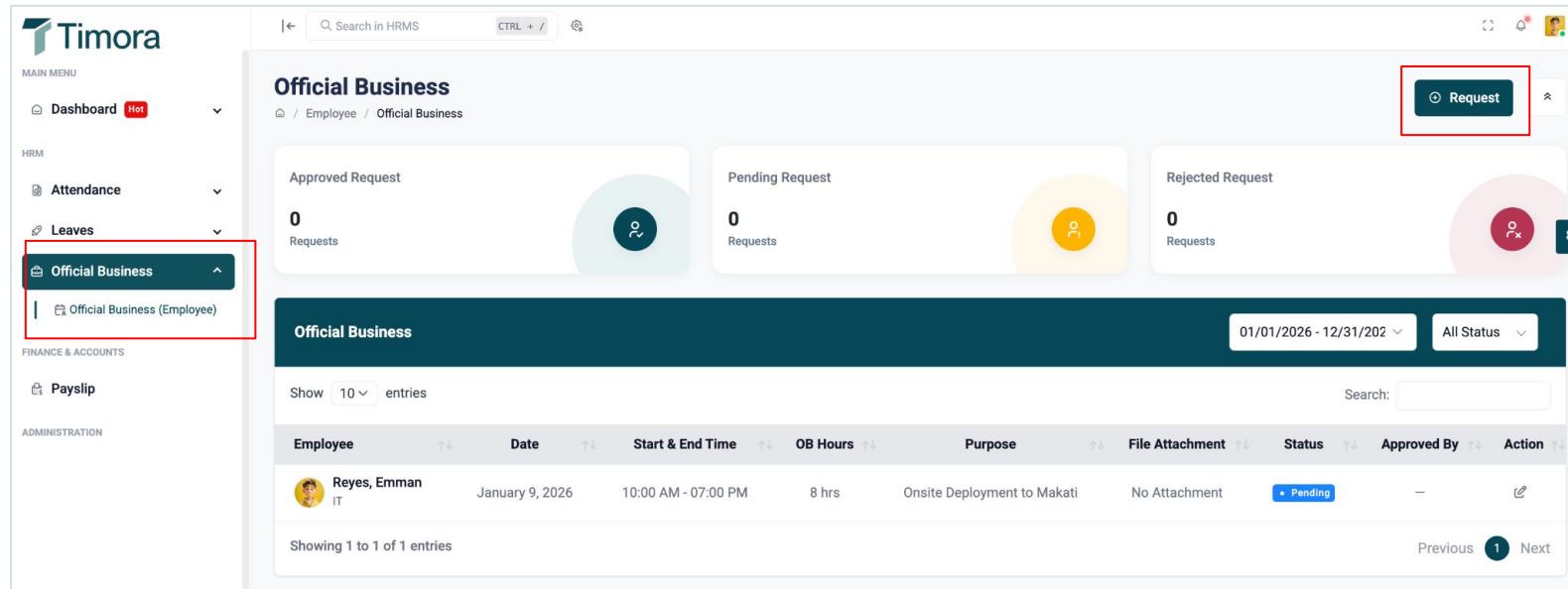




HOW TO FILE AN OFFICIAL BUSINESS

HOW TO FILE AN OFFICIAL BUSINESS



The screenshot shows the Timora HRMS software interface. On the left, there is a sidebar with the following menu structure:

- MAIN MENU
 - Dashboard (Hot)
 - Attendance
 - Leaves
 - Official Business (Employee) (highlighted)
 - Payslip
- FINANCE & ACCOUNTS
 - Official Business
- ADMINISTRATION

The main content area is titled "Official Business" and shows the following summary statistics:

- Approved Request: 0 Requests
- Pending Request: 0 Requests
- Rejected Request: 0 Requests

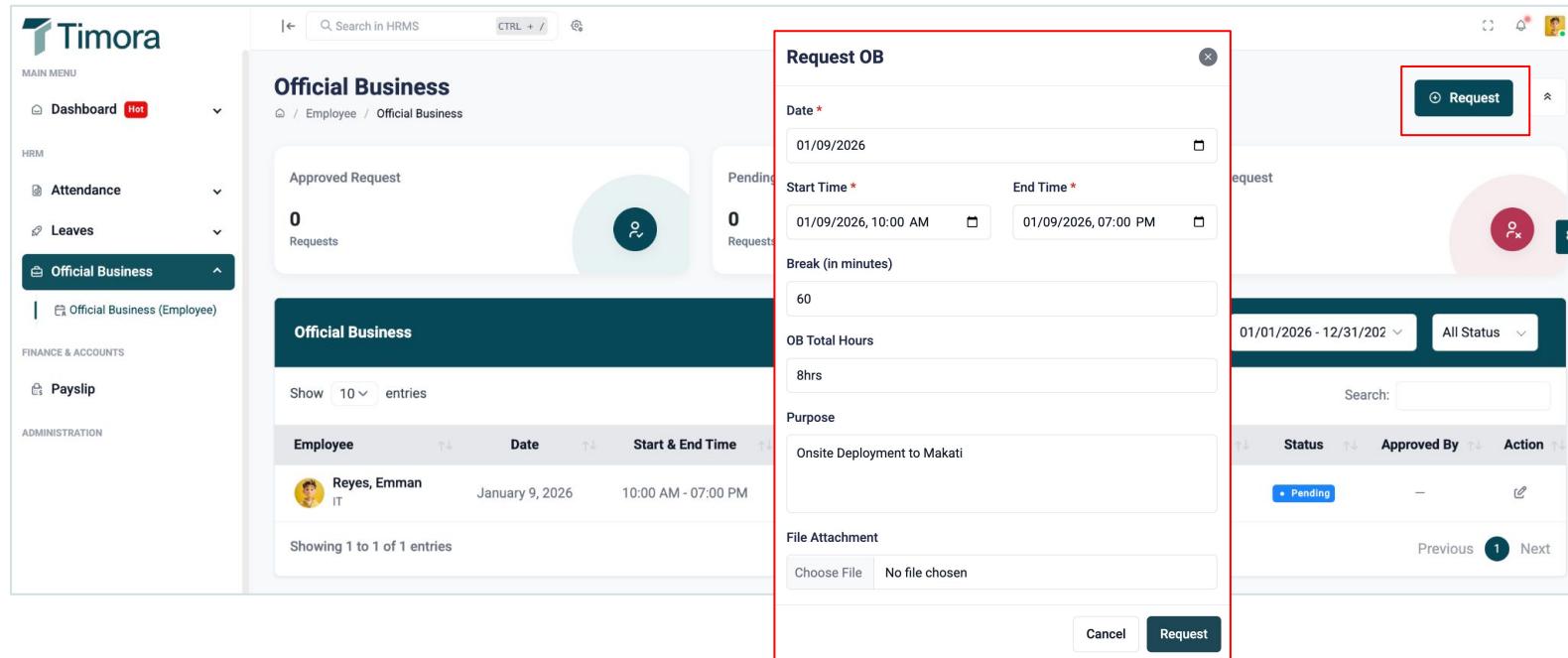
Below this is a table titled "Official Business" with the following data:

Employee	Date	Start & End Time	OB Hours	Purpose	File Attachment	Status	Approved By	Action
Reyes, Emman IT	January 9, 2026	10:00 AM - 07:00 PM	8 hrs	Onsite Deployment to Makati	No Attachment	Pending	-	Edit

At the top right of the main content area, there is a "Request" button with a red border and a small icon.

In **Official Business (Employee)**, click the **Request** button in the **upper-right corner**. A pop-up form will appear where you can fill in the required details.

HOW TO FILE AN OFFICIAL BUSINESS



The screenshot shows the Timora HRMS software interface. On the left, there is a sidebar with 'MAIN MENU' and several categories: 'Dashboard' (Hot), 'Attendance', 'Leaves', 'Official Business' (selected), 'Official Business (Employee)', 'Payslip', and 'Administration'. The 'Official Business' section is expanded, showing 'Approved Request' (0 Requests) and 'Pending' (0 Requests). The main content area is titled 'Official Business' and shows a table with one entry: 'Employee' (Reyes, Emman, IT), 'Date' (January 9, 2026), and 'Start & End Time' (10:00 AM - 07:00 PM). Below the table, it says 'Showing 1 to 1 of 1 entries'. To the right of this table is a 'Request OB' form, also highlighted with a red box. The form fields include: 'Date' (01/09/2026), 'Start Time' (01/09/2026, 10:00 AM), 'End Time' (01/09/2026, 07:00 PM), 'Break (in minutes)' (60), 'OB Total Hours' (8hrs), 'Purpose' (Onsite Deployment to Makati), and 'File Attachment' (Choose File, No file chosen). At the bottom of the form are 'Cancel' and 'Request' buttons, with the 'Request' button also highlighted with a red box. To the right of the form is a list of requests with columns for 'Status' (Pending), 'Approved By', and 'Action'. The status is set to 'Pending'.

Fill in the **date**, **time**, **break duration (in minutes)**, and **purpose**. Attach a file if there are any **supporting documents** needed for validation.

Click **Request** to submit the Official Business filing.

HOW TO FILE AN OFFICIAL BUSINESS

The screenshot shows the Timora HRMS interface. On the left, the main menu includes 'Dashboard', 'Attendance', 'Leaves', 'Official Business' (selected), 'Payslip', and 'Administration'. The 'Official Business' section shows 0 requests. Below it, a table lists an 'Official Business' entry for 'Reyes, Emman' on 'January 9, 2026'. The 'Rejected Request' section shows 0 requests. A red box highlights the 'Request' button in the top right of the main area. Another red box highlights the 'Pending' status in the 'Status' column of the 'Rejected Request' table.

Edit OB

Date * 01/09/2026

Start Time * 01/09/2026, 10:00 AM End Time * 01/09/2026, 07:00 PM

Break (in minutes) 60

OB Total Hours 8hrs

Purpose Onsite Deployment to Makati

File Attachment Choose File No file chosen

Cancel Update

Rejected Request 0 Requests 01/01/2026 - 12/31/2022 All Status

File Attachment Status Approved By Action

No Attachment Pending -

Search: Previous 1 Next

Note: If there are any adjustments needed for a filed **Official Business (OB)** request, you may update it as long as the status is **Pending**.

After making the necessary changes, click **Update** to save the adjustments.

HOW TO FILE AN OFFICIAL BUSINESS

The screenshot shows the Timora HRMS interface. On the left, the main menu includes 'Dashboard', 'Attendance', 'Leaves', 'Official Business' (selected), 'Payslip', and 'Administration'. The 'Official Business' section shows 0 requests. The center features a modal window titled 'Edit OB' with fields for Date (01/09/2026), Start Time (01/09/2026, 10:00 AM), End Time (01/09/2026, 07:00 PM), Break (60 minutes), OB Total Hours (8hrs), Purpose (Onsite Deployment to Makati), and a File Attachment section. The 'Request' button is highlighted with a red box. To the right, a list of 'Rejected Request' shows 0 requests. A table at the bottom lists file attachments with columns for Status (Pending), Approved By (None), and Action (Edit icon). The status 'Pending' is also highlighted with a red box.

Additional Note: You may file an **Official Business (OB)** request while still using the **clock in/out** button for the timekeeping. However, once the OB request is **approved**, the system will **override your timekeeping for that day** and follow the **approved Official Business record**.