

GUIDELINES TO THE INCHARGE OFFICERS

The activities performed by the controlling officers are as follows:

- 1) Confirm the outsource employees
- 2) Generate Change Return for the outsourced employees

1) Confirm the Outsourced employees:

Controlling Officer Status → Pending → Click on the digit displayed in Blue color against the respective agreement → Select the employee by clicking the checkbox → Enter Remarks → Click on 'Accept'.

2) Generate Change Return for the Outsourced employees:

Reports → Muster Details → Monthly Report → Click 'Show' → Select the employee by clicking the checkbox → Verify/Modify attendance → Click 'Change/No Change' → Enter Remarks → Click 'Finalize'.