**WebITR使用者手冊**

**中華民國108年12月18日**

**首頁**

1. **首頁**
   1. **發現出勤狀況有異常【刷卡不一致-刷錯卡別】，該如何處理?**
      * 1. 差勤狀況處，點選出勤結果的異常狀態文字，如02-22(五)的【刷卡不一致】





* + - 1. 點選進去後進入刷卡不一致處理作業，系統會顯示該日刷卡紀錄完整資訊，由頁面刷卡識別處可得知，該天有兩張上班卡，為刷錯卡別



* + - 1. 點選下方，我刷錯了



* + - 1. 進入到卡別修改功能的頁面



* + - 1. 於刷錯卡別的刷卡識別處，可以下拉選單修正卡別



* + - 1. 確認修正完卡別後，按修正卡別旁邊操作處的修改



* + - 1. 完成卡別修正，系統會自動更正出勤異常，如02-22(五)出勤結果顯示正常。
  1. **發現出勤狀況有異常【刷卡不一致-忘刷卡】，該如何處理?**
     + 1. 差勤狀況處，點選出勤結果的異常狀態文字，如02-21(四)的【刷卡不一致】



* + - 1. 點選進去後進入刷卡不一致處理作業，系統會顯示該日刷卡紀錄完整資訊，由頁面上可得知，刷卡資料只有一筆下班卡，所以為忘記刷上班卡別



* + - 1. 點選下方，我忘刷了



* + - 1. 系統會自動跳至忘刷卡申請功能



* + - 1. 選擇忘刷日期



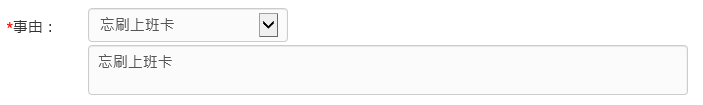
* + - 1. 選擇卡別(此案例為忘刷上班卡)



* + - 1. 選擇時間



* + - 1. 輸入忘刷事由，這裡可以下拉選擇快速事由，或自行手動輸入忘刷卡事由。



* + - 1. 若有附件，就點選增加來新增附件



* + - 1. 確認資料都填寫完畢後，點選送出表單



* + - 1. 成功送出忘刷卡申請，待該忘刷卡申請案件簽核完成後，系統會自動更新出勤異常



1. **批核案件**
   1. **同仁請假找我當代理人，我該如何批核差假單?**
      * 1. 點選批核案件



* + - 1. 在批核案件資料夾，系統會預設顯示所有待批核的差假單





* + - 1. 若同意代理他人，在申請人前面的框框處打勾



* + - 1. 按下同意，即可完成批核



* + - 1. 可以在首頁的代理案件資料夾，查到自己有代理那些案件。





* 1. **我是主管職務代理人，如何代理主管批核差假單?**
     + 1. 點選批核案件。



* + - 1. 當主管的職務代理人後，在自己的批核案件資料夾，除了可以看到自己的批核案件外，還可以看到所有送給主管等待批核的差假單。



* + - 1. 若要代主管批核，直接在該筆申請案件前面的框框處打勾。



* + - 1. 按下同意，即可完成代理批核。



**申請案件**

* 1. **如何查詢申請中的差假單批核是否通過？**
     + 1. 點選申請案件



* + - 1. 進入申請案件資料夾，還在申請中的差假單，系統預設直接顯示在頁面上



* + - 1. 也可以輸入申請時間、來源、狀態，來做查詢



* + - 1. 查詢出來的結果會出現在頁面下方



* + - 1. 由目前進度可得知，差假申請單目前在誰身上



* + - 1. 也可以點表單的藍色名稱處，來展開表單



* + - 1. 展開表單明細，可以查看填單資訊、申請資訊，以及批核紀錄



* 1. **申請中的差假不請了該如何撤銷?**
     + 1. 點選申請案件



* + - 1. 進入申請案件資料夾，還在申請中的差假單，系統預設直接顯示在頁面上



* + - 1. 也可以輸入申請時間、來源、狀態，來做查詢



* + - 1. 查詢出來的結果會出現在頁面下方



* + - 1. 找到不打算申請的差假，在申請人前面的框框處打勾



* + - 1. 點選上方的撤銷，即可完成撤銷。



* 1. **我要撤銷已決行但請假時間未到的假單，要如何撤銷**
     + 1. 點選申請案件



* + - 1. 進入申請案件資料夾，還在申請中的差假單，系統預設直接顯示在頁面上



* + - 1. 輸入申請時間、來源、狀態，來做查詢(因要撤銷已決行假單，所以狀態選擇同意)



* + - 1. 在查詢出來資料中，找到不打算申請的差假，在申請人前面的框框處打勾



* + - 1. 點選撤銷，即可完成撤銷。



* 1. **假單送出時，忘記附附件要如何處理**
     + 1. 點選申請案件



* + - 1. 進入申請案件資料夾，還在申請中的差假單，系統預設直接顯示在頁面上



* + - 1. 也可以輸入申請時間、來源、狀態，來做查詢



* + - 1. 查詢出來的結果會出現在頁面下方



* + - 1. 點選該筆忘記附附件的差假申請單之「表單」



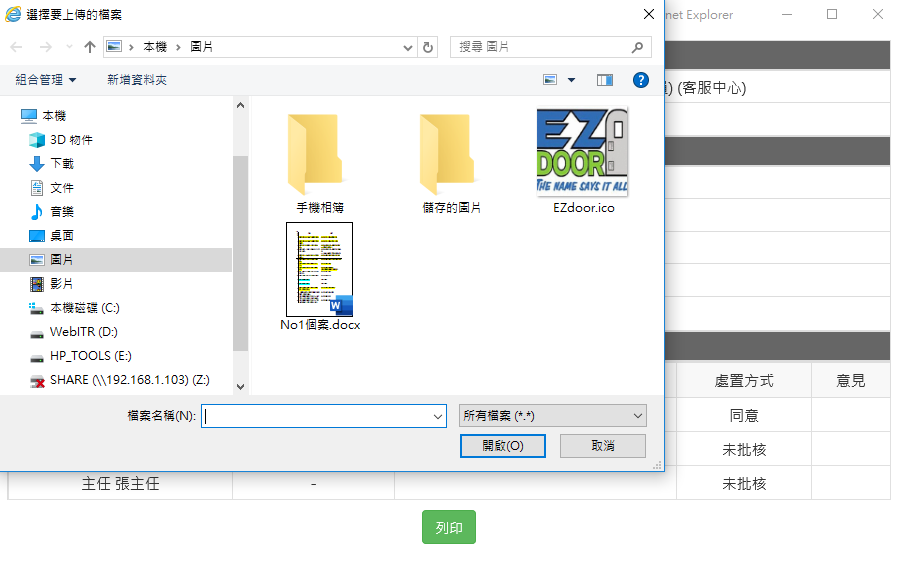
* + - 1. 進入到表單明細頁面



* + - 1. 點選補附件



* + - 1. 選擇欲補上的附件，開啟後上傳，即可補上附件



**差勤作業**

1. **初始設定**
   1. **設設定職務代理人**
      * 1. 點選個人資料



* + - 1. 點選代理人設定



* + - 1. 進入到代理人設定頁面



* + - 1. 選擇您要找的代理人後，點選新增代理人。



* + - 1. 代理人將新增至下方的清單中，可點選上下移的箭頭來調整職務代理人的順序，您可以把第一順位的代理人調整至序號1。



1. **差假申請**
   1. **如何申請1天的休假?**
      * 1. 點選休假



* + - 1. 進入休假申請頁面



* + - 1. 選擇休假日期及時間。



* + - 1. 系統會出現預設的職務代理人，也可以點選下拉選單切換其他人(若沒有出現代理人姓名，請先至個人資料→[代理人設定](#設定職務代理人)功能進行設定)。



* + - 1. 輸入休假事由，這裡可以下拉選擇快速事由，或自行手動輸入休假事由。



* + - 1. 選擇本次休假是否要使用國民旅遊卡休假，若要請打勾。



* + - 1. 資料都填寫完畢後，點選送出表單。



* + - 1. 出現請假成功頁面，完成申請程序。



* + - 1. 可以在首頁的申請案件查到自己送出申請的休假單，正在等待批核。





* 1. **如何申請2小時的加班補休?**
     + 1. 點選加班補休



* + - 1. 進入到加班補休頁面



* + - 1. 選擇申請日期與起訖時間(下方會呈現可使用的補休時數，且系統會依照您選擇的加班補休時數，來自動扣除可補休時數，以下圖為例，申請3/25 8:30~10:30共2小時，所以下方8/19的加班紀錄會扣除2小時)



* + - 1. 選擇職務代理人



* + - 1. 輸入申請加班補休事由，這裡可以下拉選擇快速事由，或自行手動輸入加班補休事由。



* + - 1. 資料都填寫完畢後，點選送出表單。



* + - 1. 出現申請加班補休成功頁面，完成申請程序。



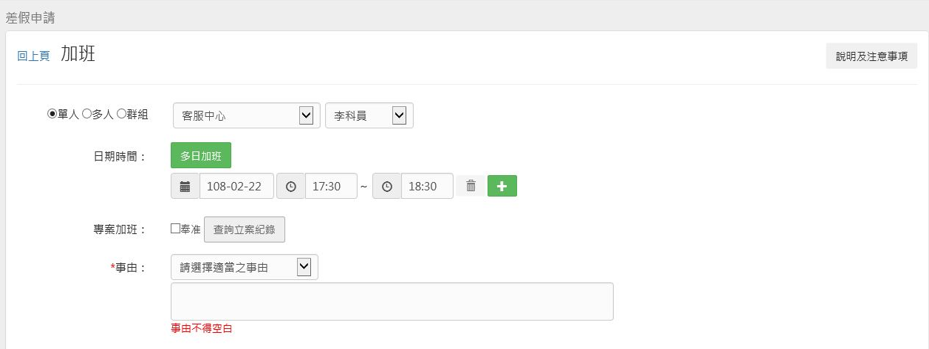
* + - 1. 可以在首頁的申請案件查到自己送出申請的加班補休單，正在等待批核。(若為補請則會顯示在頁面上)



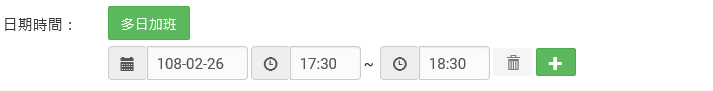
* 1. **如何申請1小時一般加班**
     + 1. 點選加班



* + - 1. 進入到加班申請的頁面



* + - 1. 選擇申請日期與時間(以加班1小時為例)



* + - 1. 輸入申請加班事由，這裡可以下拉選擇快速事由，或自行手動輸入加班事由。



* + - 1. 資料都填寫完畢後，點選送出表單。



* + - 1. 出現申請加班成功頁面，完成申請程序。



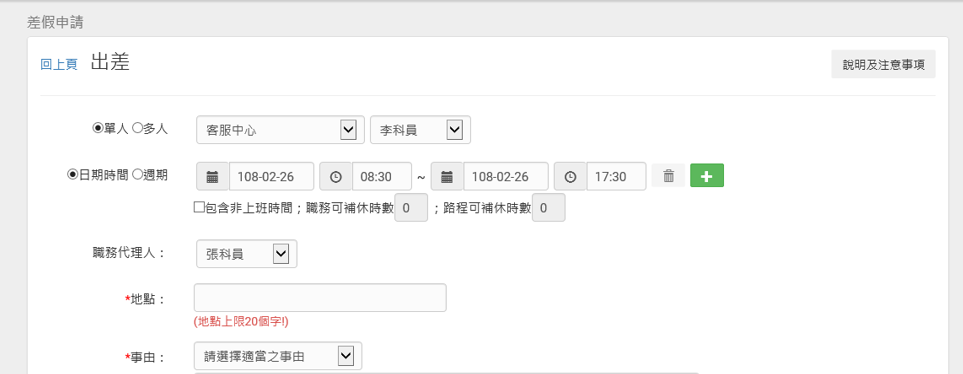
* + - 1. 可以在首頁的申請案件查到自己送出申請的加班單，正在等待批核。



* 1. **如何申請半天出差。**
     + 1. 點選公差



* + - 1. 進入到出差申請頁面



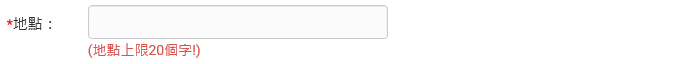
* + - 1. 選擇申請日期與起訖時間(若為非上班時間執行公務，勾選「包含非上班時間」，可選擇可補休時數)



* + - 1. 選擇職務代理人



* + - 1. 選擇出差地點



* + - 1. 輸入申請出差事由，這裡可以下拉選擇快速事由，或自行手動輸入出差事由。



* + - 1. 若有附件，點選增加來上傳附件。



* + - 1. 資料都填寫完畢後，點選送出表單。



* + - 1. 出現申請出差成功頁面，完成申請程序。



* + - 1. 可以在首頁的申請案件查到自己送出申請的出差單，正在等待批核。



* 1. **當不幸有親人去世，該如何申請喪假?**
     + 1. 點選其他假別



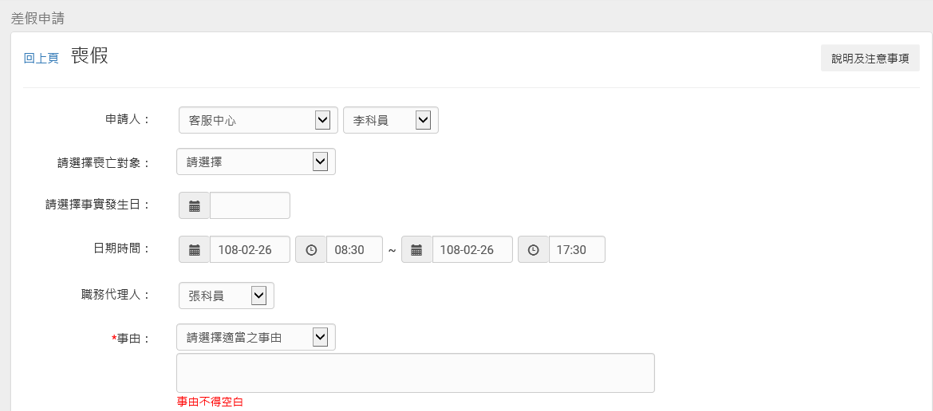
* + - 1. 點選婚喪娩



* + - 1. 點選喪假



* + - 1. 進入到喪假申請頁面



* + - 1. 選擇喪亡對象



* + - 1. 選擇事實發生日



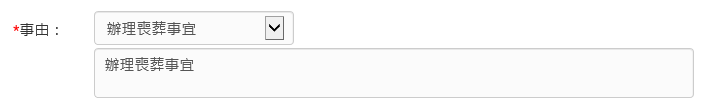
* + - 1. 選擇申請日期與起訖時間



* + - 1. 選擇職務代理人



* + - 1. 輸入申請喪假事由，這裡可以下拉選擇快速事由，或自行手動輸入喪假事由。



* + - 1. 資料都填寫完畢後，點選送出表單



* + - 1. 出現申請喪假成功頁面，完成申請程序。



* + - 1. 可以在首頁的申請案件查到自己送出申請的喪假單，正在等待批核。



* 1. **申請差假時，若出現【該請假區間已有代理業務】，該怎麼處理?**
     + 1. 若申請差假出現【該請假區間已有代理業務】，代表你請假的時段，在之前已經有答應代理其他人



* + - 1. 請先到首頁的代理案件查詢



* + - 1. 找到代理的紀錄後，按下畫面右方動作處的轉移



* + - 1. 選擇轉移的時間與對象、填寫轉移事由



* + - 1. 最後點選送出，即可送出代理轉申請單



* + - 1. 必須等代理轉移案件完成簽核後，就可以重新申請差假單



* 1. **我要請休假出國旅遊，要如何申請假單**
     + 1. 點選其他假別



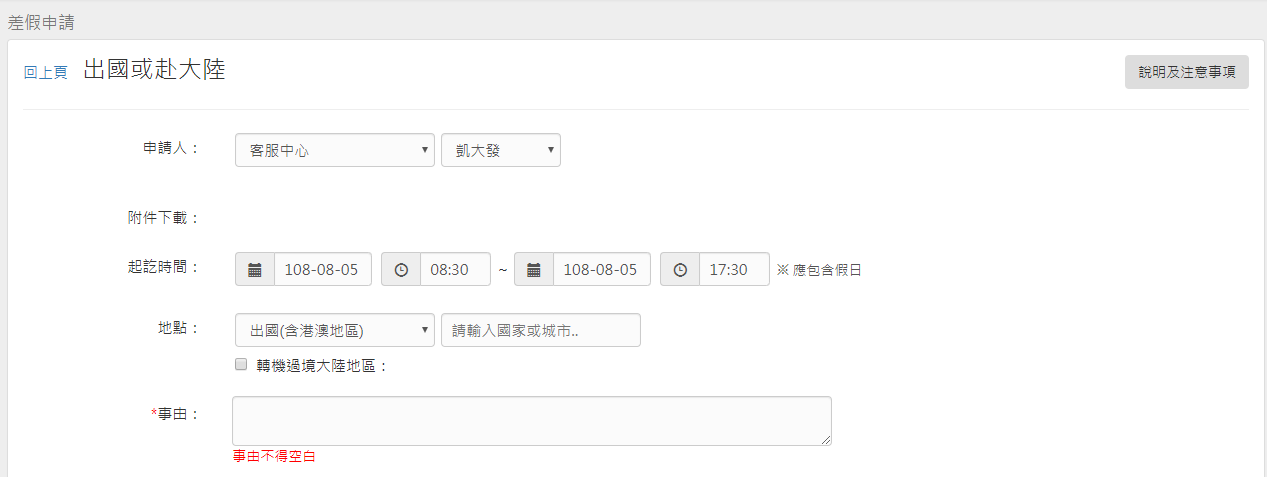
* + - 1. 點選出國大陸



* + - 1. 點選出國或赴大陸



* + - 1. 進入到出國或赴大陸申請頁面



* + - 1. 選擇申請人



* + - 1. 選擇起訖時間



* + - 1. 輸入地點(若有轉機過境大陸地區，則需在前方勾選)

![一張含有 螢幕擷取畫面 的圖片

自動產生的描述](data:image/jpeg;base64,/9j/4AAQSkZJRgABAQEAYABgAAD/4RDgRXhpZgAATU0AKgAAAAgABAE7AAIAAAAHAAAISodpAAQAAAABAAAIUpydAAEAAAAOAAAQyuocAAcAAAgMAAAAPgAAAAAc6gAAAAgAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAGpvYW5uYQAAAAWQAwACAAAAFAAAEKCQBAACAAAAFAAAELSSkQACAAAAAzk0AACSkgACAAAAAzk0AADqHAAHAAAIDAAACJQAAAAAHOoAAAAIAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA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* + - 1. 填寫事由

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* + - 1. 點選增加來附上附件

![一張含有 梳妝 的圖片

自動產生的描述](data:image/jpeg;base64,/9j/4AAQSkZJRgABAQEAYABgAAD/4RDgRXhpZgAATU0AKgAAAAgABAE7AAIAAAAHAAAISodpAAQAAAABAAAIUpydAAEAAAAOAAAQyuocAAcAAAgMAAAAPgAAAAAc6gAAAAgAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAGpvYW5uYQAAAAWQAwACAAAAFAAAEKCQBAACAAAAFAAAELSSkQACAAAAAzAxAACSkgACAAAAAzAxAADqHAAHAAAIDAAACJQAAAAAHOoAAAAIAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA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* + - 1. 選擇假別及期間



* + - 1. 系統跳出提示假別訊息，選擇假別

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自動產生的描述](data:image/jpeg;base64,/9j/4AAQSkZJRgABAQEAYABgAAD/4RDgRXhpZgAATU0AKgAAAAgABAE7AAIAAAAHAAAISodpAAQAAAABAAAIUpydAAEAAAAOAAAQyuocAAcAAAgMAAAAPgAAAAAc6gAAAAgAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAGpvYW5uYQAAAAWQAwACAAAAFAAAEKCQBAACAAAAFAAAELSSkQACAAAAAzM0AACSkgACAAAAAzM0AADqHAAHAAAIDAAACJQAAAAAHOoAAAAIAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA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* + - 1. 選擇休假

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* + - 1. 選擇請假日期時間



* + - 1. 選擇職務代理人



* + - 1. 按下確定送出



* + - 1. 選擇好的假別及期間，就會出現在申請頁面



* + - 1. 也可以點選動作處的編輯或刪除，來做進行差假的修正



* + - 1. 填好所有資訊後，按送出表單



* + - 1. 出現申請成功的頁面，完成此張差假申請單



* 1. **因工作需要，要申請跨夜的加班，要如何申請**
     + 1. 點選加班



* + - 1. 進入到加班申請的頁面



* + - 1. 選擇申請人



* + - 1. 選擇日期時間(時間須注意要跨夜，也就是填寫1800-0100)



* + - 1. 勾選是否專案加班



* + - 1. 選擇事由



* + - 1. 確認是否勾選無刷卡註記



* + - 1. 點選增加來附上附件



* + - 1. 資料都填寫完畢後，按下送出表單



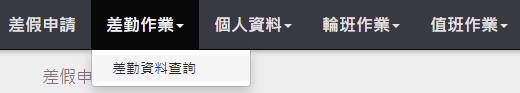
* + - 1. 出現申請成功的頁面，即可送出此筆跨夜加班申請單



1. **差勤資料查詢**
   1. **如何查詢自己這個月的差假紀錄。**
      * 1. 點選差勤作業



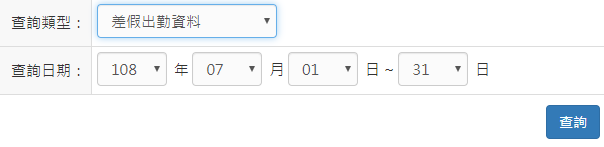
* + - 1. 點選差勤資料查詢



* + - 1. 進入到差勤資料查詢的頁面，系統預設顯示當月的完整差勤資訊，包含差假紀錄。



* + - 1. 也可以輸入查詢類型、查詢日期資料，來作查詢



1. **個人資料**
   1. **如何查詢個人的基本資料?**
      * 1. 點選個人資料



* + - 1. 點選個人基本資料



* + - 1. 進入到個人資料頁面，即可查看個人基本資訊

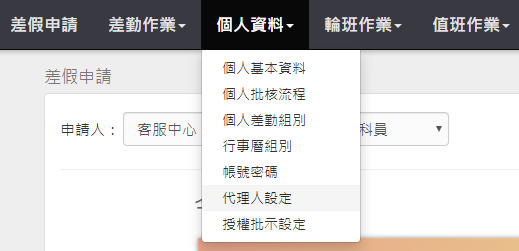


**如何更換自己的職務代理人?**

* + - 1. 點選個人資料



* + - 1. 點選代理人設定



* + - 1. 進入到代理人設定頁面



* + - 1. 選擇您要找的代理人後，點選新增代理人。



* + - 1. 代理人將新增至下方的清單中，可點選上下移調整職務代理人的順序，您可以把第一順位的代理人調整至序號1。

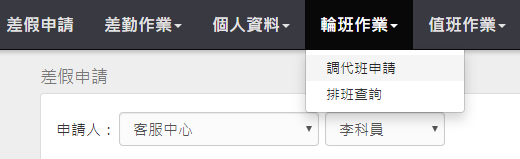


**輪班作業**

1. **申請調代班**
   1. **下週二臨時有事，如何跟同仁調代班?**
      * 1. 到功能選單差勤部分，點選輪班作業



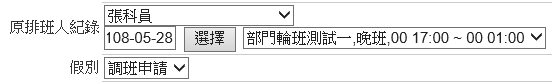
* + - 1. 點選調代班申請



* + - 1. 進入到調代班申請的頁面



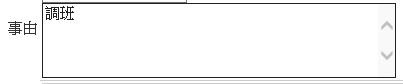
* + - 1. 選擇原排班人、調班的時間、假別



* + - 1. 選擇被調班人的時間



* + - 1. 填寫事由



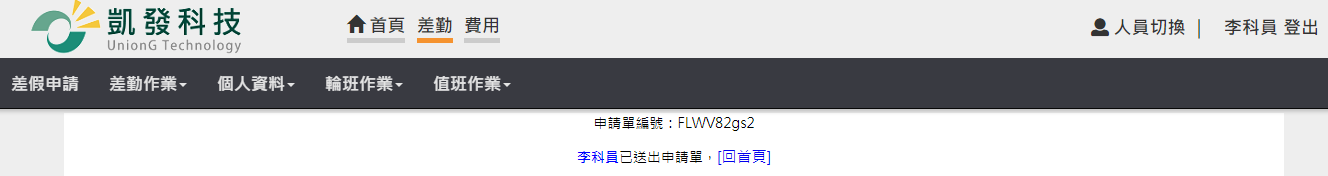
* + - 1. 若要增加附件，按瀏覽來增加



* + - 1. 資料都填寫完畢後，按送出



* + - 1. 出現調代班申請單編號，即代表送出調代班申請單



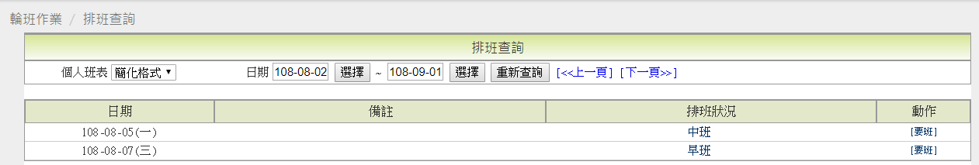
1. **班表查詢**
   1. **如何快速查詢自己的班表資訊**
      * 1. **到功能選單差勤部分，點選輪班作業**



* + - 1. **點選排班查詢**



* + - 1. **即可查詢自己的排班狀況**



* + - 1. **也可以查詢特定區間，輸入日期區間後，點選重新查詢**



**費用作業**

1. **費用申請**
   1. **如何申請差旅費?**
      * 1. 點選費用申請



* + - 1. 點選差旅費



* + - 1. 進入到差旅費請領頁面



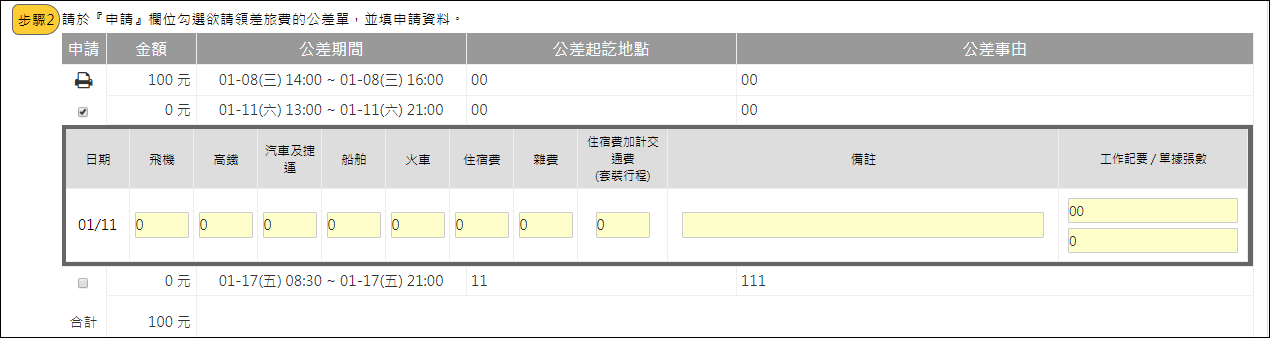
* + - 1. 選擇要請領差旅費的月份後點選查詢(預設是當月份，若要申請當月份則請直接跳至step5)



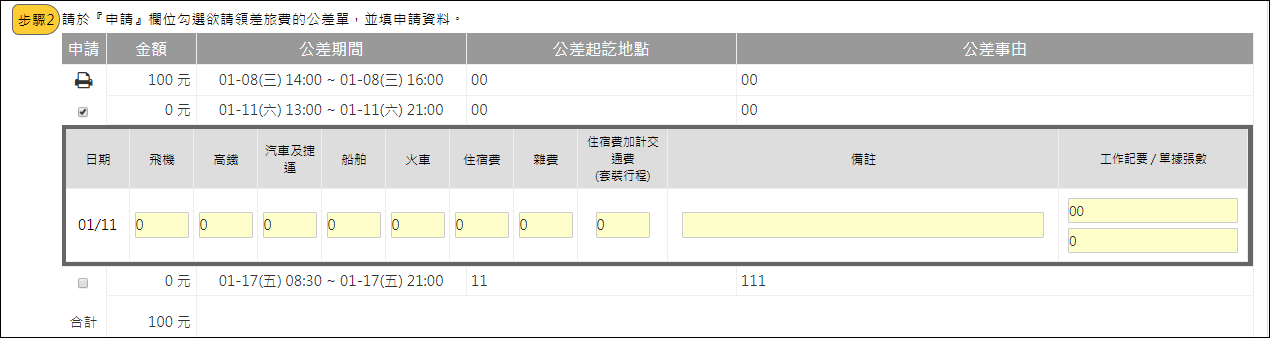
* + - 1. 找到欲申請的差旅費紀錄後，在金額旁邊的框框處打勾



* + - 1. 打勾後會直接展開表格，可以開始填寫



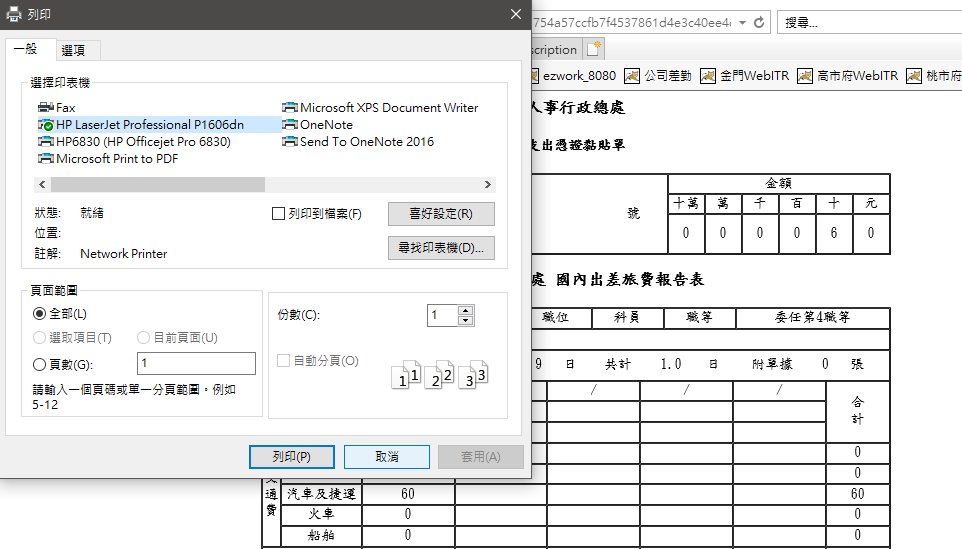
* + - 1. 依序填寫申請的費用項目金額



* + - 1. 點選列印請領報告表



* + - 1. 畫面上會出現差旅費報告表，同時出現印表機列印功能視窗，點選列印按鈕即可以列印出報表。



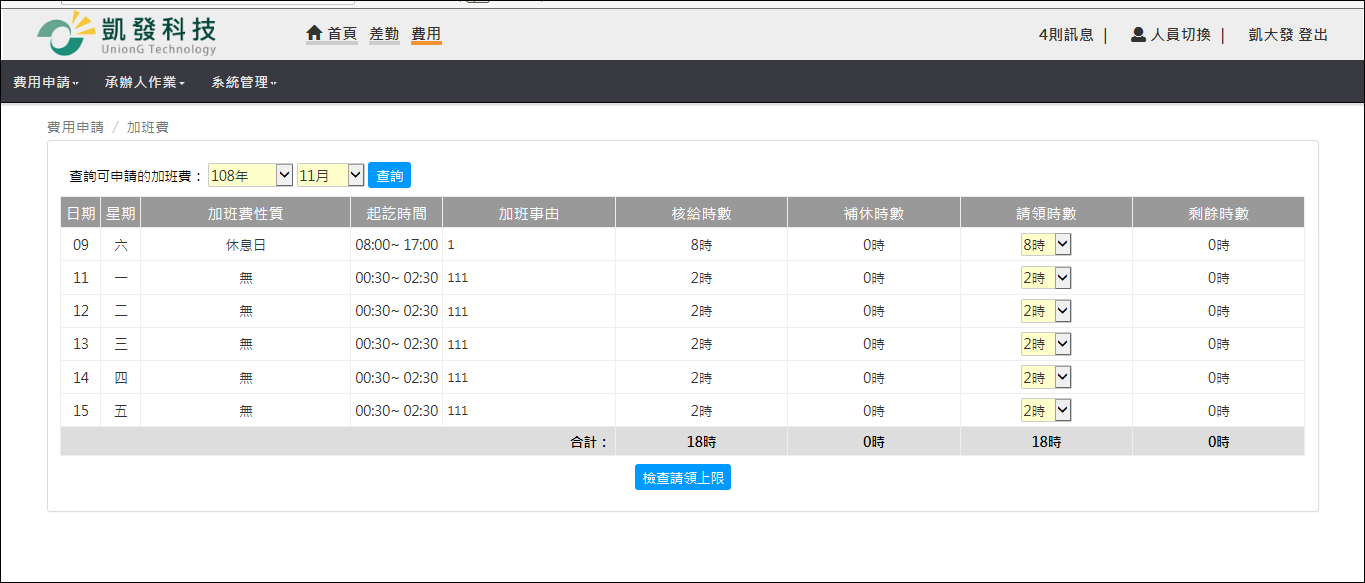
* 1. **如何申請加班費?**
     + 1. 點選費用申請



* + - 1. 點選加班費



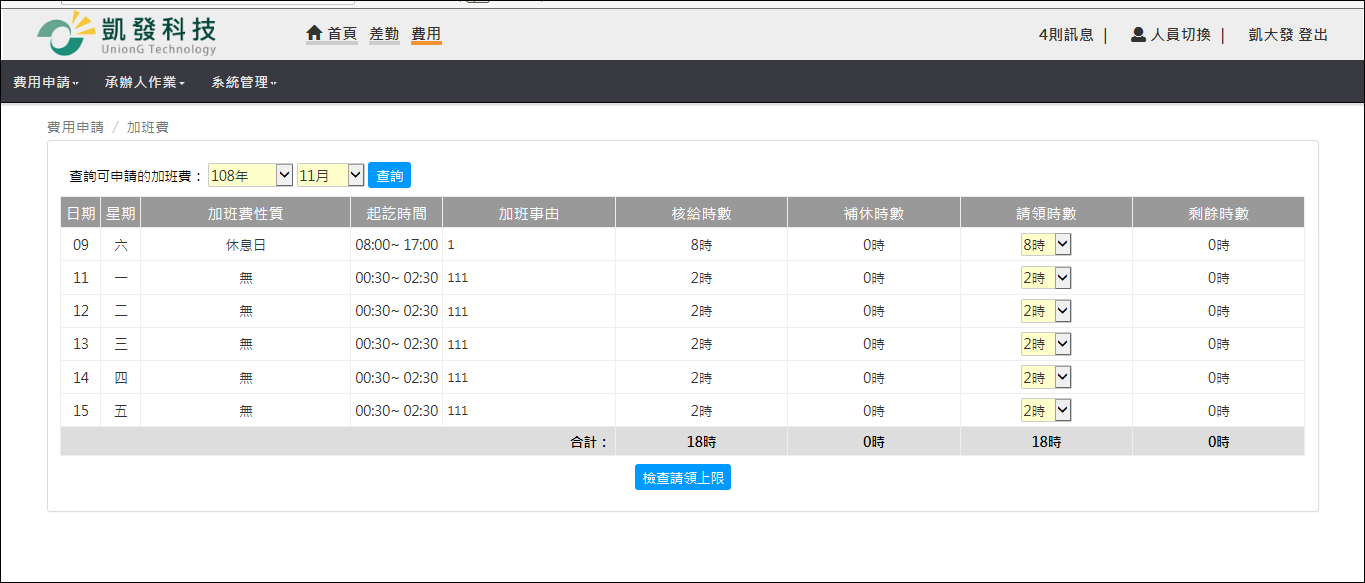
* + - 1. 進入到加班費請領頁面



* + - 1. 選擇要請加班費用的月份後點選查詢(預設是前一月份，若要直接申請前一月份則請直接跳至step5)



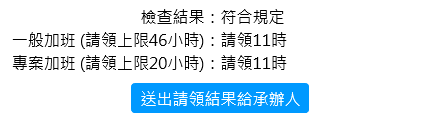
* + - 1. 選擇欲請領的加班費時數，預設是請領全部時數，可以自行調整



* + - 1. 點選檢查請領上限



* + - 1. 檢查後未超過上限時數，即可點選送出請領結果給承辦人



* + - 1. 請領成功後，請點選列印個人請領報表



* + - 1. 畫面上會出現個人加班費報告表，同時出現印表機列印功能視窗，點選列印按鈕即可以列印出報表。

