

User Guide

Time Card (Employee) v3.0.0



Contents

Timecard Record	2
<i>Steps to Retrieve Time & Attendance</i>	2
<i>Steps for Time & Attendance Updates</i>	3
<i>Steps to Remove Clocking / Scanned Record</i>	4
<i>Step to Push a Scanning Record to the next Clock IN/OUT time slot</i>	5
<i>Step to Verify Attendance (Optional)</i>	6
<i>Step to Export Time Card Report (Employee Mode)</i>	7
Remarks & Late In	8
<i>Remarks Column</i>	8
<i>Late in Timeslot</i>	8
Submission of Work Hour by Employee	9
<i>Save Time & Attendance Record</i>	9
<i>Submit Saved Time & Attendance Record</i>	10
Amendment Log	11
<i>Amend Log (Time & Attendance Record)</i>	11
Acknowledgement (For Employee Mode Only)	12
<i>Tick ✓ to Acknowledge</i>	12

Timecard Record

Steps to Retrieve Time & Attendance

HRMS Application / E-Time Card / Time Card Record

Time Card Record

Date Range: 2019-12-01 - 2019-12-31

List of Error: Select options

Exclude Verified Error: ☒

Show Total Hours Per Employee (Export): ☐

Retrieve Export

1. Select **Date Range** for attendance
2. Select **Error List** if user wish to view errors
3. Tick **Exclude Verified Error** to exclude verified records, default setting the box is ticked automatically.
4. Click “Retrieve” to view result.

Filter																	
[V] : Verification Column [S] : Submit [A] : Acknowledge [C] : Clear Save Time														Save Submit		Close	
[V]	[S]	[A]	[C]	No	Employee	Date	Error	Day Type	Shift	Clock In	Clock Out	Clock In	Clock Out	Total Hour(s)	Status	Late In	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		MY0029		2019-12-05, Thu		WD	OFM-M	08:00	17:00			09:00			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		MY0029		2019-12-06, Fri		WD	OFM-M	08:00	17:00			09:00			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		MY0029		2019-12-07, Sat		OD	-								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		MY0029		2019-12-08, Sun		RD	-								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		MY0029		2019-12-09, Mon		WD	OFM-M	08:00	17:00			09:00			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		MY0029		2019-12-10, Tue		WD	OFM-M	08:00	17:00			09:00			
	<input type="checkbox"/>	<input type="checkbox"/>		MY0029		2019-12-11, Wed		WD	OFM-M	08:00	17:00			09:00			
	<input type="checkbox"/>	<input type="checkbox"/>		MY0029		2019-12-12, Thu		WD	OFM-M	08:00	17:00			09:00			
	<input type="checkbox"/>	<input type="checkbox"/>		MY0029		2019-12-13, Fri		WD	OFM-M	08:00	17:00			09:00			
	<input type="checkbox"/>	<input type="checkbox"/>		MY0029		2019-12-14, Sat		OD	-								
	<input type="checkbox"/>	<input type="checkbox"/>		MY0029		2019-12-15, Sun		RD	-								
	<input type="checkbox"/>	<input type="checkbox"/>		MY0029		2019-12-16, Mon		WD	OFM-M	08:00	17:00			09:00			
	<input type="checkbox"/>	<input type="checkbox"/>		MY0029		2019-12-17, Tue		WD	OFM-M	08:00	17:00			09:00			

</

5. The time & attendance records will be displayed in a new tab in tabular format
6. Click at the paging at the bottom to view other records (if any).

MY0029		2019-12-15, Sun	RD	-												
<input type="checkbox"/>	MY0029		2019-12-16, Mon	WD	OFM-M	08:00	17:00							09:00		
<input type="checkbox"/>	MY0029		2019-12-17, Tue	WD	OFM-M	08:00	17:00							09:00		

Steps for Time & Attendance Updates

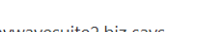
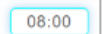
Filter														Save	Submit	Close
[V] : Verification Column [S] : Submit [A] : Acknowledge [C] : Clear Save Time																
[V]	[S]	[A]	[C]	No	Employee	Date	Error	1 Day Type	2 Shift	3 Clock In Clock Out Clock In Clock Out				Total Hour(s)	Status	Late In
				MY0029		2019-12-14, Sat		OD	-							
				MY0029		2019-12-15, Sun		RD	-							
				MY0029		2019-12-16, Mon		WD	OFM-M	08:00	17:00			09:00		
				MY0029		2019-12-17, Tue		OD PH	OFM-M	08:00	17:00			09:00		
				MY0029		2019-12-18, Wed		RD WD	OFM-M	08:00	17:00			09:00		
				MY0029		2019-12-19, Thu		WD	OFM-M	08:00	17:00			09:00		
				MY0029		2019-12-20, Fri		WD	OFM-M	08:00	17:00			09:00		
				MY0029		2019-12-21, Sat		OD	-							
				MY0029		2019-12-22, Sun		RD	-							
				MY0029		2019-12-23, Mon		WD	OFM-M	08:00	17:00			09:00		
				MY0029		2019-12-24, Tue		WD	OFM-M	08:00	17:00			09:00		
				MY0029		2019-12-25, Wed		WD	OFM-M	08:00	17:00			09:00		

1. In employee record, change the day type (Workday/ Public Holiday/ Rest Day/ Off day) if not applicable to company calendar
2. Change shift work
3. Slot to fill up attendance record
4. Click "Save" button once records updated/amended.

Steps to Remove Clocking / Scanned Record

1. Select the scanned record that you wish to remove.
2. Click “Clear” to remove the record.
3. A message will be prompted and ask whether to replace the following/next records with the current position
4. If select “OK”, the following/next records will replace the position on the left (as shown below).
If select “Cancel” system will **leave the timeslot empty**.

MY0064	2019-12-01, Sun	RD	-		1					
MY0064	2019-12-02, Mon	WD	OFM-M	08:00	12:00	13:00	17:00			09:00 08:00
MY0064	2019-12-03, Tue Absent	WD	OFM-M		2019-12-02					



mywavesuite2.biz says

Do you want to replace the available hour blocks located behind to fill up the blank time slots?

OK Cancel

<input type="checkbox"/>	MY0064	2019-12-01, Sun	4	RD	-				
<input type="checkbox"/>	MY0064	2019-12-02, Mon	Unpaired Clocking, Lt	WD	OFM-M	12:00	13:00	17:00	
<input type="checkbox"/>	MY0064	2019-12-03, Tue	Absent	WD	OFM-M				

Step to Push a Scanning Record to the next Clock IN/OUT time slot

1. Click on the scanned time slot to move.

MY0064	2019-12-02, Mon	Unpaired Clocking	WD	OFM-M	08:00	13:00	17:00			
MY0064	2019-12-03, Tue	Absent	WD	OFM-M						
MY0064	2019-12-04, Wed	Absent	WD	OFM-M						
MY0064	2019-12-05, Thu	Absent	WD	OFM-M						
MY0064	2019-12-06, Fri	Absent	WD	OFM-M						

Choose Time

Time 13 : 00

Reset Clear Done

2019-12-03

Push to next time block

2. Select the time slot option then click "Push to back".

08:00	13:00	17:00		

Choose Time

Time 13 : 00

Reset Clear Done

2019-12-03

Push to next time block

3. The selected time slot will then be moved to the next "Clock In" time slot.

08:00		13:00	17:00

Choose Time

Time 00 : 00

Reset Clear Done

2019-12-03

Push to next time block

Step to Verify Attendance (Optional)

While doing verification, user may skip/ exclude attendance error before data retrieval.

1. Tick on the checkbox to verify the record.
2. Click “Save” on the updated/amended records.

Filter																					
[V] : Verification Column [S] : Submit [A] : Acknowledge [C] : Clear Save Time														<div>Save</div>		<div>Status</div>		<div>Submit</div>		<div>Close</div>	
[V]	[S]	[A]	[C]	No	Employee	Date	Error	Day Type	Shift	Clock In	Clock Out	Clock In	Clock Out	Total Hour(s)	Status	Late In					
Submitted Time										08:00	12:40	13:15	19:00	11:00	Approved						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-12-05, Thu		WD	OFM-M	08:00	17:00	<input type="text"/>	<input type="text"/>	09:00	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-12-06, Fri		WD	OFM-M	08:00	17:00	<input type="text"/>	<input type="text"/>	09:00	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-12-07, Sat		OD	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-12-08, Sun		RD	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-12-09, Mon		WD	OFM-M	08:00	17:00	<input type="text"/>	<input type="text"/>	09:00	<input type="checkbox"/>						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-12-10, Tue		WD	OFM-M	08:00	17:00	<input type="text"/>	<input type="text"/>	09:00	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-12-11, Wed		WD	OFM-M	08:00	17:00	<input type="text"/>	<input type="text"/>	09:00	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-12-12, Thu		WD	OFM-M	08:00	17:00	<input type="text"/>	<input type="text"/>	09:00	<input type="checkbox"/>						

3. The attendance record will then be displayed as “Verified”

Filter																
[V] : Verification Column [S] : Submit [A] : Acknowledge [C] : Clear Save Time														[H] Save [G] Submit [X] Close		
[V]	[S]	[A]	[C]	No	Employee	Date	Error	Day Type	Shift	Clock In	Clock Out	Clock In	Clock Out	Total Hour(s)	Status	Late In
Submitted Time										08:00	12:40	13:15	19:00	11:00	Approved	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-12-05, Thu		WD	OFM-M	08:00	17:00			09:00		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-12-06, Fri		WD	OFM-M	08:00	17:00			09:00		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-12-07, Sat		OD	-							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-12-08, Sun		RD	-							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-12-09, Mon		WD	OFM-M	08:00	17:00			09:00		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-12-10, Tue		WD	OFM-M	08:00	17:00			09:00		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-12-11, Wed		WD	OFM-M	08:00	17:00			09:00		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-12-12, Thu		WD	OFM-M	08:00	17:00			09:00		

4. If user tick “Exclude verified error” in the check box, all errors will be hidden.

Time Card Record

Summary Report

Date Range:

2019-12-01 - 2019-12-31

Retrieve Export

List of Error:

Select options

Exclude Verified Error:

☒

Show Total Hours Per Employee (Export):

☐

Step to Export Time Card Report (Employee Mode)

Time Card Record *Summary Report*

Date Range: 2019-12-01 - 2019-12-31

List of Error: [Select options](#)

Exclude Verified Error: ☒

Show Total Hours Per Employee (Export): ☐

[Retrieve](#) [Export](#)

1. Select **Date Range** of attendance record
2. Select **Error List** if you wish to filter error message
3. Tick **Exclude Verified Error** to exclude verified attendance with error message, this option will be marked by default setting.
4. Tick **Show Total Hours Per Employee (Export)** if you wish to sum up all total work hours in report
5. Click “Export” button to export the report.

Remarks & Late In

Remarks Column

Allow employee or administrator to insert remark in attendance records

Late in Timeslot

Late in column will indicates the time duration of individual's late in on certain day (late in defines by administrator in settings).

Filter																
[V] : Verification Column				[A] : Acknowledge											Save	Close
[V]	[A]	No	Employee	Date	Error	Day Type	Shift	In	Clock Out	Clock In	Clock Out	Total Hour(s)	Late In	Remarks	Amended	
<input type="checkbox"/>		MY0029		2019-12-01, Sun	Missing OT	RD	-		04:00			02:00			Yes	
<input type="checkbox"/>		MY0029		2019-12-02, Mon		WD	OFM-M		12:00	12:45	17:00	09:00		TEST TEST	Yes	
<input checked="" type="checkbox"/>		MY0029		2019-12-03, Tue		WD	OFM-M		17:00			09:00		test 1	Yes	
<input checked="" type="checkbox"/>		MY0029		2019-12-04, Wed		WD	OFM-M		17:00			09:00		test 2	Yes	
<input checked="" type="checkbox"/>		MY0029		2019-12-05, Thu	Late In	WD	OFM-M		17:00			08:45	00:15		Yes	
<input checked="" type="checkbox"/>		MY0029		2019-12-06, Fri	Late In	WD	OFM-M		17:00			08:53	00:07		Yes	
<input type="checkbox"/>		MY0029		2019-12-07, Sat		OD	-								-	
<input type="checkbox"/>		MY0029		2019-12-08, Sun		RD	-								-	
<input checked="" type="checkbox"/>		MY0029		2019-12-09, Mon		WD	OFM-M		17:00			09:00			Yes	
<input checked="" type="checkbox"/>		MY0029		2019-12-10, Tue		WD	OFM-M		17:00			09:00			Yes	

Submission of Work Hour by Employee

Save Time & Attendance Record

1. Click on the time slot you wish to update and click “Done” after amendments
2. Click “Save”

[V]	[S]	[A]	[C]	No	Employee	Date	Error	Day Type	Shift	Clock In	Clock Out	Clock In	Clock Out	Total Hour(s)	Status	Late In
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-01, Fri	Absent	WD	OFM-M							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-02, Sat		OD	-							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-03, Sun		RD	-							
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-04, Mon	Unpaired Clocking	WD	OFM-M	08:00	13:00	14:00	18:00	06:00		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-05, Tue	Absent	WD	OFM-M							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-06, Wed	Absent	WD	OFM-M							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-07, Thu	Absent	WD	OFM-M							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-08, Fri	Absent	WD	OFM-M							

3. The record will be saved into the system temporarily

[V]	[S]	[A]	[C]	No	Employee	Date	Error	Day Type	Shift	Clock In	Clock Out	Clock In	Clock Out	Total Hour(s)	Status	Late In	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-01, Fri	Absent	WD	OFM-M								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-02, Sat		OD	-								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-03, Sun		RD	-								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-04, Mon	Absent	WD	OFM-M	8:00	13:00	14:00	18:00	10:00			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-05, Tue	Absent	WD	OFM-M								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-06, Wed	Absent	WD	OFM-M								

Submit Saved Time & Attendance Record

1. Tick the checkbox and submit the attendance records that being amended and saved previously

Filter														
[V] : Verification Column [S] : Submit [A] : Acknowledge [C] : Clear Save Time														
[V]	[S]	[A]	[C]	No	Employee	Date	Error	Day Type	Shift	Tick In	Clock Out	Clock In	Clock Out	Total Hour(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-01, Fri	Absent	WD	OFM-M					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-02, Sat		OD	-					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-03, Sun		RD	-					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-04, Mon	Absent	WD	OFM-M					
Save Time										8:00	13:00	14:00	18:00	10:00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-05, Tue	Absent	WD	OFM-M					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-06, Wed	Absent	WD	OFM-M					

2. Click "Submit" to continue.
3. A message will prompt out to show the approver/supervisor details.

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Work Hours successfully send to your supervisor

Supervisor Name:

Email:

OK

4. The approver/supervisor will receive an email for approval as below

Dear

Below is the Time And Attendance records pending your approval
The details are as follows:

Employee Name:

Employee No.: MY0029

Start Date: 2019-11-01

End Date: 2019-11-30

Please login to mywavesuite Application to make approval
[Please Click Here](#)
[Alternate Log In](#)

Amendment Log

Amend Log (Time & Attendance Record)

Amended column shows the history of modified attendance record. Once record is amended, the **Amended** column will indicate "Yes"

1. Click on the "Yes" wording.
2. A message will display the log of history records.

Filter													
[V] : Verification Column													
[V]	No	Employee	Date	Error	Day Type	Shift	κ Out	Total Hour(s)	Status	Late In	Remarks	Amended	Leave
	MY0029		2019-12-01, Sun		RD	-						-	
	MY0029		2019-12-02, Mon		WD	OFM-M	:00	09:00	Approved		TEST TEST	Yes	
	MY0029		2019-12-03, Tue		WD	OFM-M		09:00	Pending Approval		test 1	Yes	
			Submitted Time				:00	10:00					
	MY0029		2019-12-04, Wed		WD	OFM-M		09:00	Pending Approval		test 2	Yes	
			Submitted Time				:00	11:00					
	MY0029		2019-12-05, Thu		WD	OFM-M		09:00				Yes	
	MY0029		2019-12-06, Fri		WD	OFM-M		09:00				Yes	
	MY0029		2019-12-07, Sat		OD	-							
	MY0029		2019-12-08, Sun		RD	-							
	MY0029		2019-12-09, Mon		WD	OFM-M		09:00				Yes	
	MY0029		2019-12-10, Tue		WD	OFM-M		09:00				Yes	
	MY0029		2019-12-11, Wed		WD	OFM-M		09:00				Yes	

Type																																							
N	2016-08-22, Mon	Absent	WD	tcrs_s_8																																			
<div> <div>Amendment Log</div> <table> <tr> <th>Employee</th><th>Date</th><th>Clock In</th><th>Location</th><th>Clock Out</th><th>Location</th><th>Date Modified</th><th>Modified By</th></tr> <tr> <td>MY1012 - NG CHOON HIN</td><td>2016-08-24</td><td></td><td>Default Loc 1</td><td></td><td>Default Loc 1</td><td>2016-12-08 17:30</td><td>NG CHOON HIN</td></tr> <tr> <td>MY1012 - NG CHOON HIN</td><td>2016-08-24</td><td>10:00</td><td></td><td>18:30</td><td></td><td>2016-12-08 15:06</td><td>NG CHOON HIN</td></tr> <tr> <td>MY1012 - NG CHOON HIN</td><td>2016-08-24</td><td></td><td></td><td></td><td></td><td>2016-12-08 15:01</td><td>NG CHOON HIN</td></tr> </table> <div>Close</div> </div>								Employee	Date	Clock In	Location	Clock Out	Location	Date Modified	Modified By	MY1012 - NG CHOON HIN	2016-08-24		Default Loc 1		Default Loc 1	2016-12-08 17:30	NG CHOON HIN	MY1012 - NG CHOON HIN	2016-08-24	10:00		18:30		2016-12-08 15:06	NG CHOON HIN	MY1012 - NG CHOON HIN	2016-08-24					2016-12-08 15:01	NG CHOON HIN
Employee	Date	Clock In	Location	Clock Out	Location	Date Modified	Modified By																																
MY1012 - NG CHOON HIN	2016-08-24		Default Loc 1		Default Loc 1	2016-12-08 17:30	NG CHOON HIN																																
MY1012 - NG CHOON HIN	2016-08-24	10:00		18:30		2016-12-08 15:06	NG CHOON HIN																																
MY1012 - NG CHOON HIN	2016-08-24					2016-12-08 15:01	NG CHOON HIN																																
N	2016-08-29, Mon		OD	tcrs_s_8																																			

Acknowledgement (For Employee Mode Only)

The Acknowledgement Feature allows employee to acknowledge own time record.

Tick ✓ to Acknowledge

1. Tick acknowledge checkbox to acknowledge own's attendance. Select "Save" to proceed.

Filter														
[V] : Verification Column [S] : Submit [A] : Acknowledge [C] : Clear Save Time														
[V]	[S]	[A]	[C]	No	Employee	Date	Error	Day Type	Shift	Clock In	Clock Out	Clock In	Clock Out	Total Hour(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-16, Sat		OD	-					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-17, Sun		RD	-					
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-18, Mon		WD	OFM-M	08:00	18:00			10:00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-19, Tue	Absent	WD	OFM-M					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-20, Wed	Absent	WD	OFM-M					

2. The column of **Acknowledge** will display the confirmed date & time.

Filter														
[V] : Verification Column [S] : Submit [A] : Acknowledge [C] : Clear Save Time														
[V]	[S]	[A]	[C]	No	Employee	Date	Error	Day Type	Shift	ded	Leave	OT	Acknowledge	Department
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-13, Wed	Absent	WD	OFM-M			-	-	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-14, Thu	Absent	WD	OFM-M			-	-	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-15, Fri	Absent	WD	OFM-M			-	-	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-16, Sat		OD	-			-	-	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-17, Sun		RD	-			-	-	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-18, Mon		WD	OFM-M			-	12 Dec 2019 14:03	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-19, Tue	Absent	WD	OFM-M			-	-	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0029		2019-11-20, Wed	Absent	WD	OFM-M			-	-	

Please note that any amendment made in attendance record will be updated as acknowledge as well.