day).
- วันลาทั้งหมด** (Total Leave Days): 1 วัน
- สิทธิ์ที่ใช้** (Leave Type Used): 1 วัน

Callout 2 points to the 'ประเภทการลา*' dropdown. Callout 3 points to the 'ประเภทเวลา*' radio buttons. Callout 4 points to a detailed view of the 'ประเภทเวลา*' section, which includes:

- ประเภทเวลา*** (Leave Period): Radio buttons for 'รอบเวลา' (Selected) and 'ตามเวลา' (By Time).
- วันที่เริ่มต้น*** (Start Date): 05/01/2021
- วันที่สิ้นสุด*** (End Date): 06/01/2021
- เวลาเริ่มต้น*** (Start Time): 'เต็มวัน' (Full Day)
- เวลาสิ้นสุด*** (End Time): 'ครึ่งวันแรก' (First Half Day)

Steps of Leave request

2. Select desired leave type
3. Notify starting, ending date and period as follows:
 - All day, select all-day leave
 - First half, select first half day leave
 - Late half, select late half day leave
4. For many days-leave, you can select period of starting and ending dates on leave

Leave Request

Leave Request – employees request for leave in the system



Menu Path: Home > Self Service > Leave Request

Steps of Leave request

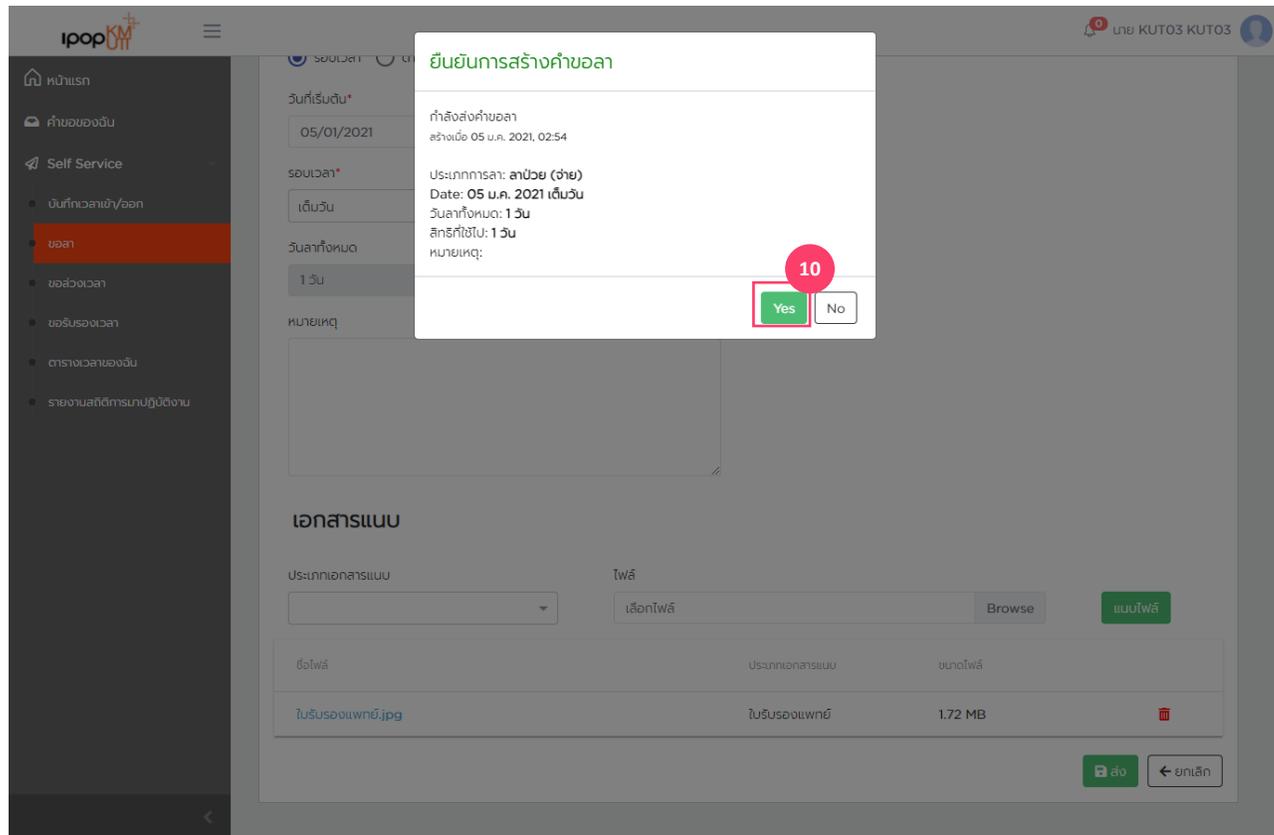
5. Notify notes of the leave
6. Choose type of attached file
7. Choose file to attach with leave request
8. Click <Attach> to confirm the file
9. Click <Submit> to confirm

Leave Request

Leave Request – employees request for leave in the system



Menu Path: Home > Self Service > Leave Request



Steps of Leave request

10. The system will display window for employee to check on the data. Then press <Yes> to continue leave request procedure.

Leave Request

Leave Quotas – to check leave quotas



Menu Path: Home > Self Service > Leave Request

The screenshot shows the 'ขอลา' (Leave Request) page. On the left, a sidebar menu has 'ขอลา' highlighted with a red box and a red circle labeled '1'. At the top of the main content area, there are three tabs: 'ขอลา', 'ประวัติการลา', and 'วันลาคงเหลือ', with the last one highlighted by a red box and a red circle labeled '2'. Below the tabs is a 'ตัวกรองข้อมูล' (Data Filter) section with three date pickers: 'ตัวเลือกวันที่*' (set to 'เดือนปัจจุบัน'), 'วันที่เริ่มต้น*' (01/01/2021), and 'วันที่สิ้นสุด*' (31/01/2021), followed by a blue 'ตกลง' (OK) button. A red circle labeled '3' is next to the filter section. Below the filter is a table with columns: 'ประเภทวันลา', 'หักจากวันที่', 'หักถึงวันที่', 'จำนวนสิทธิ์ที่มี', 'จำนวนสิทธิ์ที่ใช้', and 'จำนวนสิทธิ์ที่เหลือ'. The table contains four rows of leave types. A red circle labeled '4' is next to the table. At the bottom right of the table, there is a pagination indicator: '1 ถึง 4 จาก 4' and 'หน้า 1 จาก 1'.

ประเภทวันลา	หักจากวันที่	หักถึงวันที่	จำนวนสิทธิ์ที่มี	จำนวนสิทธิ์ที่ใช้	จำนวนสิทธิ์ที่เหลือ
ลาพักผ่อนประจำปี (จ่าย)	01/10/2020	30/09/2021	20.00	0.00	20.00
ลาทิจ	01/10/2020	30/09/2021	10.00	0.00	10.00
ลาป่วย	01/10/2020	30/09/2021	10.00	0.00	10.00
ลาทำเหม็น	01/10/2020	30/09/2021	10.00	0.00	10.00

To check leave quotas

1. Select <leave request> in the menu
2. Press tab in leave quota
3. Select data filter according to date. The default setting is the current month
4. The system will show data according to conditions

Leave Request

Leave History – To check leave history



Menu Path: Home > Self Service > Leave Request

To check leave history

1. Select <leave request> in the menu
2. Press tab in leave history
3. Select data filter according to date. The default setting is the current month
4. The system will show data according to conditions

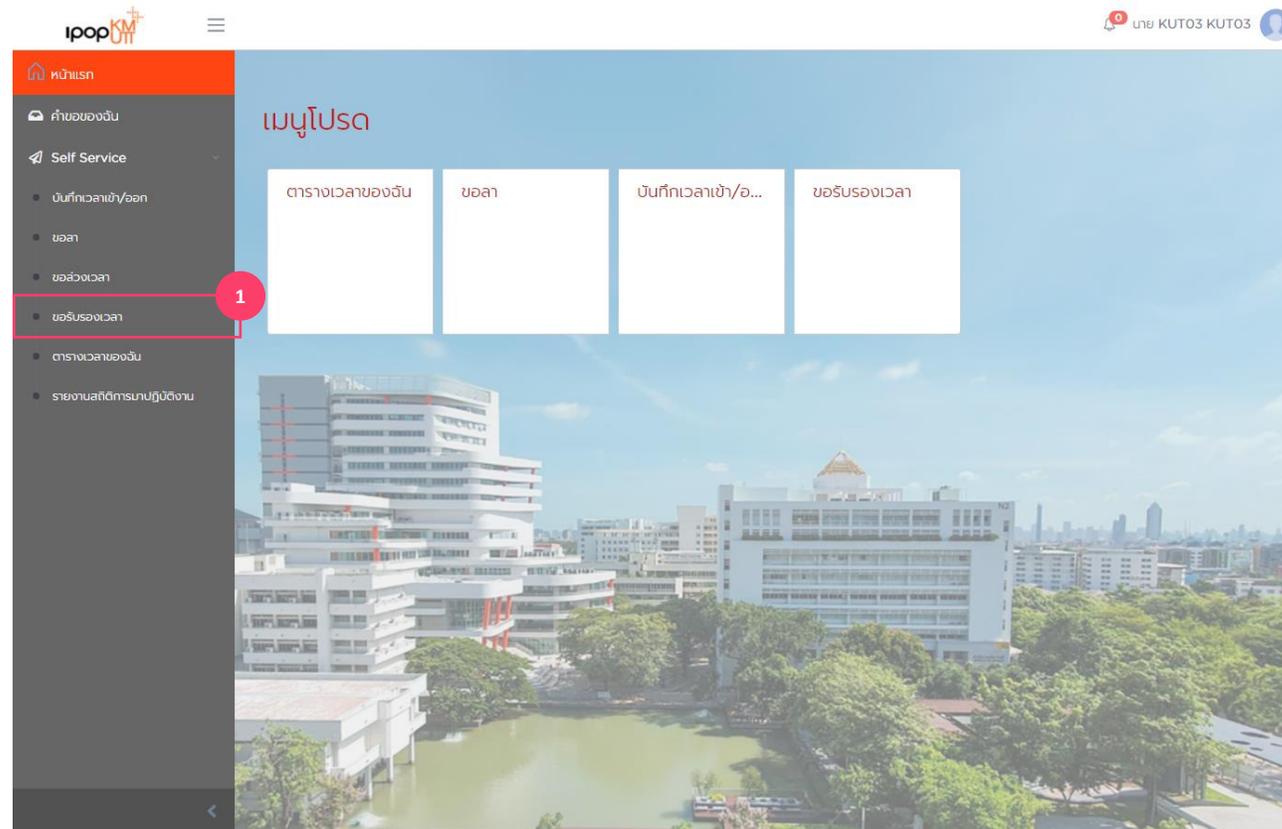
- IPOP Log in & User Settings
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- **Attendance request**
- Overtime request
- My request
- Time statement

Attendance Request

Attendance Request – Employees request for Attendance Request



Menu Path: Home > Self Service > Attendance Request



Attendance Request steps

1. Select <Attendance request> in menu or enter in favorite menu

Attendance Request

Attendance Request – Employees request for Attendance Request



Menu Path: Home > Self Service > Attendance Request

The screenshot shows the 'คำขอรับรองเวลา' (Attendance Request) form. The form includes the following fields and options:

- ประเภทการรับรองเวลา*** (Request Type): Dropdown menu with options: อบรม/สัมมนา (Training/Seminar), อบรม (Training), and ตามเวลา (As per time).
- ประเภทเวลา*** (Request Category): Radio buttons for อบรมเวลา (Training Time) and ตามเวลา (As per time).
- วันที่เริ่มต้น*** (Start Date): 11/01/2021
- วันที่สิ้นสุด*** (End Date): 11/01/2021
- รอบเวลา*** (Time Slot): Dropdown menu with option: เต็มวัน (Full day).
- สรุปจำนวนการขอรับรองเวลา** (Summary): 1 วัน (1 day).
- หมายเหตุ** (Remarks): Text area with the note 'อบรม' (Training).
- เอกสารแนบ** (Attachments): Section for uploading documents.

Red boxes and numbers 1-5 highlight the following steps:

1. Select request type from the dropdown menu.
2. Select the request category (radio buttons).
3. Select start and end dates.
4. Select start and end times.
5. Enter the description in the remarks field.

Attendance request steps

2. Choose type of attendance request
3. Notify starting, ending date and period as follows:
 - All day, select all-day leave
 - First half, select first half day leave
 - Late half, select late half day leave
4. For many days-leave, you can select period of begin and end dates on leave
5. Notify related notes such as Work from Home

Attendance Request

Attendance Request – Employees request for Attendance Request



Menu Path: Home > Self Service > Attendance Request

ipopKM

หน้าแรก

คำขอของเงิน

Self Service

- บันทึกเวลาเข้า/ออก
- ขอลา
- ขอลอ้งเวลา
- ขอร้องเวลา**
- ตารางเวลาของเงิน
- รายงานสถิติการปฏิบัติงาน

คำขอร้องเวลา

ขอร้องเวลา | ประวัติการร้องเวลา | ประวัติการบันทึกเวลาเข้า/ออก

ประเภทการร้องเวลา*

เวลาเข้า

วันที่*

06/01/2021

เวลา*

08:30

เหตุผลของการลงเหตุการณ์เวลา*

สับสน

หมายเหตุ

สับสน

เอกสารแนบ

ประเภทเอกสารแนบ

ไฟล์

เลือกไฟล์

Browse

แนบไฟล์

Attendance request steps

Attendance request of check in and leaving time can be notified only on the date and time needed to be edited.

Attendance Request

Attendance Request – Employees request for Attendance Request



Menu Path: Home > Self Service > Attendance Request

The screenshot shows the 'Attendance Request' form in the 'ipop KMUTT' system. The form includes fields for start and end dates (11/01/2021), time (เริ่มวัน), and duration (1 วัน). A text area for 'หมายเหตุ' (Remarks) contains 'อนธรม' and is highlighted with a red box and callout 6. Below this is the 'เอกสารแนบ' (Attachments) section, which includes a dropdown for 'ประเภทเอกสารแนบ' (Attachment Type) highlighted with callout 7, a file selection field with a 'Browse' button highlighted with callout 8, and a green 'แนบไฟล์' (Attach File) button highlighted with callout 9. A table below shows an attached file: 'แผนอบรบ.jpg' (1.72 MB). At the bottom right, there are 'ส่ง' (Send) and 'ยกเลิก' (Cancel) buttons, with the 'ส่ง' button highlighted by callout 10.

Attendance request steps

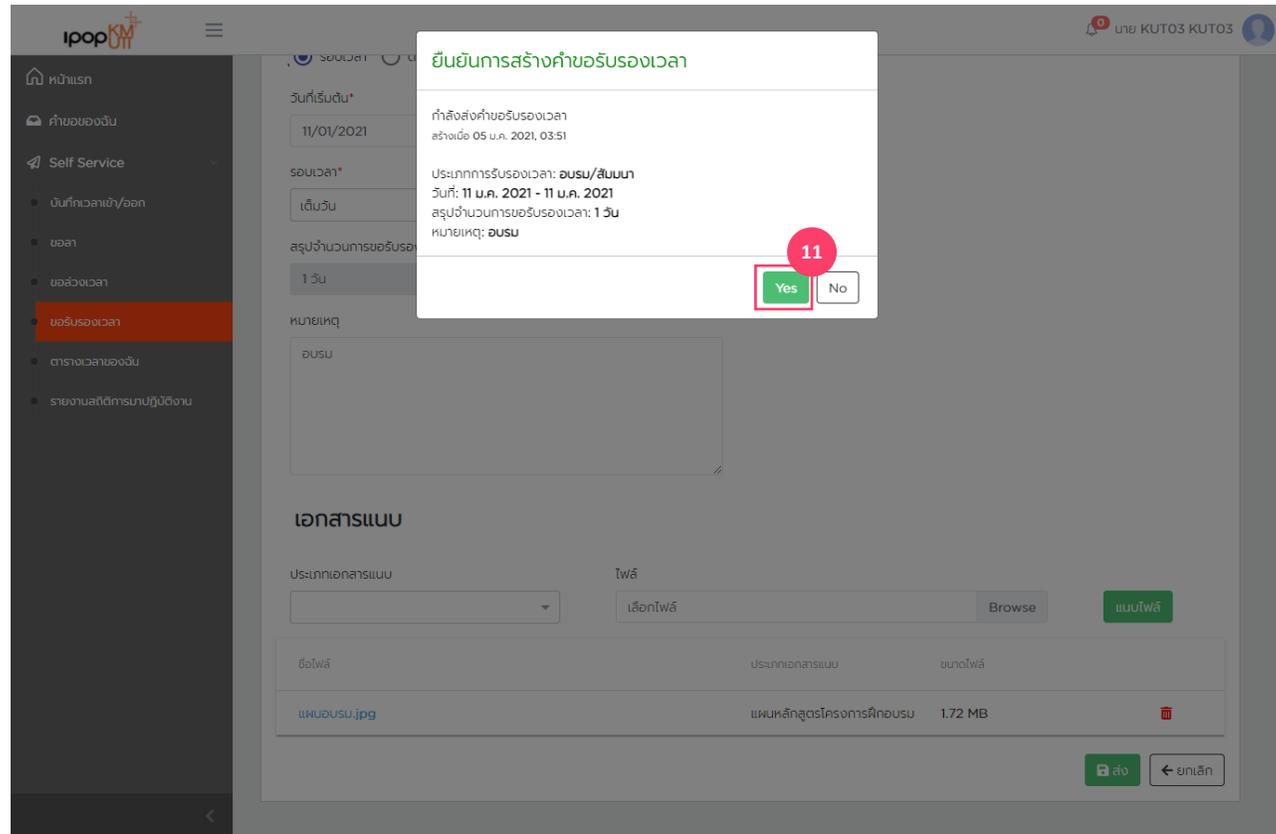
6. Notify notes of the Attendance request
7. Choose type of attached file
8. Choose file to be attached with attendance request
9. Click <Attach> to confirm the file
10. Click <Submit> to confirm

Attendance Request

Attendance Request – Employees request for Attendance Request



Menu Path: Home > Self Service > Attendance Request



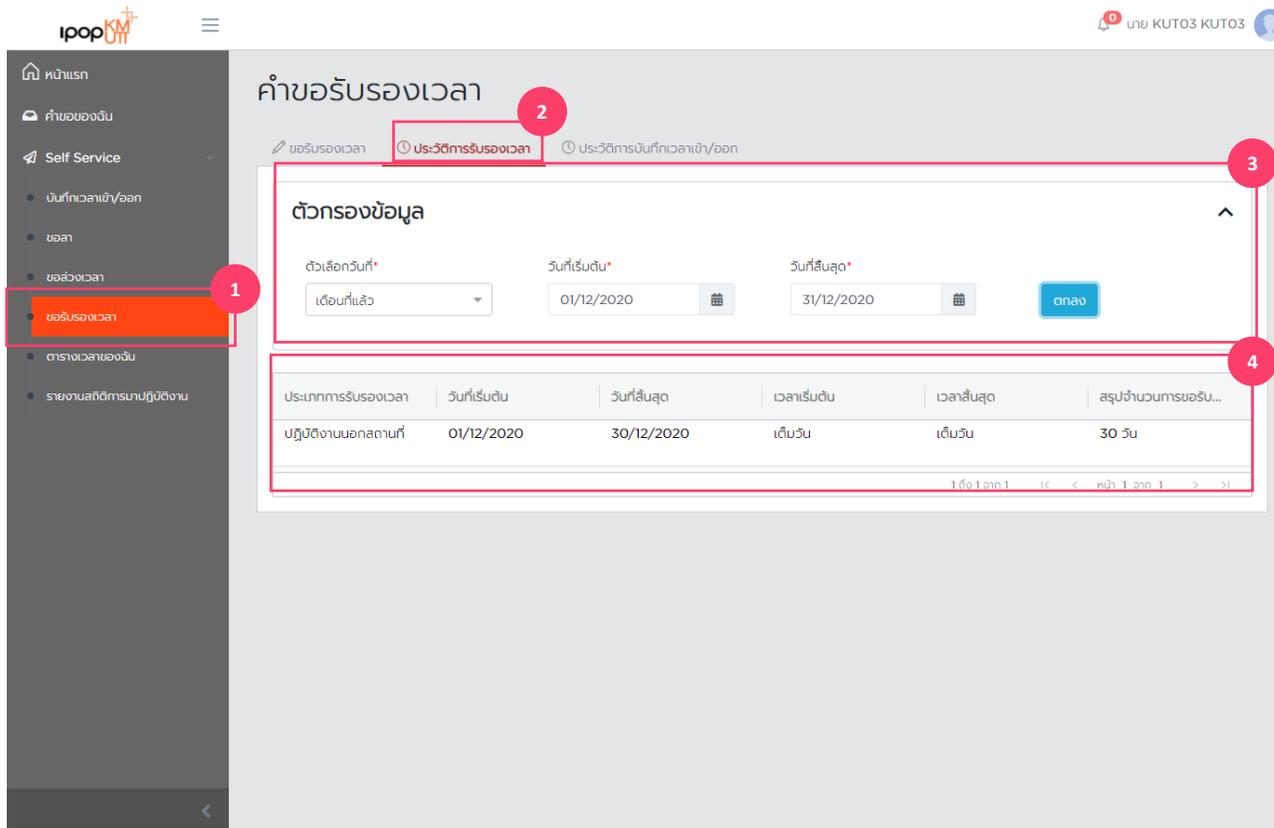
Attendance request steps

11. The system will display window for employee to check on the data. Then press <Yes> to continue attendance request procedure.

Attendance Request

Attendance History – To check attendance history

Menu Path: Home > Self Service > Attendance Request



The screenshot shows the 'Attendance Request' interface. On the left is a navigation menu with 'ขอร้องเวลา' (Attendance Request) highlighted. The main area is titled 'คำขอร้องเวลา' (Attendance Request) and contains a form for filtering data. The form includes a dropdown for 'ตัวเลือกรวัน*' (Date filter) set to 'เดือนที่แล้ว' (Last month), and date pickers for 'วันที่เริ่มต้น*' (Start date) and 'วันที่สิ้นสุด*' (End date), both set to 01/12/2020 and 31/12/2020 respectively. A 'ค้นหา' (Search) button is present. Below the form is a table with the following data:

ประเภทการขอร้องเวลา	วันที่เริ่มต้น	วันที่สิ้นสุด	เวลาเริ่มต้น	เวลาสิ้นสุด	สรุปจำนวนการขอร้อง...
ปฏิบัติงานนอกสถานที่	01/12/2020	30/12/2020	เต็มวัน	เต็มวัน	30 วัน

To check attendance history

1. Select <Attendance request> in the menu
2. Press tab in attendance history
3. Select data filter according to date. The default setting is the current month
4. The system will show data according to conditions

Attendance Request

Clock in/out History – To check Clock in/out history



Menu Path: Home > Self Service > Attendance Request

หน้าจอระบบขอรับรองเวลา (Attendance Request System Interface)

เมนู: Self Service > ขอรับรองเวลา (Attendance Request)

ตัวเลือก: ประวัติการบันทึกเวลาเข้า/ออก (Clock in/out history)

ตัวกรองข้อมูล (Data Filter):

- ตัวเลือกวันที่* (Date Selection): เดือนที่เลือก (Selected Month)
- วันที่เริ่มต้น* (Start Date): 01/12/2020
- วันที่สิ้นสุด* (End Date): 31/12/2020
- ตกลง (OK)

ประเภทเหตุการณ์เวลา (Event Type)	วันที่ (Date)	เวลา (Time)	เหตุผลของการลงทะเบียน... (Reason for Registration...)	แหล่งที่มา (Source)
เวลาเข้า (Clock In)	01/12/2020	08:30:00	เครื่องบันทึกเวลาทำงานผิดปกติ (Clock machine malfunction)	เซลเซอวิส (Self Service)

To check Clock in/out History

1. Select <Attendance request> in the menu
2. Press tab in clock in/out history
3. Select data filter according to date. The default setting is the current month
4. The system will show data according to conditions

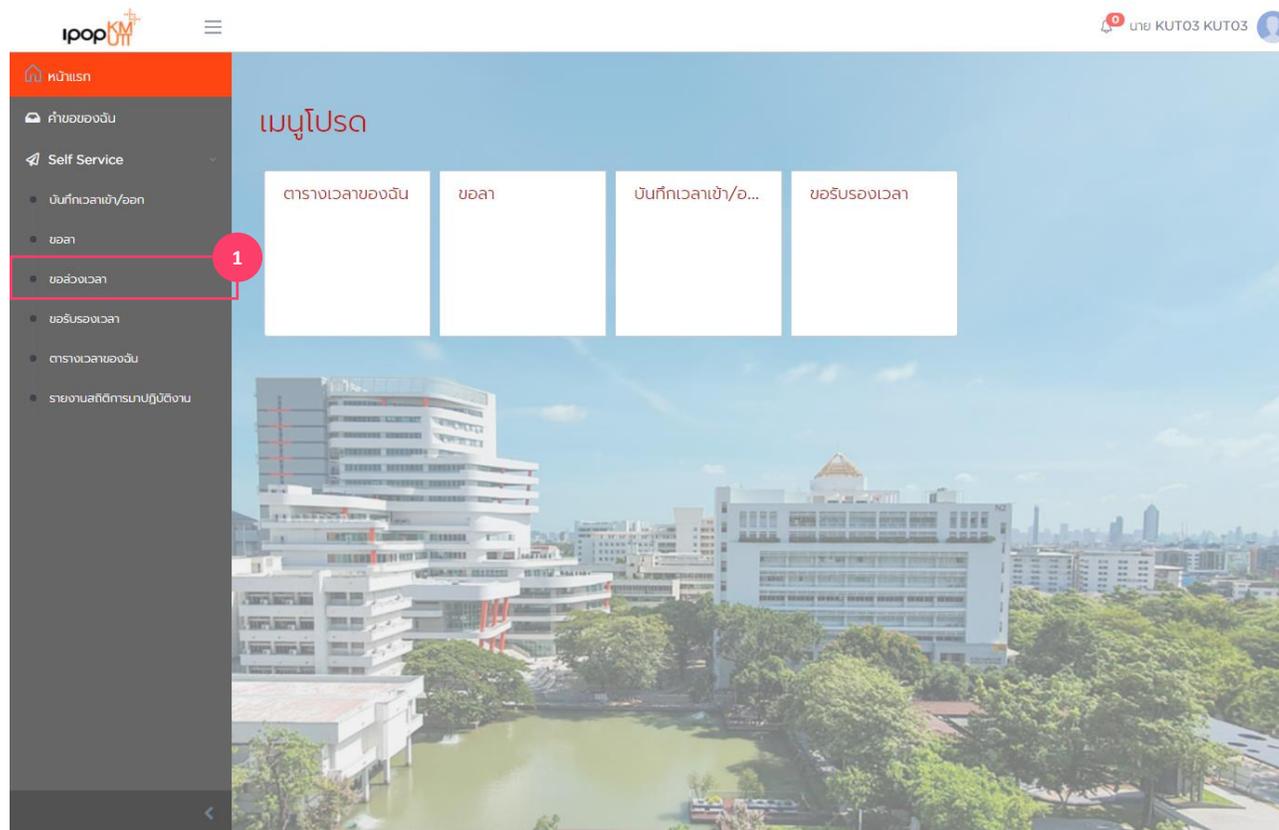
- IPOP Log in & User Settings
- Location Check in
- My Schedule
- Leave request
- Attendance request
- **Overtime request**
- My request
- Time statement

Overtime Request

Overtime Request – employees request for overtime in the system



Menu Path: Home > Self Service > Overtime Request



Overtime request steps

1. Select <Overtime request> in menu or enter in favorite menu

Overtime Request

Overtime Request – employees request for overtime in the system



Menu Path: Home > Self Service > Overtime Request

The screenshot shows the 'คำขอร้องการทำงานล่วงเวลา' (Overtime Request) form. The form includes the following fields:

- ประเภทการทำงานล่วงเวลา*** (Overtime Request Type): A dropdown menu with 'ค่าล่วงเวลา' (Overtime) selected. This field is highlighted with a red box and a red circle containing the number 2.
- วันที่เริ่มต้น*** (Start Date): A date picker set to '05/01/2021'. This field is highlighted with a red box and a red circle containing the number 3.
- วันที่สิ้นสุด*** (End Date): A date picker set to '05/01/2021'. This field is highlighted with a red box and a red circle containing the number 3.
- เวลาเริ่มต้น*** (Start Time): A time picker set to '16:30'. This field is highlighted with a red box and a red circle containing the number 3.
- เวลาสิ้นสุด*** (End Time): A time picker set to '20:00'. This field is highlighted with a red box and a red circle containing the number 3.
- สรุปจำนวนการทำงานล่วงเวลา** (Summary of Overtime Hours): A text field showing '3 ชั่วโมง 30 นาที' (3 hours 30 minutes).
- ศูนย์ต้นทุน*** (Cost Center): A dropdown menu with '10103004 - Office of the President Treasury Office Busar a...' selected. This field is highlighted with a red box and a red circle containing the number 4.
- หมายเหตุ** (Remarks): A large text area for additional information.
- เอกสารแนบ** (Attachments): A section for uploading documents, currently empty.

Overtime request steps

2. Choose type of overtime request
3. Notify starting, ending date and period of overtime
4. For cross organizational working, please notify organization where you work overtime in Cost Center

Overtime Request

Overtime Request – employees request for overtime in the system



Menu Path: Home > Self Service > Overtime Request

The screenshot shows the Overtime Request form in a web application. The interface includes a sidebar menu on the left with options like 'หน้าแรก', 'คำขอของเงิน', 'Self Service', 'บันทึกเวลาเข้า/ออก', 'ขอลา', 'ขอล้างเวลา', 'ขอรับรองเวลา', 'ตารางเวลาของเงิน', and 'รายงานสถิติการมาปฏิบัติงาน'. The main form area contains the following fields and controls:

- เวลาเริ่มต้น*** (Start Time): 16:30
- เวลาสิ้นสุด*** (End Time): 20:00
- สรุปจำนวนการทำงานล่วงเวลา** (Summary of overtime work): 3 ชั่วโมง 30 นาที
- ศูนย์ต้นทุน*** (Cost Center): 10103004 - Office of the President Treasury Office Busar a...
- หมายเหตุ** (Remarks): A text area for notes, highlighted with a red box and a red circle containing the number 6.
- เอกสารแนบ** (Attachments):
 - ประเภทเอกสารแนบ** (Attachment Type): A dropdown menu, highlighted with a red box and a red circle containing the number 7.
 - ไฟล์** (File): A text input field with a 'Browse' button, highlighted with a red box and a red circle containing the number 8.
 - แนบไฟล์** (Attach File): A green button, highlighted with a red box and a red circle containing the number 9.
- ส่ง** (Submit): A green button at the bottom right, highlighted with a red box and a red circle containing the number 10.
- ยกเลิก** (Cancel): A button next to the Submit button.

Overtime request steps

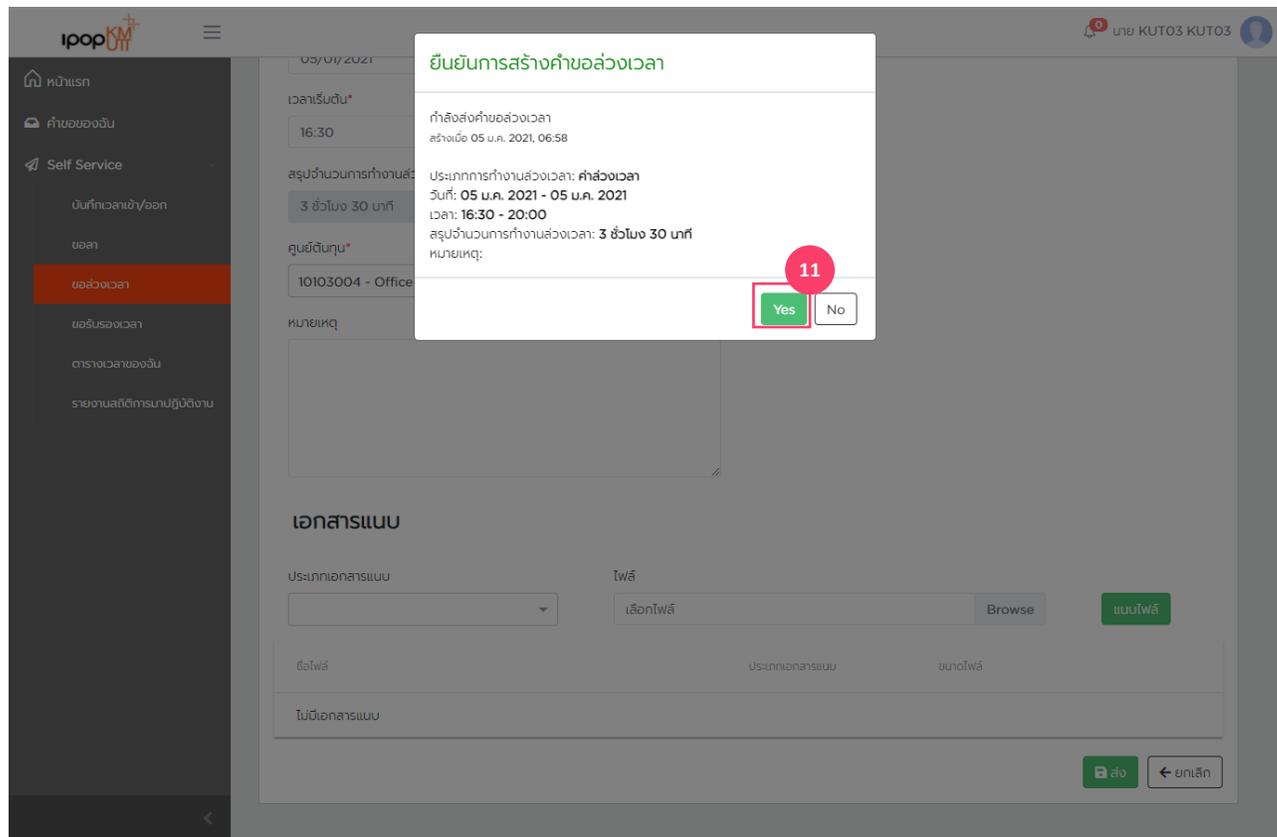
6. Notify notes of the overtime request
7. Choose type of attached file
8. Choose file to attached with overtime request
9. Click <Attach> to confirm the file
10. Click <Submit> to confirm

Overtime Request

Overtime Request – employees request for overtime in the system



Menu Path: Home > Self Service > Overtime Request



Overtime request steps

11. The system will display window for employee to check on the data. Then press <Yes> to continue overtime request procedure.

Overtime Request

Overtime History – To check Overtime history



Menu Path: Home > Self Service > Overtime Request

คำขอร้องการทำงานล่วงเวลา

ประวัติการทำงานล่วงเวลา

ตัวกรองข้อมูล

ตัวเลือกวันที่* วันที่เริ่มต้น* วันที่สิ้นสุด*

เดือนปัจจุบัน 01/01/2021 31/01/2021 ตกลง

ประเภทการทำงานล่วง...	วันที่เริ่มต้น	วันที่สิ้นสุด	เวลาเริ่มต้น	เวลาสิ้นสุด	สรุปจำนวนการทำงาน...
คำล่วงเวลา	06/01/2021	06/01/2021	17:00:00	21:00:00	4 ชั่วโมง

1 to 1 of 1 Page 1 of 1

To check Overtime history

1. To check Overtime history
2. Press tab in Overtime history
3. Select data filter according to date. The default setting is the current month
4. The system will show data according to conditions

- IPOP Log in & User Settings
- Location Check in
- My Schedule
- Leave request
- Attendance request
- Overtime request
- **My request**
- Time statement

My Request

My Request – to manage my request



Menu Path: Home > My Request



My request steps

1. Select <My request> in menu or enter in favorite menu

My Request

My Request – to manage my request



Menu Path: Home > My Request

The screenshot shows the 'My Request' interface. At the top, there are two tabs: 'คำขอที่รอดำเนินการ' (Requests in progress) and 'คำขอที่เสร็จสิ้น' (Completed requests). Below the tabs is a search filter section with fields for 'วันที่เริ่มต้น' (Start Date), 'วันที่สิ้นสุด' (End Date), 'ค้นหา' (Search), and 'สถานะ' (Status). A list of requests is shown below, with one selected. The details of the selected request are displayed on the right, showing it is a 'Leave Request' for 'นาย KUT03 KUT03' with a status of 'In process' and 'Initiated'.

Steps to check my request

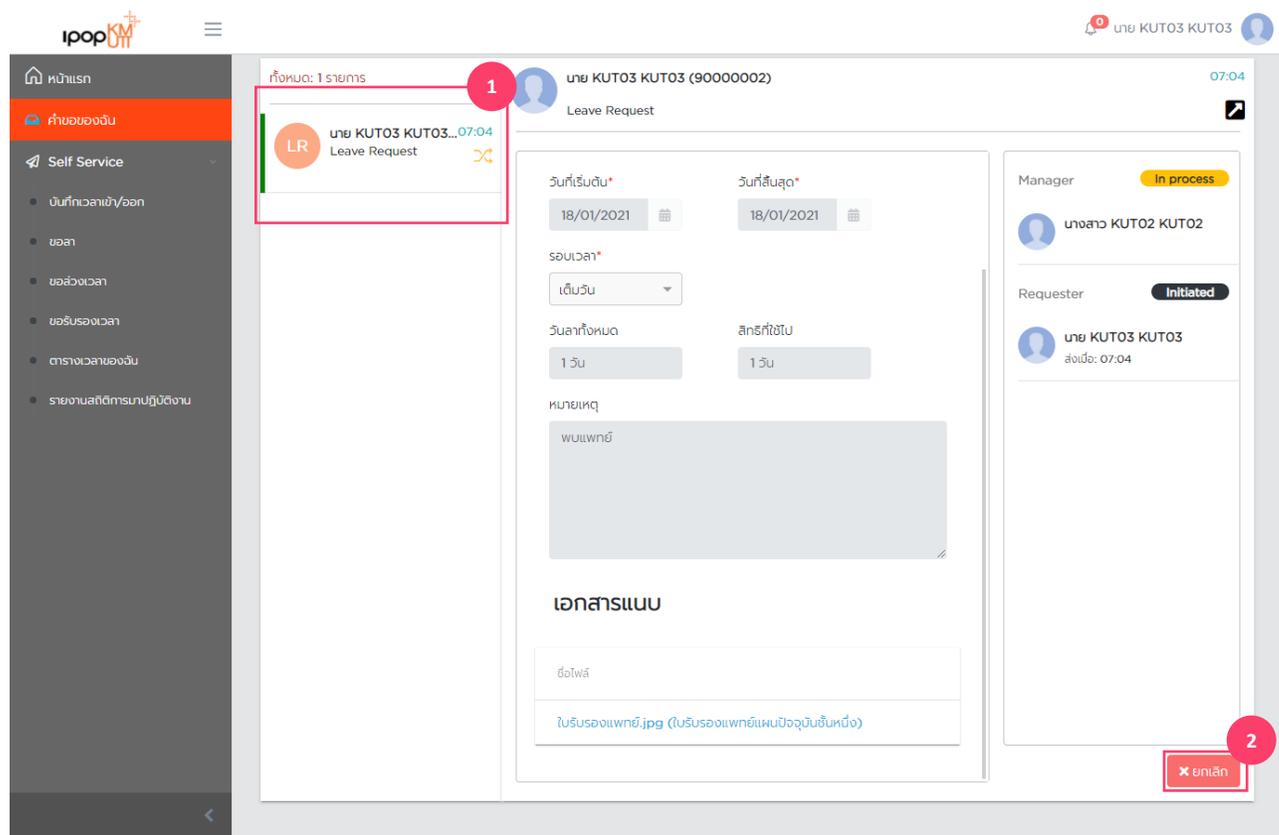
2. Press tab in request in process to show the requests which are in process to be approved
3. Press tab in completed request to show requests which have been approved
4. Select data filter according to date, searching term, status and type of request
5. Select desired request to show details
6. The system will show details of the selected request

My Request

My Request – to manage my request



Menu Path: Home > My Request



Steps to withdraw in process request

Press tab - in process request to show the requests which are in process to be approved

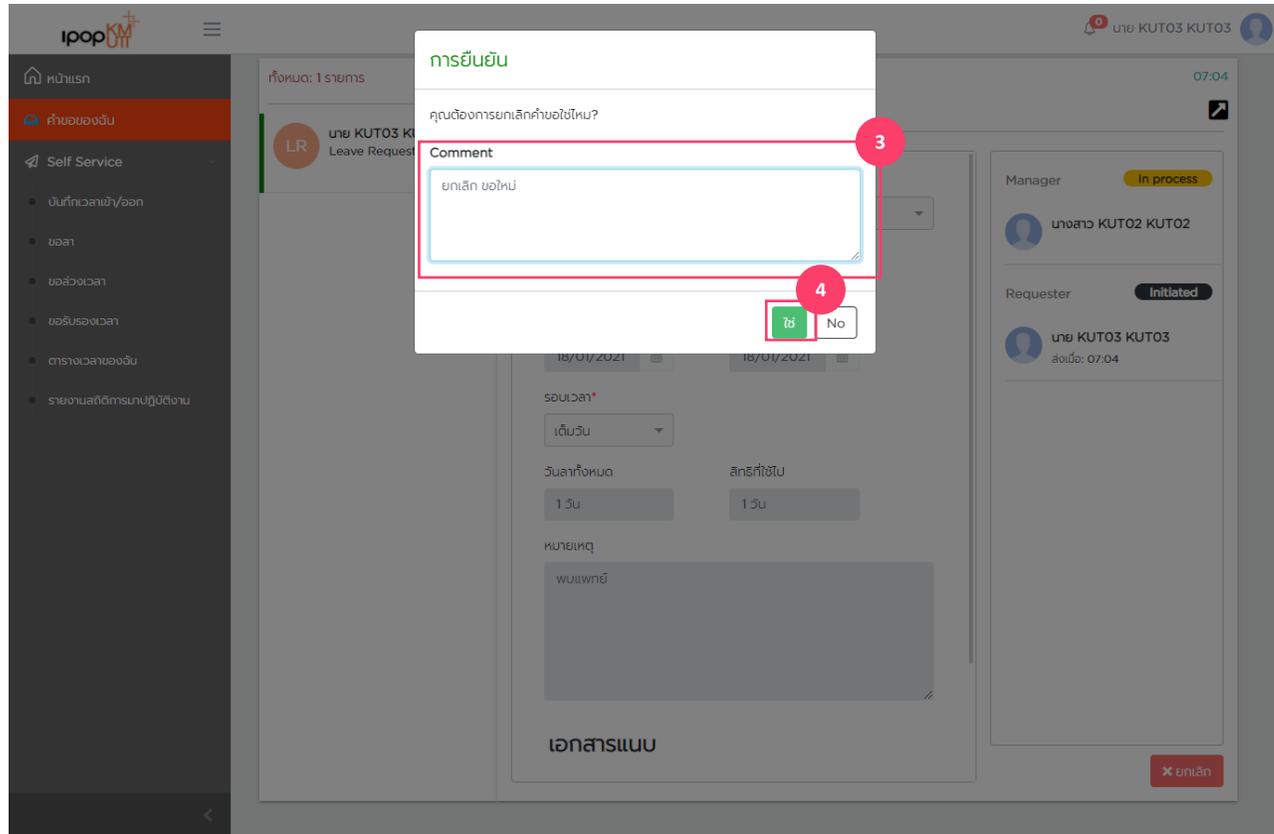
1. Select request desired to withdraw
2. Select withdraw to continue the withdraw procedure

My Request

My Request – to manage my request



Menu Path: Home > My Request



Steps to withdraw in process request

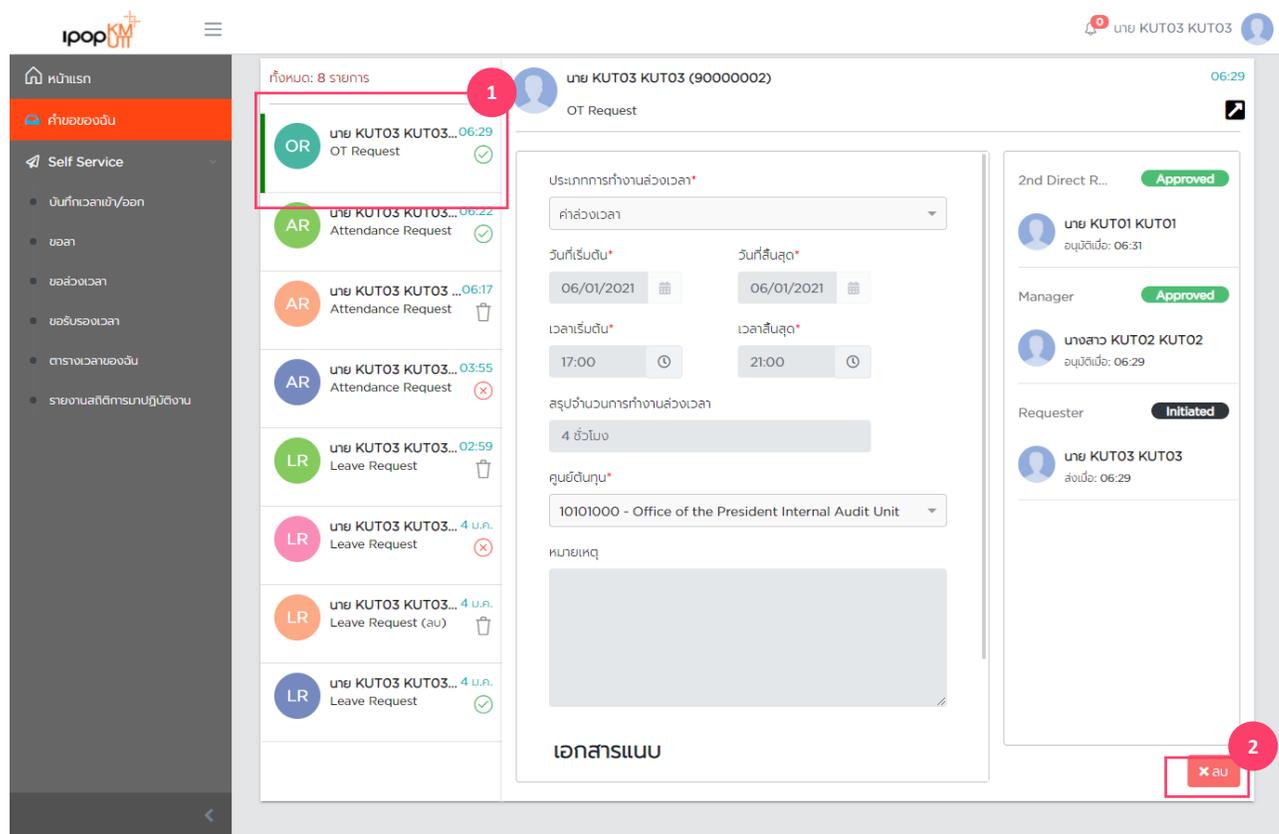
3. Notify notes of withdrawing
4. Press <Yes> to continue the withdraw procedure

My Request

My Request – to manage my request



Menu Path: Home > My Request



Steps to delete approved request

Press tab in approved request to show the requests which have been approved

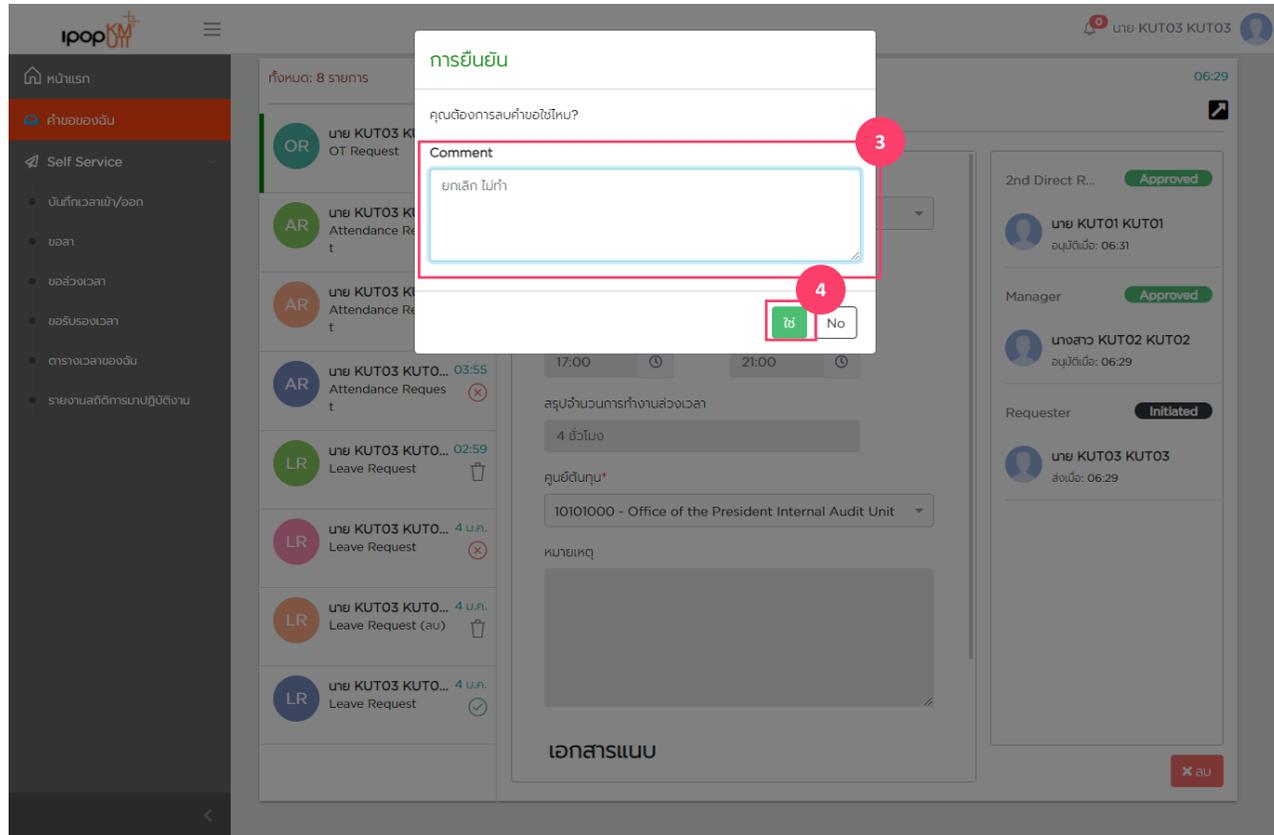
1. Select request desired to delete
2. Select delete to continue the delete procedure

My Request

My Request – to manage my request



Menu Path: Home > My Request



Steps to delete approved request

3. Notify notes of deleting
4. Press <Yes> to continue the delete procedure

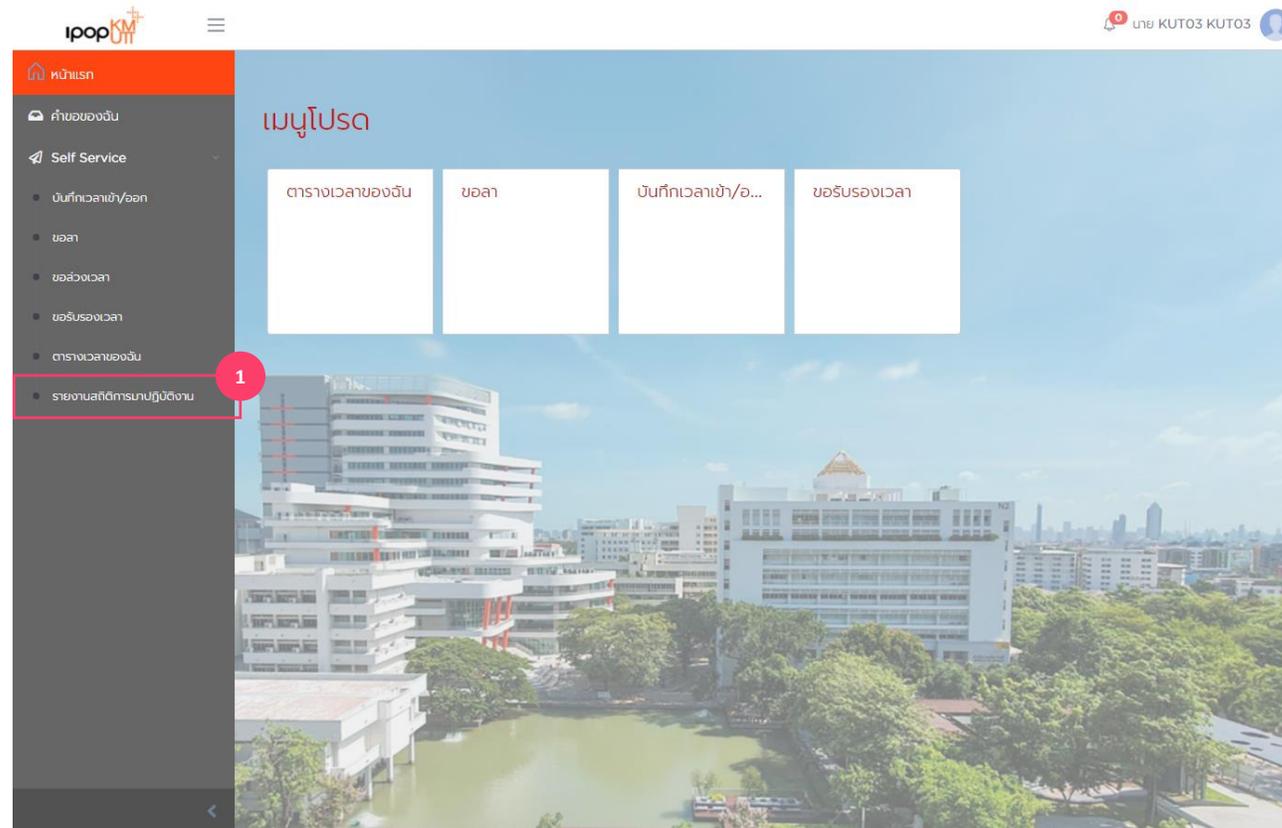
- IPOP Log in & User Settings
- Location Check in
- My Schedule
- Leave request
- Attendance request
- Overtime request
- My request
- Time statement

Time Statement

Time statement – Time statement report



Menu Path: Home > My Request



Steps to check time statement

1. Select <Time statement> in menu or enter in favorite menu

Time Statement

Time statement – Time statement report



Menu Path: Home > My Request

รอนเวลา	วันที่เริ่มต้น	วันที่สิ้นสุด
12	01/12/2020	31/12/2020
11	01/11/2020	30/11/2020
10	01/10/2020	31/10/2020
9	01/09/2020	30/09/2020
8	01/08/2020	31/08/2020
7	01/07/2020	31/07/2020
6	01/06/2020	30/06/2020
5	01/05/2020	31/05/2020
4	01/04/2020	30/04/2020
3	01/03/2020	31/03/2020
2	01/02/2020	29/02/2020
1	01/01/2020	31/01/2020

Steps to check Time Statement

1. Select the year desired to report. The system will display period in each month below
2. Select the month to report

Time Statement

Time statement – Time statement report



Menu Path: Home > My Request

รายงานสถิติการมาปฏิบัติงาน

ปี 2020

รอนเวลา	วันที่เริ่มต้น	วันที่สิ้นสุด
12	01/12/2020	31/12/2020
11	01/11/2020	30/11/2020
10	01/10/2020	31/10/2020
9	01/09/2020	30/09/2020
8	01/08/2020	31/08/2020
7	01/07/2020	31/07/2020
6	01/06/2020	
5	01/05/2020	
4	01/04/2020	
3	01/03/2020	
2	01/02/2020	

รายงานผลการมาปฏิบัติงานของพนักงาน

รหัสพนักงาน : 90000002 ชื่อ : Mr. KUT03 KUT03
ตำแหน่ง : 90000002 - KUT_POS3 สังกัด : 99999999 - KUT_ORG
งวดที่ : 12/2020

วันที่	เวลาตามกะ	เข้า	ออก	สัปดาห์	กลับก่อน	ขาด	ช่วงเวลา(ชั่วโมง)				หมายเหตุ	
							นาที่	นาที่	วัน	1.0		1.5
01.12.2020	W 08:30 - 16:30	08:30										ปฏิบัติงานนอกสถานที่ (08:30 - 16:30)
02.12.2020	W 08:30 - 16:30											ปฏิบัติงานนอกสถานที่ (08:30 - 16:30)
03.12.2020	W 08:30 - 16:30											ปฏิบัติงานนอกสถานที่ (08:30 - 16:30)
04.12.2020	W 08:30 - 16:30											ปฏิบัติงานนอกสถานที่ (08:30 - 16:30)

Steps to report Time Statement

1. Select the year desired to report. The system will display period in each month below
2. Select the month desired to report
3. The system will create time statement report file. Click to see file details

A person wearing a blue jacket is sitting at a desk. They are holding a pink paper flower in their right hand, positioned over a target with yellow and black concentric circles. In the background, a laptop is open, and the person's left hand is on the keyboard. On the desk, there are several sheets of paper with charts and graphs. The scene is brightly lit, suggesting an office environment.

THANK YOU