



# HOW TO FILE AN OFFICIAL BUSINESS

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The screenshot displays the Timora HRMS interface. On the left sidebar, the 'Official Business' menu item is highlighted with a red box, and its sub-item 'Official Business (Employee)' is also highlighted. The main content area is titled 'Official Business' and shows three cards for 'Approved Request', 'Pending Request', and 'Rejected Request', each with '0 Requests'. A 'Request' button is highlighted with a red box in the upper-right corner. Below the cards is a table of official business requests.

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	—	

Showing 1 to 1 of 1 entries

Previous 1 Next

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 displays the Timora HRMS interface. On the left is a sidebar with a 'MAIN MENU' containing 'Dashboard', 'Attendance', 'Leaves', 'Official Business', 'Official Business (Employee)', 'FINANCE & ACCOUNTS' with 'Payslip', and 'ADMINISTRATION'. The main content area is titled 'Official Business' and shows 'Approved Request' (0) and 'Pending Request' (0) counts. Below this is a table of requests. A modal titled 'Request OB' is open, containing fields for 'Date', 'Start Time', 'End Time', 'Break (in minutes)', 'OB Total Hours', 'Purpose', and 'File Attachment'. A 'Request' button is highlighted in the top right of the modal. In the background, another 'Request' button is visible on the right side of the interface.

Employee	Date	Start & End Time
Reyes, Emman IT	January 9, 2026	10:00 AM - 07:00 PM

Showing 1 to 1 of 1 entries

**Request 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 Request

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 displays the Timora HRMS interface. On the left is a sidebar menu with sections: MAIN MENU (Dashboard, Attendance, Leaves, Official Business), FINANCE & ACCOUNTS (Payslip), and ADMINISTRATION. The main content area is titled 'Official Business' and shows a list of requests for 'Employee' with columns for Employee, Date, and Status. A modal window titled 'Edit OB' is open, allowing updates to a request. The modal fields include 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 File Attachment (No file chosen). The modal has 'Cancel' and 'Update' buttons. In the background, the 'Official Business' list shows a request for 'Reyes, Emman' on 'January 9, 2026' with a status of 'Pending'. A 'Request' button is visible in the top right of the main area.

**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

**Official Business**

Approved Request  
0 Requests

Rejected Request  
0 Requests

01/01/2026 - 12/31/2022 All Status

Search:

File Attachment	Status	Approved By	Action
No Attachment	Pending	—	

Showing 1 to 1 of 1 entries

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.

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The screenshot displays the Timora HRMS interface. On the left is a sidebar menu with categories: MAIN MENU (Dashboard, Attendance, Leaves, Official Business), FINANCE & ACCOUNTS (Payslip), and ADMINISTRATION. The main content area is titled 'Official Business' and shows a summary of 'Approved Request' (0) and 'Rejected Request' (0). A modal window titled 'Edit OB' is open, containing 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 File Attachment (No file chosen). The modal has 'Cancel' and 'Update' buttons. In the background, a table lists official business requests. A red box highlights the 'Request' button in the top right, and another red box highlights the 'Status' column of the table, which shows a 'Pending' status.

**Official Business**

Approved Request: 0 Requests

Rejected Request: 0 Requests

**Official Business**

Show 10 entries

Employee	Date	Status
Reyes, Emman IT	January 9, 2026	10

Showing 1 to 1 of 1 entries

**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

**Request**

Search:

File Attachment	Status	Approved By	Action
No Attachment	Pending	—	

Previous 1 Next

**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**.