


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

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

Search

File Attachment	Status	Approved By	Action
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Showing 0 to 0 of 0 entries

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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

- 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.