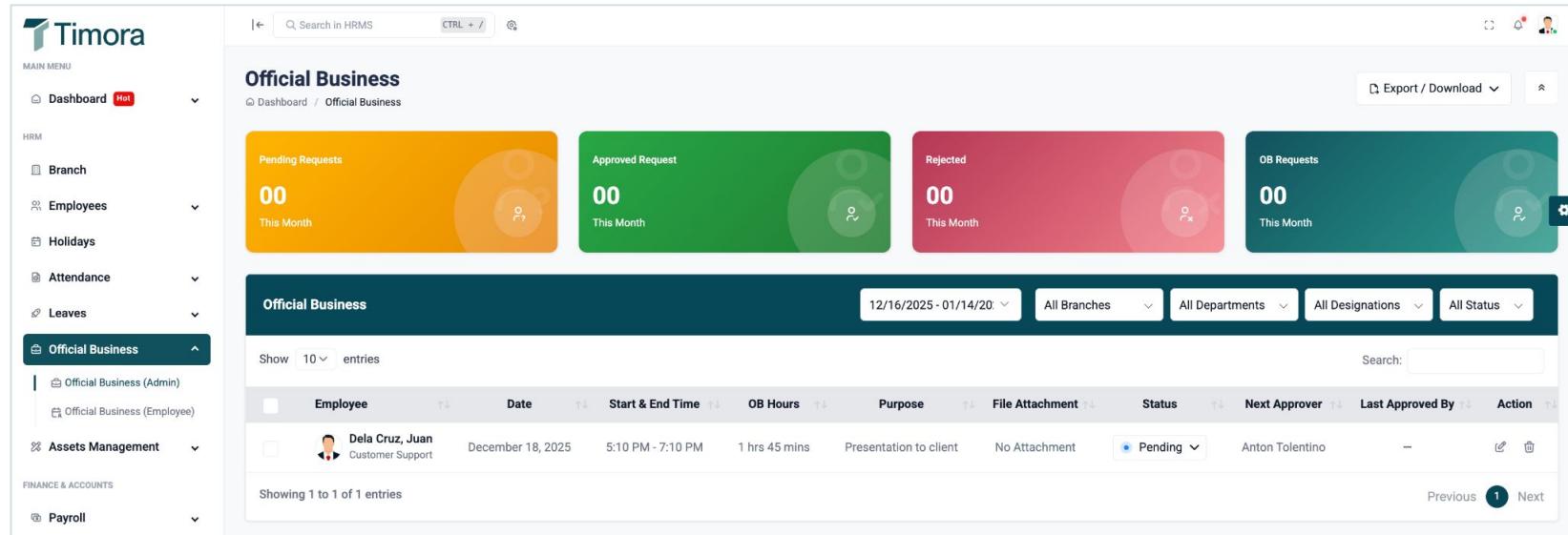




HOW TO APPROVE OFFICIAL BUSINESS

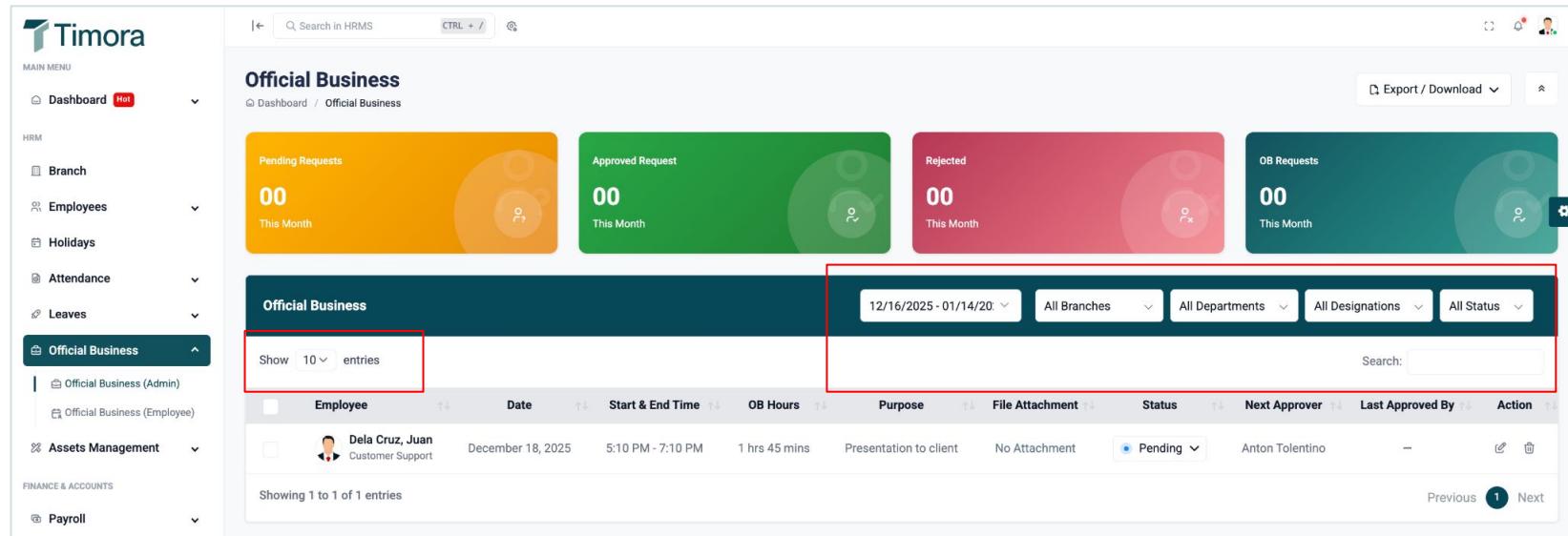
HOW TO APPROVE OFFICIAL BUSINESS



The screenshot displays the Timora HRMS software interface. The left sidebar shows the main menu with sections like Dashboard, Branch, Employees, Holidays, Attendance, Leaves, Official Business (selected), Assets Management, Finance & Accounts, and Payroll. The main content area is titled 'Official Business' and shows four summary cards: 'Pending Requests' (00 This Month), 'Approved Request' (00 This Month), 'Rejected' (00 This Month), and 'OB Requests' (00 This Month). Below these is a table titled 'Official Business' with columns: Employee, Date, Start & End Time, OB Hours, Purpose, File Attachment, Status, Next Approver, Last Approved By, and Action. One entry is listed: 'Dela Cruz, Juan' (Customer Support) on December 18, 2025, from 5:10 PM to 7:10 PM, 1 hrs 45 mins, Purpose: Presentation to client, Status: Pending, Next Approver: Anton Tolentino. The bottom of the table shows 'Showing 1 to 1 of 1 entries' and navigation buttons for Previous (1) and Next.

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

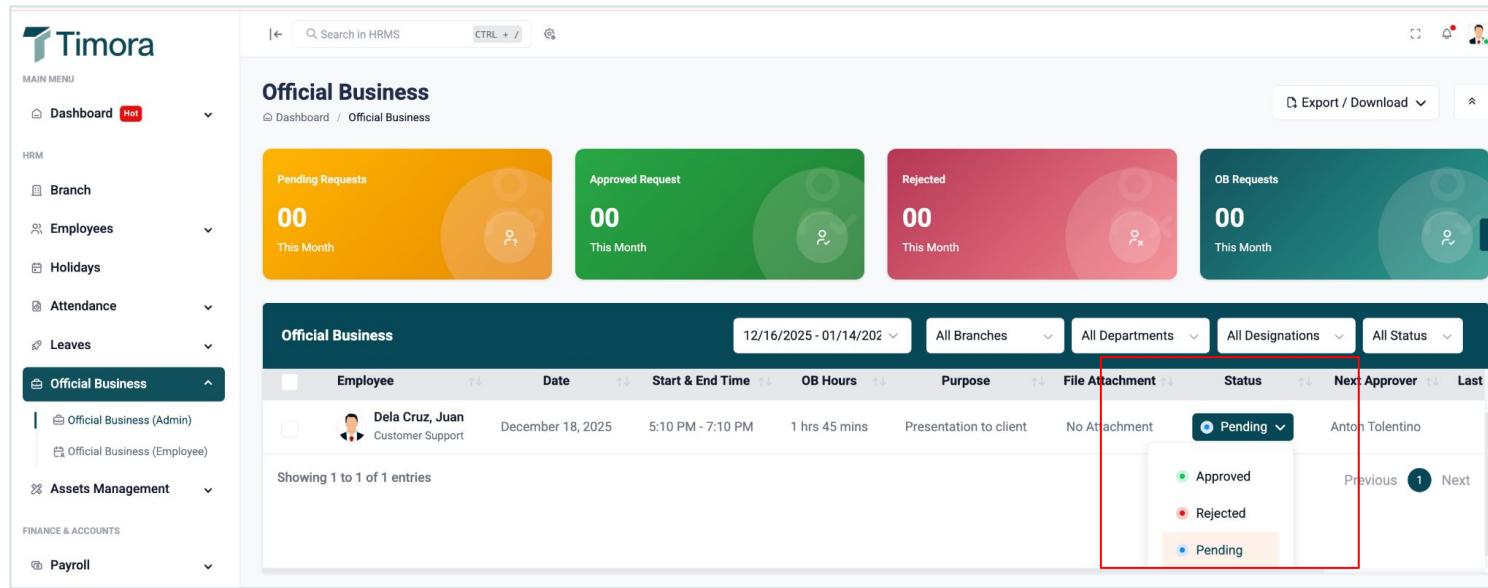
HOW TO APPROVE OFFICIAL BUSINESS



The screenshot shows the 'Official Business' section of the Timora HRMS interface. At the top, there are four summary cards: 'Pending Requests' (00 This Month), 'Approved Request' (00 This Month), 'Rejected' (00 This Month), and 'OB Requests' (00 This Month). Below these is a search/filter bar with date range (12/16/2025 - 01/14/2026), branches (All Branches), departments (All Departments), designations (All Designations), and status (All Status). A red box highlights this bar and the table header. The main table lists official business requests with columns for Employee, Date, Start & End Time, OB Hours, Purpose, File Attachment, Status, Next Approver, Last Approved By, and Action. A single entry is shown: 'Dela Cruz, Juan' (Customer Support) on December 18, 2025, from 5:10 PM to 7:10 PM, 1 hr 45 mins, for 'Presentation to client', with 'No Attachment', 'Pending' status, 'Anton Tolentino' as the next approver, and the entry was last approved by 'Anton Tolentino'. The table header is also highlighted with a red box. The left sidebar shows the main menu with 'Official Business' selected, and the bottom shows 'Showing 1 to 1 of 1 entries'.

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

HOW TO APPROVE OFFICIAL BUSINESS

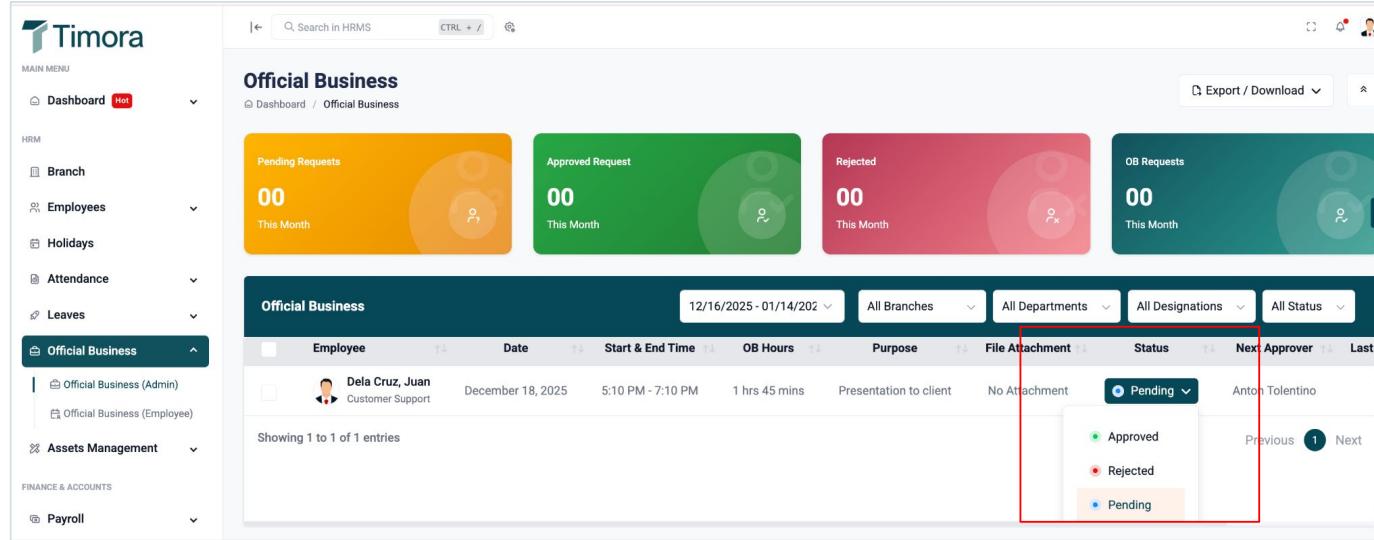


The screenshot shows the 'Official Business' section of the Timora HRMS system. On the left, a sidebar menu is visible with 'Dashboard' (Hot), 'Branch', 'Employees', 'Holidays', 'Attendance', 'Leaves', 'Official Business' (selected), 'Assets Management', 'FINANCE & ACCOUNTS', and 'Payroll'. The 'Official Business' section is expanded, showing 'Official Business (Admin)' and 'Official Business (Employee)'. The main content area displays a dashboard with four cards: 'Pending Requests' (00 This Month), 'Approved Request' (00 This Month), 'Rejected' (00 This Month), and 'OB Requests' (00 This Month). Below the dashboard is a table titled 'Official Business' with columns: Employee, Date, Start & End Time, OB Hours, Purpose, File Attachment, Status, Next Approver, and Last. A single entry is shown: 'Dela Cruz, Juan' (Customer Support) on 'December 18, 2025' from '5:10 PM - 7:10 PM' for '1 hrs 45 mins' with 'Presentation to client' purpose, 'No Attachment', and 'Pending' status. The 'Status' column has a dropdown menu with three options: 'Approved' (green dot), 'Rejected' (red dot), and 'Pending' (blue dot). The 'Rejected' and 'Pending' options are highlighted with a red box. At the bottom of the table, there are navigation buttons for 'Previous' (1), 'Next', and a page number '1'.

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 shows the Timora HRMS interface for managing official business requests. The left sidebar includes links for Dashboard, Branch, Employees, Holidays, Attendance, Leaves, Official Business (selected), Assets Management, and Payroll. The main content area is titled 'Official Business' and displays four summary cards: Pending Requests (00), Approved Request (00), Rejected (00), and OB Requests (00). Below these are filters for Date (12/16/2025 - 01/14/2026), All Branches, All Departments, All Designations, and All Status. A table lists a single request from 'Dela Cruz, Juan' on December 18, 2025, from 5:10 PM to 7:10 PM, for 1 hrs 45 mins, with the purpose 'Presentation to client'. The status is 'Pending'. A dropdown menu next to the status shows three options: 'Approved' (green), 'Rejected' (red), and 'Pending' (blue), with 'Approved' highlighted. A red box surrounds this dropdown menu.

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.