

CLIENT LOGO HERE

CLIENT

Time and Attendance Reporting
STANDARD OPERATING PROCEDURES

VERSION 1.0

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DOCUMENT CONTROL

VERSION

Document version	1.0
Date	
Status	Final

CHANGE CONTROL

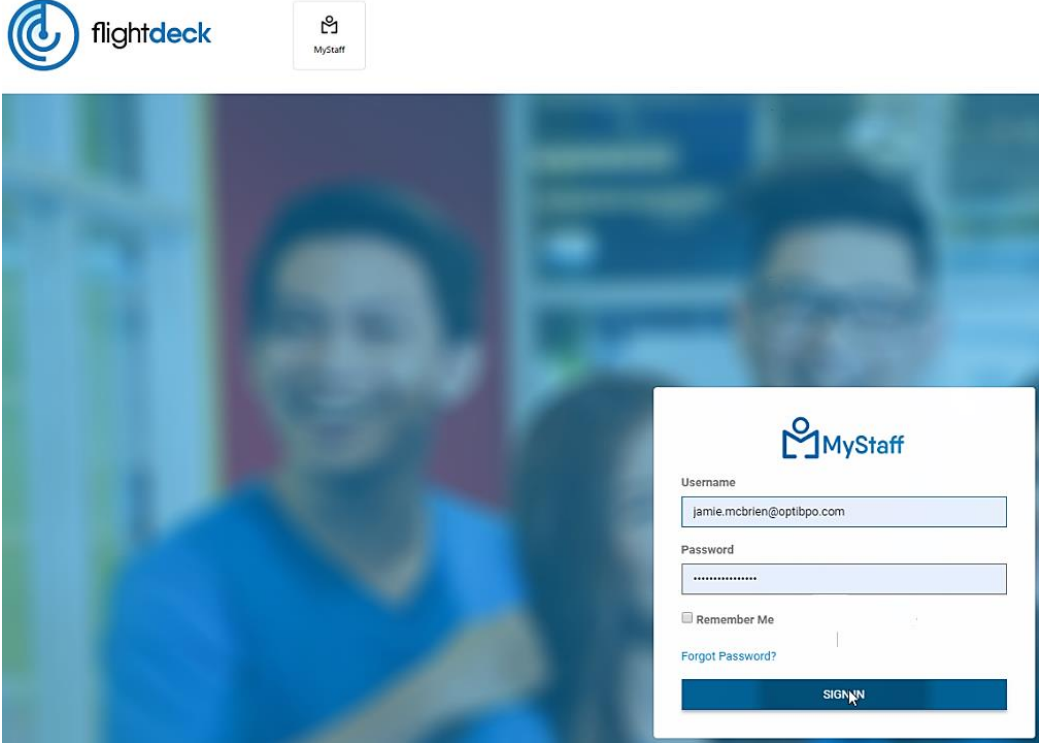
Version	Change Description	Date
1.0	Issued Final	

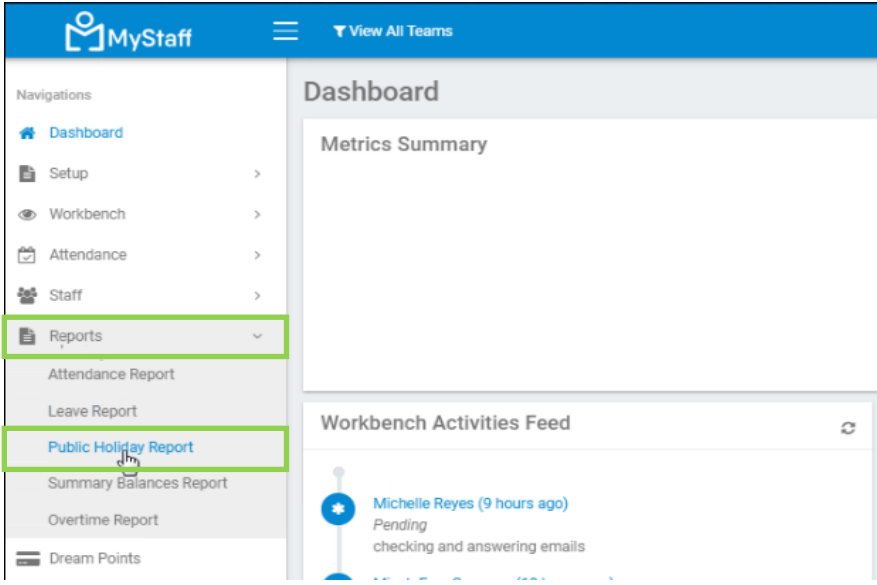

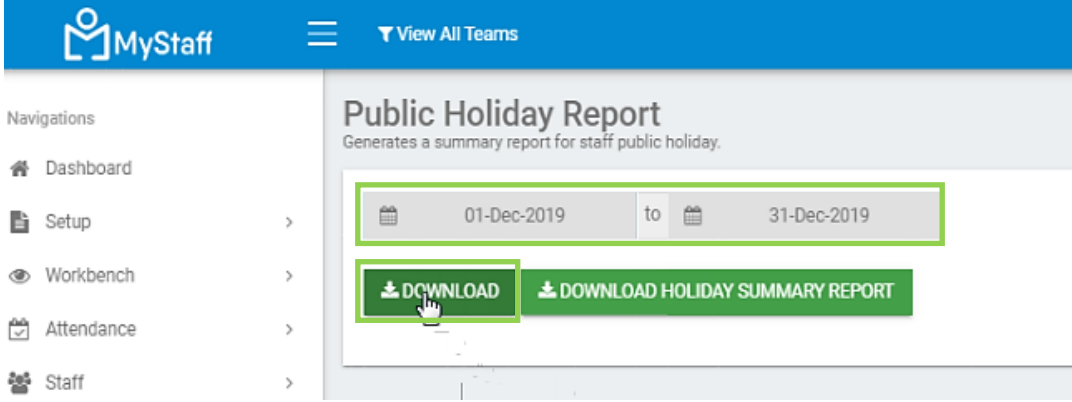
OVERVIEW

MyStaff Reporting	
Run Public Holiday Report	<ul style="list-style-type: none">• Select Report• Export Report
Run Leave Report	<ul style="list-style-type: none">• Select Report• Export Report
Download Staff Timesheet	<ul style="list-style-type: none">• Select Report• Export Report
Review Staff Details	<ul style="list-style-type: none">• Select Report• Review Report
Running Overtime Report	<ul style="list-style-type: none">• Select Report• Export Report

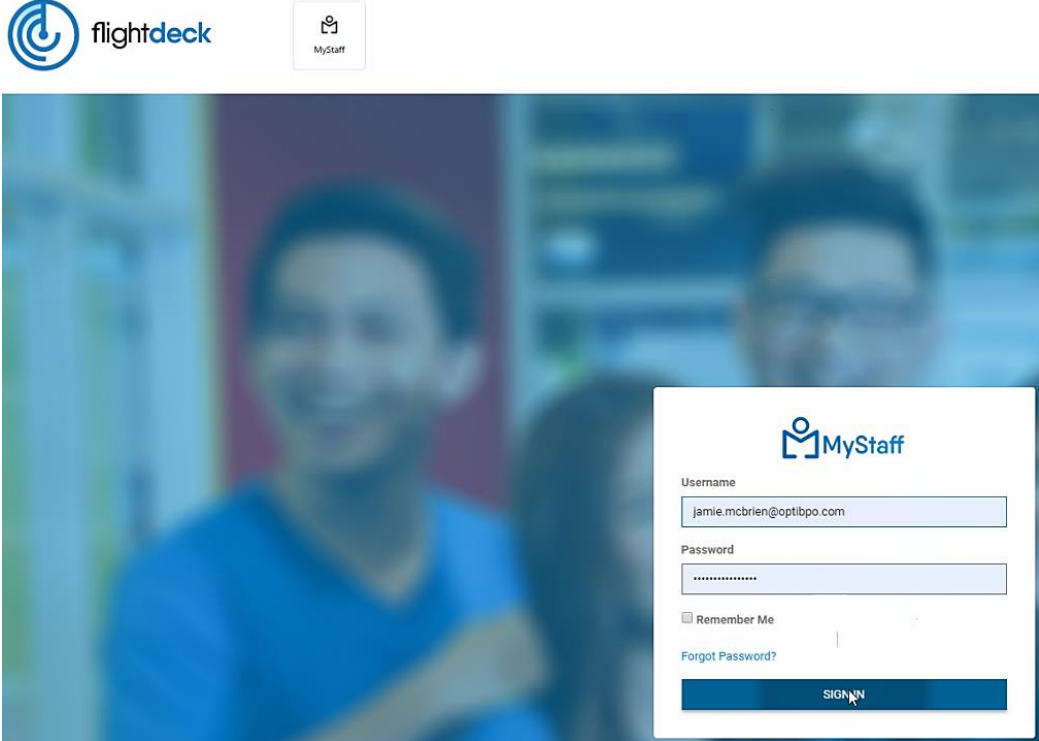
A. MYSTAFF REPORTING

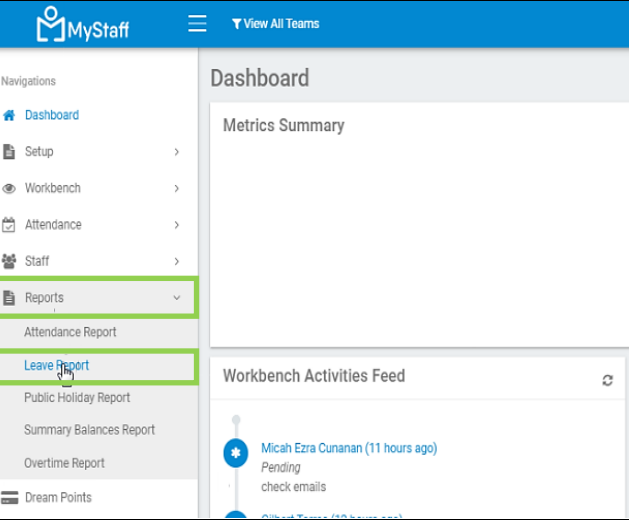

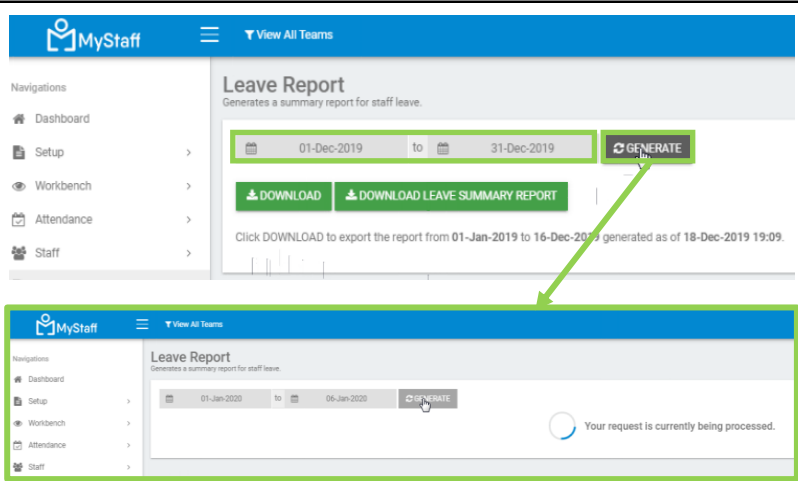
1. RUN PUBLIC HOLIDAY REPORT

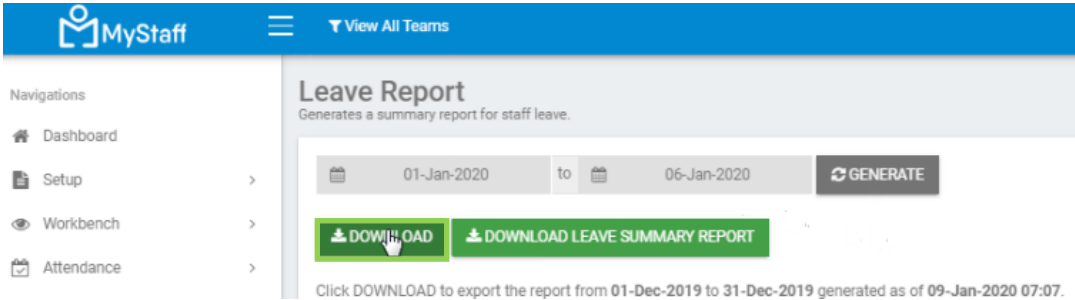
STEPS	SUPPORTING IMAGE
1. SELECT REPORT	
1. Log into the 'MyStaff' website www.optibpo.flightdeck.online	

STEPS	SUPPORTING IMAGE
<ol style="list-style-type: none">Click on 'Reports'Click on 'Public Holiday Report'	 <p>The screenshot shows the MyStaff dashboard. On the left, a navigation menu lists 'Dashboard', 'Setup', 'Workbench', 'Attendance', 'Staff', 'Reports', 'Attendance Report', 'Leave Report', 'Public Holiday Report', 'Summary Balances Report', 'Overtime Report', and 'Dream Points'. The 'Reports' menu item and its sub-item 'Public Holiday Report' are highlighted with a green box. On the right, the dashboard content includes a 'Metrics Summary' section and a 'Workbench Activities Feed' showing a notification from Michelle Reyes.</p>
2. EXPORT REPORT	
<ol style="list-style-type: none">Click on the  (calendar) icon and select the desired date range (e.g. 01-Dec-2019 to 31-Dec-2019)Click on 'Download' to export the report	 <p>The screenshot shows the 'Public Holiday Report' page in MyStaff. The page title is 'Public Holiday Report' with the subtitle 'Generates a summary report for staff public holiday.' Below the title, there is a date range selector showing '01-Dec-2019 to 31-Dec-2019' with calendar icons. Two green buttons are visible: 'DOWNLOAD' and 'DOWNLOAD HOLIDAY SUMMARY REPORT'. The 'DOWNLOAD' button is highlighted with a green box and a hand cursor.</p>

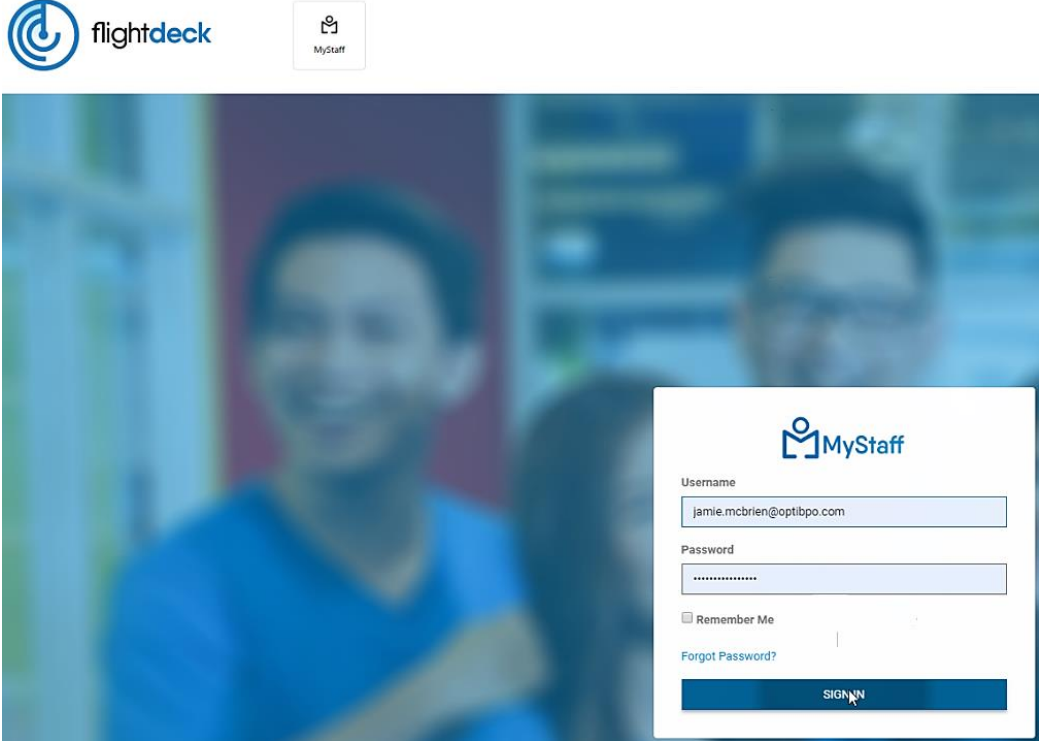
2. RUN LEAVE REPORT

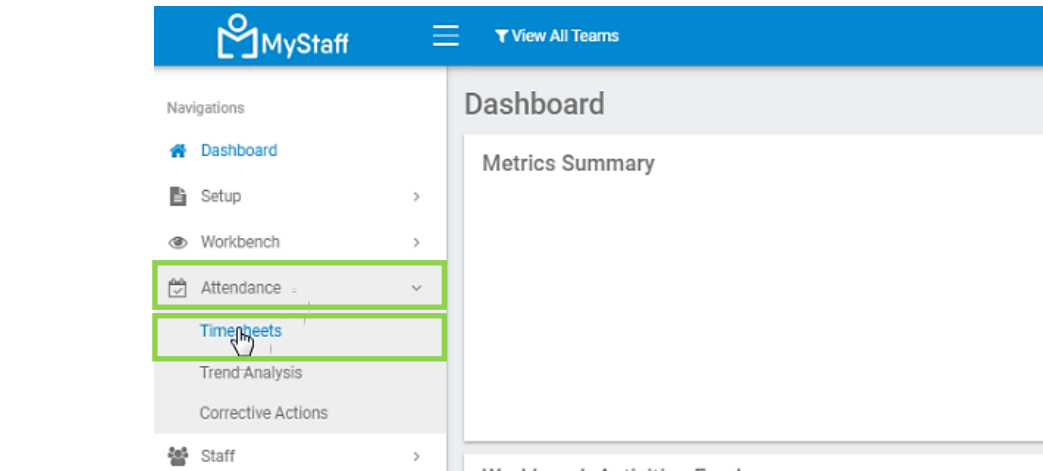

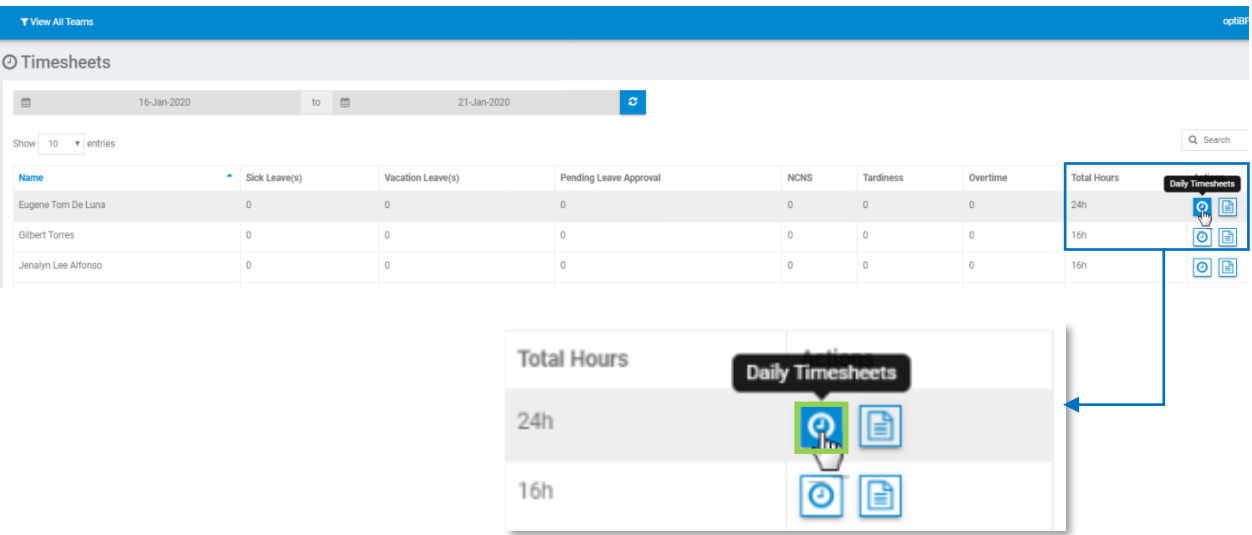
STEPS	SUPPORTING IMAGE
1. SELECT REPORT	
1. Log into the 'MyStaff' website www.optibpo.flightdeck.online	 <p>The screenshot shows the login interface for the MyStaff website. At the top left is the 'flightdeck' logo, and at the top right is the 'MyStaff' logo. The main content area features a blurred background image of two people. Overlaid on the right side is a white login form with the MyStaff logo at the top. The form includes a 'Username' field with the text 'jamie.mcbrien@optibpo.com', a 'Password' field with masked characters, a 'Remember Me' checkbox, a 'Forgot Password?' link, and a dark blue 'SIGN IN' button at the bottom.</p>



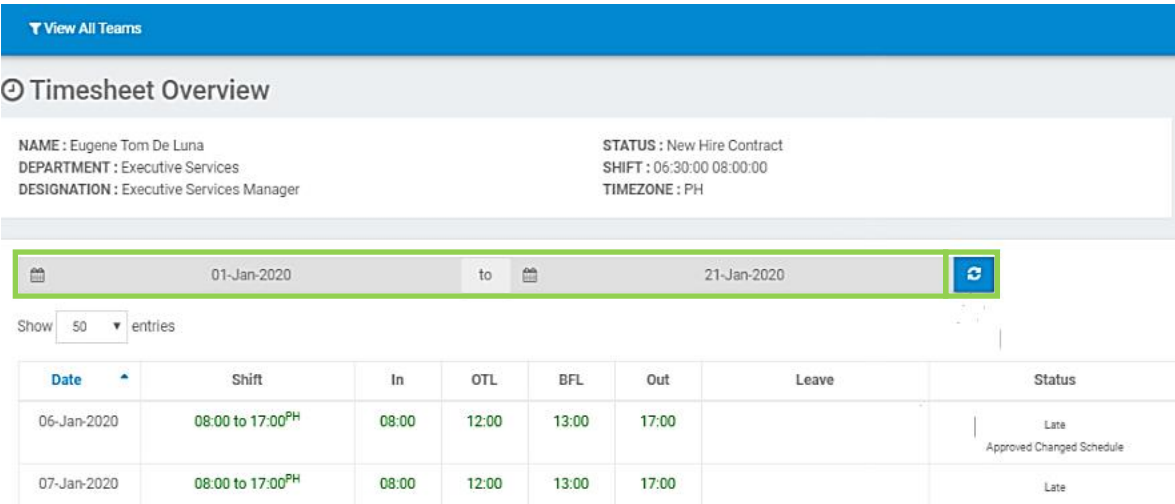

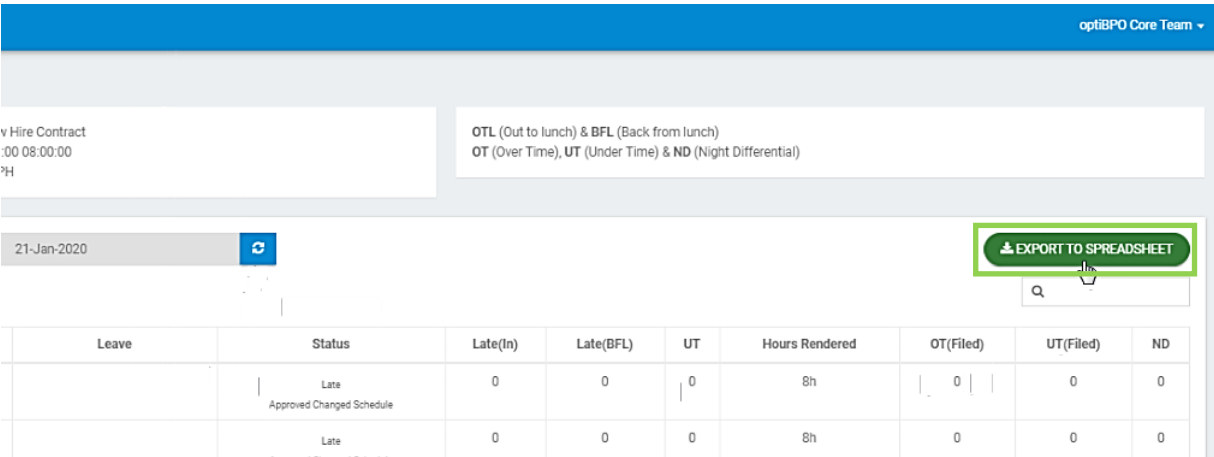

STEPS	SUPPORTING IMAGE
<p>2. Click on 'Reports'</p> <p>3. Click on 'Leave Report'</p>	 <p>The screenshot shows the MyStaff dashboard interface. On the left, there is a navigation menu with the following items: Dashboard, Setup, Workbench, Attendance, Staff, Reports, Attendance Report, Leave Report, Public Holiday Report, Summary Balances Report, Overtime Report, and Dream Points. The 'Reports' and 'Leave Report' items are highlighted with a green box. The main content area shows a 'Dashboard' with a 'Metrics Summary' section and a 'Workbench Activities Feed' section containing a notification for Micah Ezra Cunanan.</p>
2. SELECT REPORT	
<p>1. Click on the  (calendar) icon and select the desired date range (e.g. 01-Dec-2019 to 31-Dec-2019)</p> <p>2. Click on 'GENERATE' and wait for the report to be processed</p>	 <p>The top screenshot shows the 'Leave Report' page with a date range of 01-Dec-2019 to 31-Dec-2019 selected. A green box highlights the 'GENERATE' button. Below the date range are 'DOWNLOAD' and 'DOWNLOAD LEAVE SUMMARY REPORT' buttons. A message below the buttons reads: 'Click DOWNLOAD to export the report from 01-Jan-2019 to 16-Dec-2019 generated as of 18-Dec-2019 19:09.'</p> <p>The bottom screenshot shows the 'Leave Report' page with a date range of 01-Jan-2020 to 06-Jan-2020 selected. A green box highlights the 'GENERATE' button. A loading spinner is visible with the message: 'Your request is currently being processed.'</p>

STEPS	SUPPORTING IMAGE
3. Click on 'Download' to export the report	 <p>The screenshot shows the MyStaff application interface. At the top, there is a blue header with the MyStaff logo and a 'View All Teams' dropdown. On the left, a navigation menu lists 'Dashboard', 'Setup', 'Workbench', and 'Attendance'. The main content area is titled 'Leave Report' and includes a sub-header 'Generates a summary report for staff leave.' Below this, there is a date range selector showing '01-Jan-2020' to '06-Jan-2020' and a 'GENERATE' button. Two green buttons are visible: 'DOWNLOAD' and 'DOWNLOAD LEAVE SUMMARY REPORT'. A mouse cursor is pointing at the 'DOWNLOAD' button. At the bottom of the interface, a message reads: 'Click DOWNLOAD to export the report from 01-Dec-2019 to 31-Dec-2019 generated as of 09-Jan-2020 07:07.'</p>

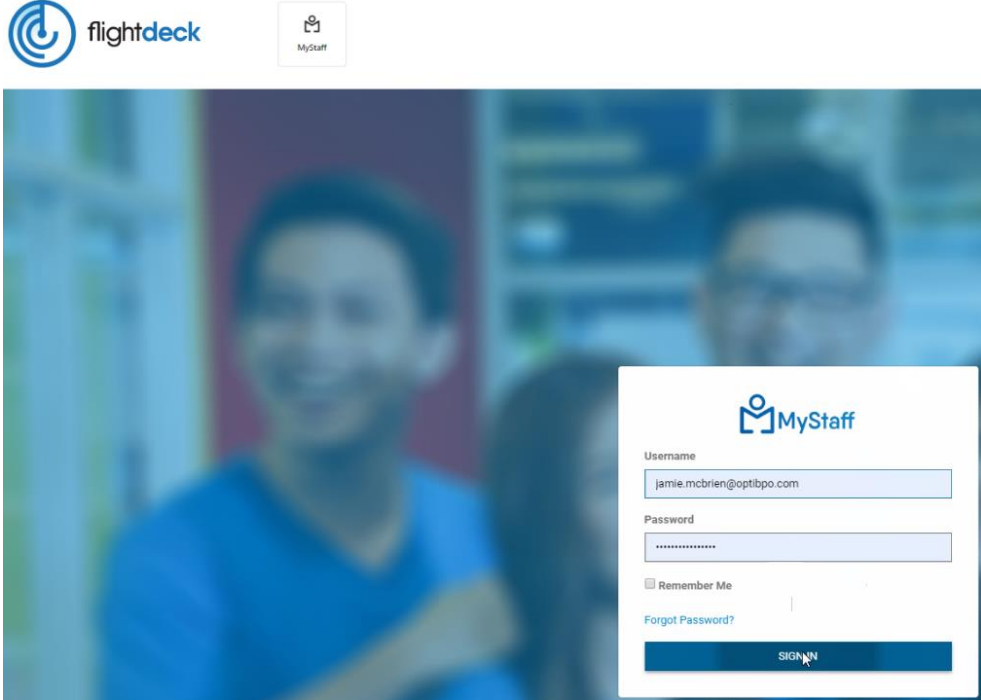
3. DOWNLOAD STAFF TIMESHEET

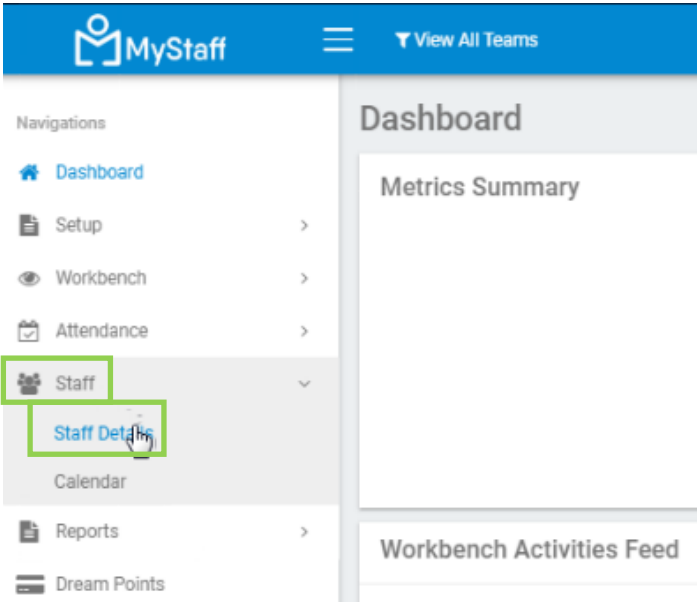
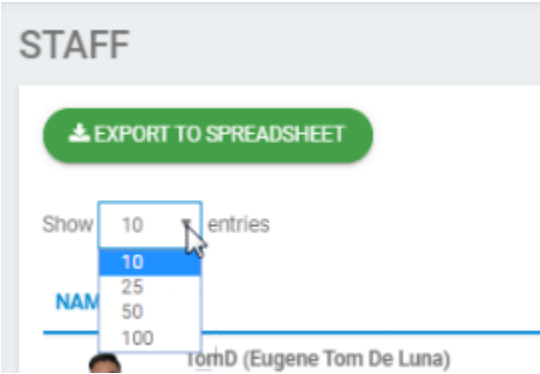
STEPS	SUPPORTING IMAGE
1. SELECT REPORT	
1. Log into the 'MyStaff' website www.optibpo.flightdeck.online	

STEPS	SUPPORTING IMAGE																																
<p>2. Click on 'Attendance'</p> <p>3. Click on 'Timesheets'</p>	 <p>The screenshot shows the MyStaff dashboard navigation menu. The 'Attendance' and 'Timesheets' items are highlighted with a green box. A mouse cursor is pointing at the 'Timesheets' item.</p>																																
<p>4. Locate the employee's name and click on the  (clock) icon</p>	 <p>The screenshot shows the 'Timesheets' table with columns for Name, Sick Leave(s), Vacation Leave(s), Pending Leave Approval, NCNS, Tardiness, Overtime, and Total Hours. A callout box highlights the clock icon in the 'Total Hours' column for Eugene Tom De Luna.</p> <table border="1"><thead><tr><th>Name</th><th>Sick Leave(s)</th><th>Vacation Leave(s)</th><th>Pending Leave Approval</th><th>NCNS</th><th>Tardiness</th><th>Overtime</th><th>Total Hours</th></tr></thead><tbody><tr><td>Eugene Tom De Luna</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>24h</td></tr><tr><td>Gilbert Torres</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>16h</td></tr><tr><td>Jenilyn Lee Alfonso</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>16h</td></tr></tbody></table> <p>A callout box titled 'Daily Timesheets' is shown over the clock icon for Eugene Tom De Luna, with a blue arrow pointing from the icon in the table to the callout box.</p>	Name	Sick Leave(s)	Vacation Leave(s)	Pending Leave Approval	NCNS	Tardiness	Overtime	Total Hours	Eugene Tom De Luna	0	0	0	0	0	0	24h	Gilbert Torres	0	0	0	0	0	0	16h	Jenilyn Lee Alfonso	0	0	0	0	0	0	16h
Name	Sick Leave(s)	Vacation Leave(s)	Pending Leave Approval	NCNS	Tardiness	Overtime	Total Hours																										
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STEPS	SUPPORTING IMAGE																											
<p>2. EXPORT REPORT</p> <ol style="list-style-type: none"> 1. Click on the  (calendar) icon and select the desired date range (e.g. 01-Jan-2020 to 21-Jan-2020) 2. Click on the  (refresh) icon and wait for the timesheet to be displayed 	 <p>Timesheet Overview</p> <p>NAME : Eugene Tom De Luna STATUS : New Hire Contract DEPARTMENT : Executive Services SHIFT : 06:30:00 08:00:00 DESIGNATION : Executive Services Manager TIMEZONE : PH</p> <p>01-Jan-2020 to 21-Jan-2020 </p> <p>Show 50 entries</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Shift</th> <th>In</th> <th>OTL</th> <th>BFL</th> <th>Out</th> <th>Leave</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>06-Jan-2020</td> <td>08:00 to 17:00^{PH}</td> <td>08:00</td> <td>12:00</td> <td>13:00</td> <td>17:00</td> <td></td> <td>Late Approved Changed Schedule</td> </tr> <tr> <td>07-Jan-2020</td> <td>08:00 to 17:00^{PH}</td> <td>08:00</td> <td>12:00</td> <td>13:00</td> <td>17:00</td> <td></td> <td>Late</td> </tr> </tbody> </table>	Date	Shift	In	OTL	BFL	Out	Leave	Status	06-Jan-2020	08:00 to 17:00 ^{PH}	08:00	12:00	13:00	17:00		Late Approved Changed Schedule	07-Jan-2020	08:00 to 17:00 ^{PH}	08:00	12:00	13:00	17:00		Late			
Date	Shift	In	OTL	BFL	Out	Leave	Status																					
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07-Jan-2020	08:00 to 17:00 ^{PH}	08:00	12:00	13:00	17:00		Late																					
<ol style="list-style-type: none"> 3. Click on 'EXPORT TO SPREADSHEET' 	 <p>optiBPO Core Team</p> <p>v Hire Contract :00 08:00:00 PH</p> <p>OTL (Out to lunch) & BFL (Back from lunch) OT (Over Time), UT (Under Time) & ND (Night Differential)</p> <p>21-Jan-2020 </p> <p>EXPORT TO SPREADSHEET</p> <table border="1"> <thead> <tr> <th>Leave</th> <th>Status</th> <th>Late(In)</th> <th>Late(BFL)</th> <th>UT</th> <th>Hours Rendered</th> <th>OT(Filed)</th> <th>UT(Filed)</th> <th>ND</th> </tr> </thead> <tbody> <tr> <td></td> <td>Late Approved Changed Schedule</td> <td>0</td> <td>0</td> <td>0</td> <td>8h</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td></td> <td>Late</td> <td>0</td> <td>0</td> <td>0</td> <td>8h</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Leave	Status	Late(In)	Late(BFL)	UT	Hours Rendered	OT(Filed)	UT(Filed)	ND		Late Approved Changed Schedule	0	0	0	8h	0	0	0		Late	0	0	0	8h	0	0	0
Leave	Status	Late(In)	Late(BFL)	UT	Hours Rendered	OT(Filed)	UT(Filed)	ND																				
	Late Approved Changed Schedule	0	0	0	8h	0	0	0																				
	Late	0	0	0	8h	0	0	0																				



4. REVIEW STAFF DETAILS




























STEPS	SUPPORTING IMAGE
1. SELECT REPORT	
<p>1. Log into 'MyStaff' website www.optibpo.flightdeck.online</p>	

STEPS	SUPPORTING IMAGE
2. Click on 'Staff' > 'Staff Details'	 <p>The screenshot shows the MyStaff application interface. At the top, there is a blue header with the MyStaff logo and a 'View All Teams' dropdown. Below the header is a navigation menu on the left with options: Dashboard, Setup, Workbench, Attendance, Staff, Calendar, Reports, and Dream Points. The 'Staff' option is highlighted with a green box, and its sub-menu is open, showing 'Staff Details' also highlighted with a green box and a mouse cursor. The main content area on the right shows a 'Dashboard' section with a 'Metrics Summary' and a 'Workbench Activities Feed'.</p>
3. Select the number of entries to be viewed from the 'Show entries' dropdown menu	 <p>The screenshot shows the 'STAFF' section of the application. At the top, there is a green button labeled 'EXPORT TO SPREADSHEET'. Below it, there is a 'Show entries' dropdown menu. The dropdown menu is open, showing options: 10, 10, 25, 50, and 100. The '10' option is highlighted with a blue background and a mouse cursor. Below the dropdown menu, there is a table with a header 'NAM' and a row for 'TomD (Eugene Tom De Luna)'.</p>

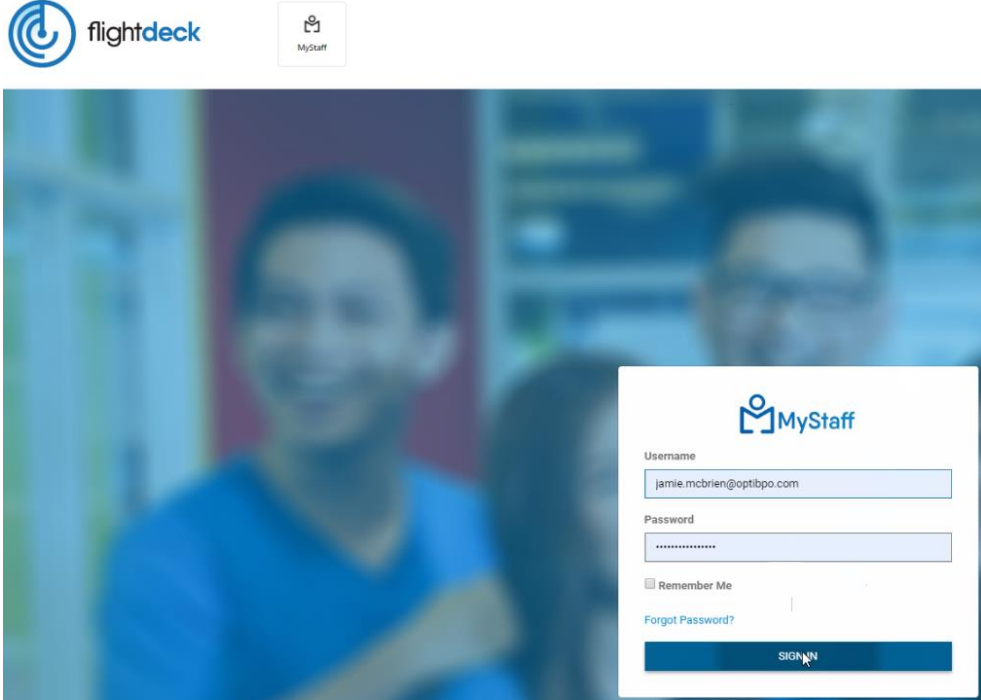
STEPS | **SUPPORTING IMAGE**

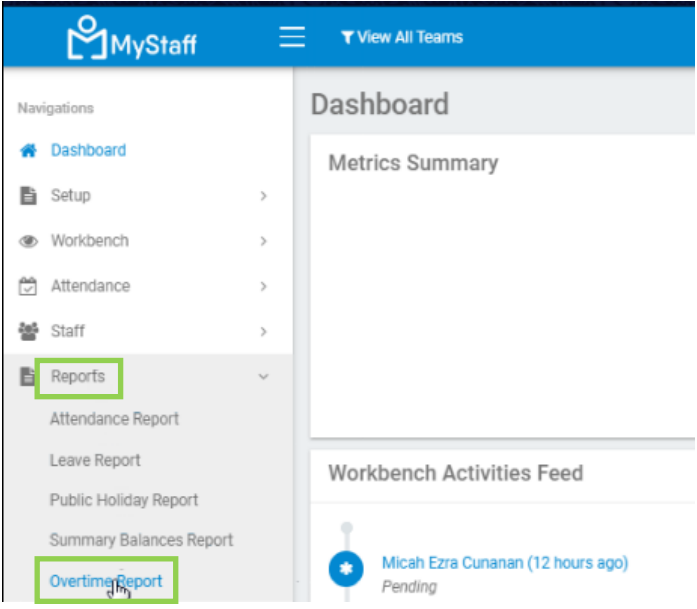
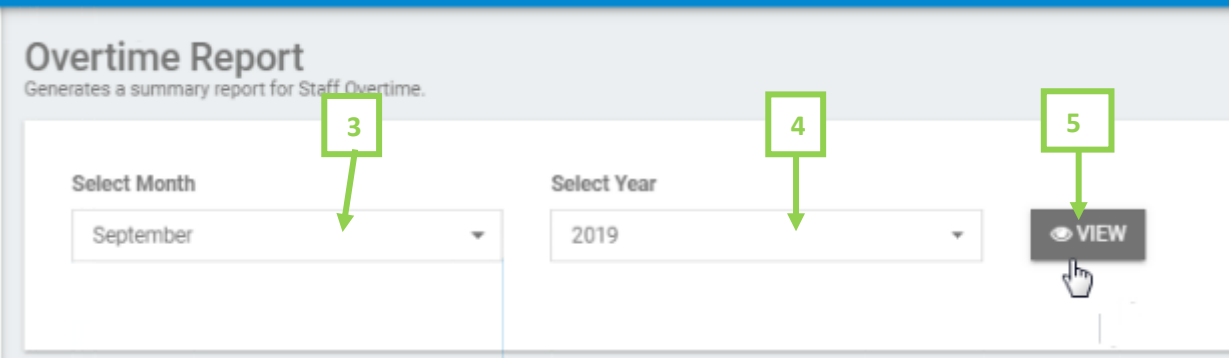
2. REVIEW REPORT

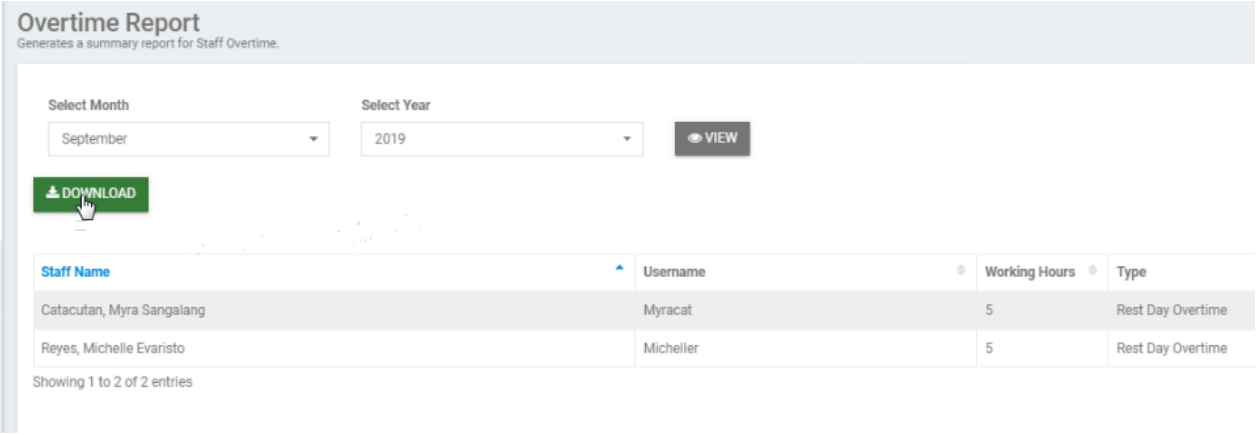
- 1. Review the following details of the employee:
 - **NAME**
 - **DEPARTMENT**
 - **SKYPE**
 - **BIRTHDAY**
 - **SHIFT**
 - **ENGAGEMENT DATE**
- 2. Click on the  icon if you need to view the 'Client Feedback'
- 3. Click on the  icon if you need to view the employee timesheet

NAME	DEPARTMENT	SKYPE	BIRTHDAY	SHIFT	ENGAGEMENT DATE	Actions
 Tom D (Eugene Tom De Luna) <small>Custom Designation (Executive Services Manager)</small>	Executive Services	N/A	08-Nov-1984	06:30 - 08:00	06-Jan-2020	 
 Gilbert T (Gilbert Torres) <small>(Accounting Officer)</small>	Accounting Support Services	gilbertt@cloudstaff.com	16-Nov-1989	06:30 - 08:00	06-Feb-2019	 
 Jenalyn A (Jenalyn Lee Alfonso) <small>(Executive Services Specialist I)</small>	Executive Services	JenalynA.cloud	12-Jan-1992	05:30 - 07:00	01-Jun-2019	 
 Jonathan C (Jonathan Carlo Cezar) <small>(Executive Services Specialist II)</small>	Executive Services	JonathanC.cloud	01-Jun-1985	06:00 - 08:30	29-Jun-2016	 
 Krisha F (Krisha Fernando) <small>(Executive Services Specialist II)</small>	Executive Services		22-Nov-1993	05:30 - 08:00	16-Jan-2019	 
 Lisette P (Lisette Plando) <small>Custom Designation (Executive Services Specialist II)</small>	Executive Services		08-Mar-1980	06:30 - 08:00	08-Apr-2019	 
 Meke C (Micah Ezra Cunanan) <small>N/A (Executive Services Specialist I)</small>	Executive Services	09198178891	22-Dec-1992	11:30 - 13:00	25-Sep-2019	 
 Michelle R (Michelle Reyes) <small>Custom Designation (Executive Services Specialist I)</small>	Executive Services		12-Dec-1977	11:30 - 13:00	14-Aug-2018	 
 Mildred M (Mildred Arra Salangang) <small>(Executive Services Specialist II)</small>	Executive Services	mildredm@cloudstaff.com	12-Feb-1992	06:30 - 08:00	10-Jul-2019	 

5. RUNNING OVERTIME REPORT

STEPS	SUPPORTING IMAGE
1. SELECT REPORT	
1. Log into the 'MyStaff' website www.optibpo.flightdeck.online	

STEPS	SUPPORTING IMAGE
2. Click on 'Reports' > 'Overtime Report'	 A screenshot of the MyStaff application dashboard. The left-hand navigation menu is visible, with 'Reports' highlighted in a green box. Below 'Reports', 'Overtime Report' is also highlighted in a green box. The main dashboard area shows a 'Metrics Summary' section and a 'Workbench Activities Feed' with a pending notification for Micah Ezra Cunanan.
3. Select the relevant month from the 'Select Month' dropdown menu 4. Select a year from the 'Select Year' dropdown menu 5. Click on 'View'	 A screenshot of the 'Overtime Report' form. The form title is 'Overtime Report' with a subtitle 'Generates a summary report for Staff Overtime.' Below the title are two dropdown menus: 'Select Month' (currently showing 'September') and 'Select Year' (currently showing '2019'). To the right of these menus is a dark 'VIEW' button with an eye icon. Three green callout boxes with numbers 3, 4, and 5 are present. Callout 3 points to the 'Select Month' dropdown, callout 4 points to the 'Select Year' dropdown, and callout 5 points to the 'VIEW' button. A mouse cursor is shown clicking the 'VIEW' button.

STEPS	SUPPORTING IMAGE												
<p>2. EXPORT REPORT</p> <ol style="list-style-type: none"> 1. Wait for the report to be loaded 2. Click on 'DOWNLOAD' to export the report 	 <p>Overtime Report Generates a summary report for Staff Overtime.</p> <p>Select Month: <input type="text" value="September"/> Select Year: <input type="text" value="2019"/> <input type="button" value="VIEW"/></p> <p><input type="button" value="DOWNLOAD"/></p> <table border="1"> <thead> <tr> <th>Staff Name</th> <th>Username</th> <th>Working Hours</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Catacutan, Myra Sangalang</td> <td>Myracat</td> <td>5</td> <td>Rest Day Overtime</td> </tr> <tr> <td>Reyes, Michelle Evaristo</td> <td>Micheller</td> <td>5</td> <td>Rest Day Overtime</td> </tr> </tbody> </table> <p>Showing 1 to 2 of 2 entries</p>	Staff Name	Username	Working Hours	Type	Catacutan, Myra Sangalang	Myracat	5	Rest Day Overtime	Reyes, Michelle Evaristo	Micheller	5	Rest Day Overtime
Staff Name	Username	Working Hours	Type										
Catacutan, Myra Sangalang	Myracat	5	Rest Day Overtime										
Reyes, Michelle Evaristo	Micheller	5	Rest Day Overtime										