



Mobile & Desktop

eHR & EMPLOYEE CONNECT

Update

Shift Change

เมนูสำหรับหัวหน้า | สลับกะ

Shift Change by Manager ระบบแสดงหัวตารางเป็นวันที่ สำหรับพนักงานทุกคน

The screenshot displays the SAP 'Shift Change by Manager' interface. On the left, there is a calendar for June 2019 with the 20th selected. The main area shows two employee records, each with a date selector and a table of current and proposed shifts for the week of June 10-16, 2019.

Employee	Date	Current DWS	Time	Proposed DWS	Time
Sandee Meequamsuk(0987654321)	10.06.2019 Mon	DU01	07:30-16:30		
	11.06.2019 Tue	DU01	07:30-16:30		
	12.06.2019 Wed	DU01	07:30-16:30		
	13.06.2019 Thu	DU01	07:30-16:30		
	14.06.2019 Fri	DU01	07:30-16:30		
	15.06.2019 Sat	OFF	OFF		
	16.06.2019 Sun	OFF	OFF		
ABAPTEST_M6 ABAPTEST_M6(0090-011342)	10.06.2019 Mon	DD01	07:30-16:30		
	11.06.2019 Tue	DD01	07:30-16:30		
	12.06.2019 Wed	DD01	07:30-16:30		
	13.06.2019 Thu	DD01	07:30-16:30		
	14.06.2019 Fri	DD01	07:30-16:30		
	15.06.2019 Sat	OFF	OFF		
	16.06.2019 Sun	OFF	OFF		



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สามารถดึงรายงาน Excel ได้จาก Shift change by manager ,

The screenshot displays the SAP 'Shift Change by Manager' interface. On the left, there is a 'Selection' panel with a calendar for July 2019. The date '22' is highlighted in a red box. Below the calendar, there are checkboxes for 'Today' and 'Selected'. The main area shows a table of shift changes for two employees: 'Pratroleum Sinsubdee' and 'Pratroleum Sinsubdee(0470-000010)'. The table includes columns for 'Date', 'Current DWS', 'Time', and 'Proposed DWS'.

Date	01.07.2019 Mon	02.07.2019 Tue	03.07.2019 Wed	04.07.2019 Thu	05.07.2019 Fri	06.07.2019 Sat	07.07.2019 Sun
Current DWS	DD01	DD01	DD01	DD01	DD01	OFF	SB01
Time	08.00-17.00	08.00-17.00	08.00-17.00	08.00-17.00	08.00-17.00	OFF	16.00-24.00
Proposed DWS	SA01	SB01	OFF	SC01	SN01		
Time	08.00-16.00	16.00-24.00	OFF	24.00-08.00	24.00-08.00		

Date	01.07.2019 Mon	02.07.2019 Tue	03.07.2019 Wed	04.07.2019 Thu	05.07.2019 Fri	06.07.2019 Sat	07.07.2019 Sun
Current DWS	OFF	OFF	SA23	SA23	SA23	OFF	DD01
Time	OFF	OFF	07.30-19.30	07.30-19.30	07.30-19.30	OFF	07.30-16.30
Proposed DWS	DD01	DF01	OFF	DF02	DF03		
Time	07.30-16.30	23.30-07.30	OFF	07.30-16.30	08.00-17.00		

At the bottom left, a taskbar shows a file named 'Shift_Change_by_...csv' with a red box around it. At the bottom right, there are buttons for 'Reset', 'Assign', 'Next', and 'Show all'.



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Mass Approve

เมนูสำหรับหัวหน้า | OT & Attendance Request

เรียง column หน้า Mass approve ใหม่

- หน้ารายละเอียดของ **Mass Approve** ของ **"Overtime & Attendance Request"** จะแสดงข้อมูล "ชื่อพนักงาน" | "วันที่" | "ประเภท" | "เหตุผล (คำอธิบาย)" | "ตารางเวลาทำงาน" | "เวลาเริ่มต้น" | "เวลาสิ้นสุด" | "จำนวนชั่วโมง" | "หมายเหตุ" | "ข้อมูลการบันทึกเวลา" | "Override Cost Center"

The screenshot shows the SAP Tasklist interface for 'Overtime and Attendance Request'. The table has the following columns: Date, OT&At: Type, OT Reason Text, DWS, Start Time, End Time, Hours, and Note. Two items are listed:

Date	OT&At: Type	OT Reason Text	DWS	Start Time	End Time	Hours	Note
11.09.2018	Emergency call Request	M05 OT on plan 5/2	07:30 - 19:30	19:45	22:45	3.00	
23.09.2018	Emergency call Request	M01 Operational requirement wefwef	07:00 - 15:00	18:00	07:00		



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Mass Approve

เมนูสำหรับหัวหน้า | Mass Approve

เพิ่มช่องเหตุผลในหน้า Mass Approve

The screenshot shows the SAP Tasklist interface for a 'Leave Request' approval task. The task is for 'Mr. EMP6727 EMP6727' and is a 'Sick Leave' request. The 'Note' field is highlighted with a red box, indicating the new feature. The 'Note' field contains a list of employee IDs: 123456789012345678901234567890, 123456789012345678901234567890, 123456789012345678901234567890, 123456789012345678901234567890, 123456789012345678901234567890, 123456789012345678901234567890, 123456789012345678901234567890, and 12345678901234567890[200]. The interface also shows a 'Task Summary' table with columns for 'Type of Leave', 'Name - Surname', 'PL Group', 'Personnel Area', 'Division', and 'Department'. The 'Task Summary' table has one row: Sick Leave, Mr. EMP6727 EMP6727, O0, SCG ICO - Rayong, ICO Polymer 30, ICO Polym. The interface also shows a 'Filtered By: Task Type (Leave Approval)' section and a 'Deselect All' button. At the bottom, there are 'Approve' and 'Reject' buttons.



Desktop Only

Mass Approve

เมนูสำหรับหัวหน้า | Mass Approve

หน้ารายละเอียดของ Mass Approve ("Leave Request", "Overtime/Attendance/Allowance", "2nd OT", "Shift Change by Manager", "Medical Claim", "PF Check", "Clock-In/Out Corrections", "Others") จะแสดงข้อมูล "PL Group", "Personnel Area", "Division", "Department" ถัดจาก 'Requester' หรือ 'Selected Employee' เฉพาะการใช้งานด้วยเครื่องคอมพิวเตอร์

Name - Surname	PL Group	Personnel Area	Division	Department	Start Date
Mr. EMP6727 EMP6727	O0	SCG ICO - Rayong	ICO Polymer 30	ICO Polymer 40	22.05.2019



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สามารถ "จัดเรียงข้อมูล (Sorting)" ที่หน้า Mass Approved ได้

Tasklist

All Items (3)

Task Summary

Filtered By: Task Type (2nd OT)

Deselect All

2nd OT (more than 8 hours)

Mr. Thonglor Jaidee
Wage type: OT 3.0x PH OT (2) - D | 01.05.2019
Mr. Thonglor Jaidee (2220-000028) Auto | OT from SAP (hours): 6.00 | M01
Operational requirement | I have been working for extra hours because of the projects that you wanted to complete immediately. I have been working for extra hours because of the projects that you wanted to complete immediately.
Receive date/time: 24.06.2019 (17:07:24)

2nd OT (more than 8 hours)

Mr. Thonglor Jaidee

Personnel Area	Division	Department	Organization Unit	OT Date	Date	V
SCG ICO - Rayong	ICO Polymer 30	ICO Polymer 40	ICO Polymer 50	20190501	01.05.2019	0
SCG ICO - Rayong	ICO Polymer 30	ICO Polymer 40	ICO Polymer 50	20190518	18.05.2019	0
SCG ICO - Rayong	ICO Polymer 30	ICO Polymer 40	ICO Polymer 50	20190603	03.06.2019	0



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Mass Approve

เมนูสำหรับหัวหน้า | Mass Approve

สามารถดึงรายงาน Excel ได้จาก Mass approve

The screenshot shows the SAP Tasklist interface for 'Overtime and Attendance Request'. The left sidebar shows a list of tasks with checkboxes for selection. The main area displays a table of tasks with columns for Employee Name, PL Group, Personnel Area, Division, Department, and Date. A red box highlights the 'Export' icon in the top right corner of the task list.

Employee Name	PL Group	Personnel Area	Division	Department	Date
<input checked="" type="checkbox"/> Mr. EMP7339 EMP7339	O1	SCG ICO - Rayong	ICO Polymer 30	ICO Polymer 40	11.0
<input checked="" type="checkbox"/> Mr. EMP6707 EMP6707	O1	SCG ICO - Rayong	ICO Polymer 30	ICO Polymer 40	23.0

Buttons: