



# **HOW TO APPROVE OFFICIAL BUSINESS**

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The screenshot displays the Timora HRMS interface. On the left is a sidebar menu with categories: MAIN MENU (Dashboard, Branch, Employees, Holidays, Attendance, Leaves, Official Business), ASSETS MANAGEMENT, and FINANCE & ACCOUNTS (Payroll). The 'Official Business' menu item is highlighted. The main content area is titled 'Official Business' and shows four summary cards: Pending Requests (00), Approved Request (00), Rejected (00), and OB Requests (00), all for 'This Month'. Below these cards is a filter bar for 'Official Business' with date and dropdown filters. A table lists the requests, with one entry for Juan Dela Cruz. The table columns are Employee, Date, Start & End Time, OB Hours, Purpose, File Attachment, Status, Next Approver, Last Approved By, and Action.

**Official Business**

Dashboard / Official Business

Export / Download

Pending Requests: 00 This Month

Approved Request: 00 This Month

Rejected: 00 This Month

OB Requests: 00 This Month

Official Business: 12/16/2025 - 01/14/2025, All Branches, All Departments, All Designations, All Status

Show 10 entries

Employee	Date	Start & End Time	OB Hours	Purpose	File Attachment	Status	Next Approver	Last Approved By	Action
Dela Cruz, Juan Customer Support	December 18, 2025	5:10 PM - 7:10 PM	1 hrs 45 mins	Presentation to client	No Attachment	Pending	Anton Tolentino	-	

Showing 1 to 1 of 1 entries

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Go to **Official Business** and click **Official Business Admin** to view all **pending**, **approved**, and **rejected** official business requests.

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The screenshot displays the Timora HRMS interface for the 'Official Business' section. The left sidebar contains a 'MAIN MENU' with options like Dashboard, Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management, and Payroll. The main content area features four summary cards: Pending Requests (00), Approved Request (00), Rejected (00), and OB Requests (00), all for 'This Month'. Below these is a filter bar with a date range (12/16/2025 - 01/14/2026), dropdowns for All Branches, All Departments, All Designations, and All Status, and a search bar. A 'Show 10 entries' dropdown is also present. The table below lists one entry for Dela Cruz, Juan, with a status of Pending. The table headers are Employee, Date, Start & End Time, OB Hours, Purpose, File Attachment, Status, Next Approver, Last Approved By, and Action.

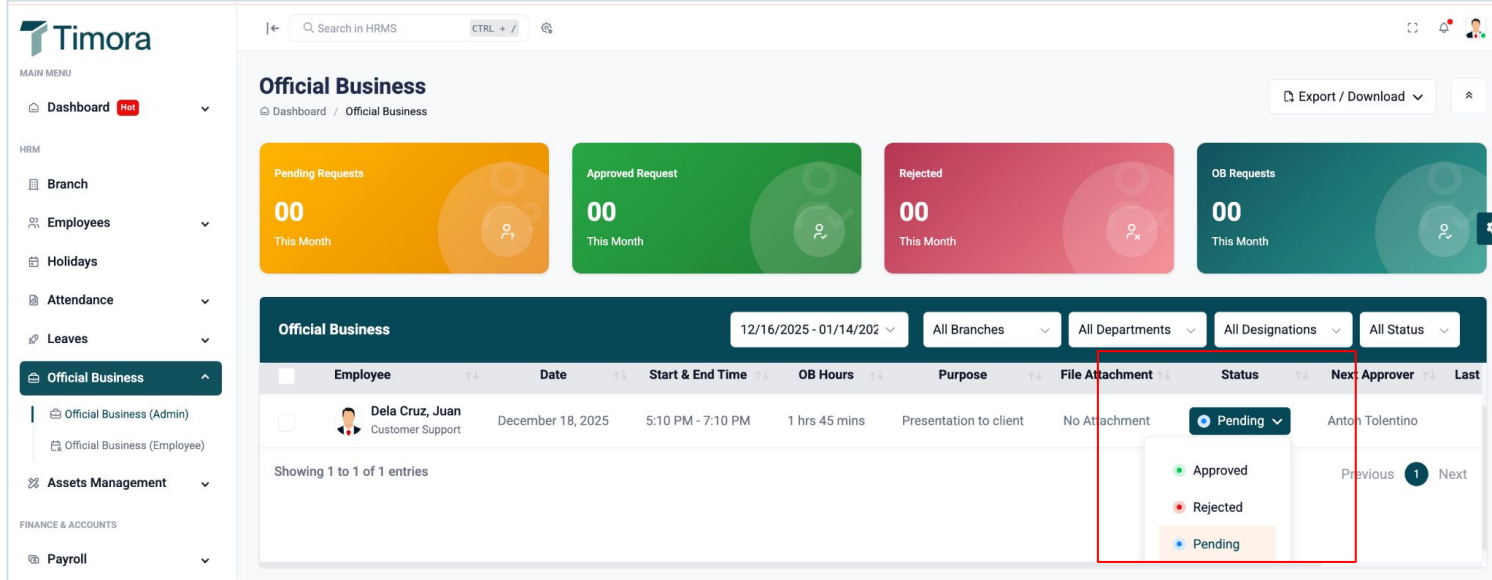
Employee	Date	Start & End Time	OB Hours	Purpose	File Attachment	Status	Next Approver	Last Approved By	Action
Dela Cruz, Juan Customer Support	December 18, 2025	5:10 PM - 7:10 PM	1 hrs 45 mins	Presentation to client	No Attachment	Pending	Anton Tolentino	-	

Showing 1 to 1 of 1 entries

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Use the **filter** and **search bar** to easily find specific requests, or adjust **Show Entries** to display all records.

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The screenshot displays the Timora HRMS interface. On the left is a sidebar with a 'MAIN MENU' containing 'Dashboard' (marked 'Hot'), 'HRM' (with sub-items: Branch, Employees, Holidays, Attendance, Leaves, and 'Official Business' which is selected), and 'FINANCE & ACCOUNTS' (with sub-items: Payroll). The main area is titled 'Official Business' and shows four summary cards: 'Pending Requests' (00), 'Approved Request' (00), 'Rejected' (00), and 'OB Requests' (00), all for 'This Month'. Below these is a filter bar for 'Official Business' with date, branch, department, designation, and status filters. A table lists requests, with the first entry for 'Dela Cruz, Juan' (Customer Support) on 'December 18, 2025' with a status of 'Pending'. A dropdown menu is open for this request, showing options: 'Approved' (green), 'Rejected' (red), and 'Pending' (blue). The table also shows the next approver as 'Anton Tolentino'.

Employee	Date	Start & End Time	OB Hours	Purpose	File Attachment	Status	Next Approver	Last
Dela Cruz, Juan Customer Support	December 18, 2025	5:10 PM - 7:10 PM	1 hrs 45 mins	Presentation to client	No Attachment	Pending	Anton Tolentino	

Showing 1 to 1 of 1 entries

To update the request status, select **Approved** after validating the request.

If adjustments are needed, select **Rejected** so the employee can **file the request again**.

# HOW TO APPROVE OFFICIAL BUSINESS

The screenshot displays the Timora HRMS interface. On the left is a sidebar with a 'MAIN MENU' containing 'Dashboard', 'Branch', 'Employees', 'Holidays', 'Attendance', 'Leaves', 'Official Business', 'Assets Management', and 'Payroll'. The 'Official Business' section is expanded, showing 'Official Business (Admin)' and 'Official Business (Employee)'. The main content area is titled 'Official Business' and includes a search bar, an 'Export / Download' button, and four summary cards: 'Pending Requests' (00), 'Approved Request' (00), 'Rejected' (00), and 'OB Requests' (00), all for 'This Month'. Below these is a table with filters for date, branches, departments, designations, and status. The table has columns for Employee, Date, Start & End Time, OB Hours, Purpose, File Attachment, Status, Next Approver, and Last. A red box highlights the 'Status' column for the first entry, which is 'Pending'. A dropdown menu is open, showing options: 'Approved' (green checkmark), 'Rejected' (red X), and 'Pending' (blue plus). The 'Next Approver' column shows 'Anton Tolentino'.

Employee	Date	Start & End Time	OB Hours	Purpose	File Attachment	Status	Next Approver	Last
Dela Cruz, Juan Customer Support	December 18, 2025	5:10 PM - 7:10 PM	1 hrs 45 mins	Presentation to client	No Attachment	Pending	Anton Tolentino	

Showing 1 to 1 of 1 entries

To update the request status, select **Approved** after validating the request. If adjustments are needed, select **Rejected** so the employee can **file the request again**.

**Note:** Employees may file an **Official Business (OB)** request and still **clock in/out** as usual. However, once the OB request is **approved**, the system will **follow the Official Business record** and automatically **override the employee's clock-in/out attendance** for that period.