

# Official Business

HRM

Branch

Employees

Holidays

Attendance

Leaves

Official Business

Official Business (Admin)

Official Business (Employee)

Assets Management

To open Official Business (Employee),  
**Click this Button**



# Official Business

**Official Business**

Employee / Official Business

Approved Request  
0 Requests

Rejected Request  
0 Requests

Request

Request OB

Date \* mm/dd/yyyy

Start Time \* mm/dd/yyyy :-- --

End Time \* mm/dd/yyyy :-- --

Break (in minutes)

OB Total Hours

Purpose

File Attachment  
Choose File No file chosen

Cancel Request

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

Search

File Attachment Status Approved By Action

Showing 0 to 0 of 0 entries

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- Employees can request/file an **Official Business (OB)** entry if they are working off-site or in the field.
- Usage depends on company policy and approval requirements.