

DINGTALK GUIDE BOOK

CINEGEARPRO LIMITED

1. *How to Clock in/out?*

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4. *How to submit an approval for sick leave*

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5. *How to submit Reimbursement*

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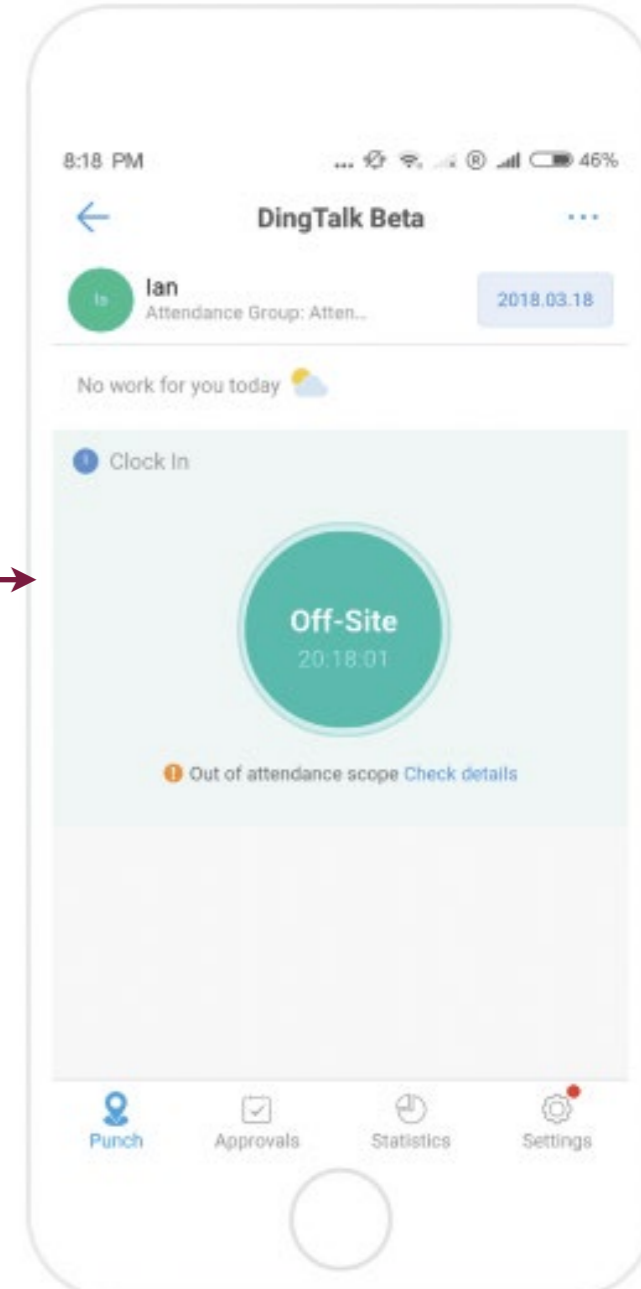
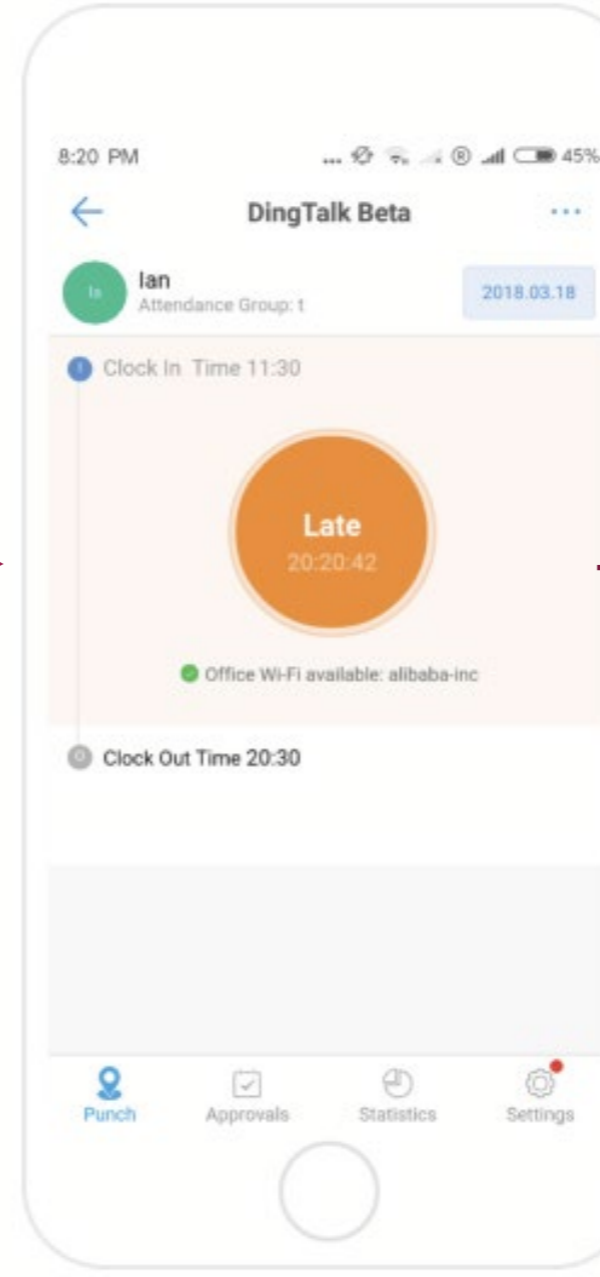
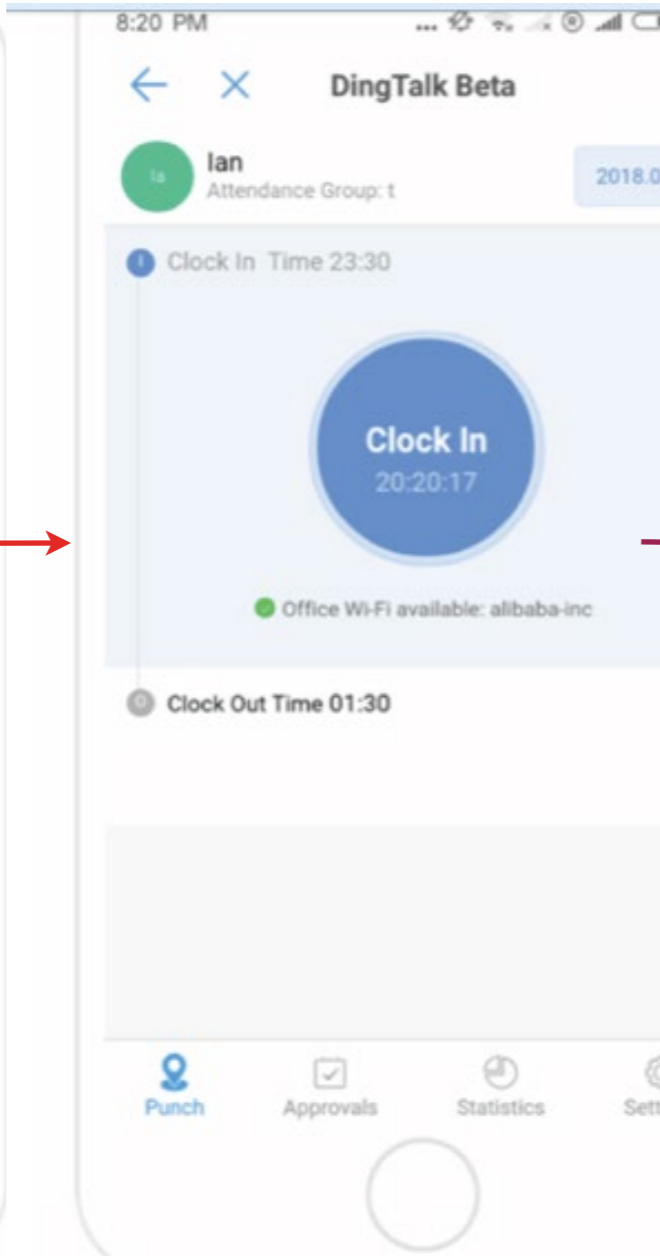
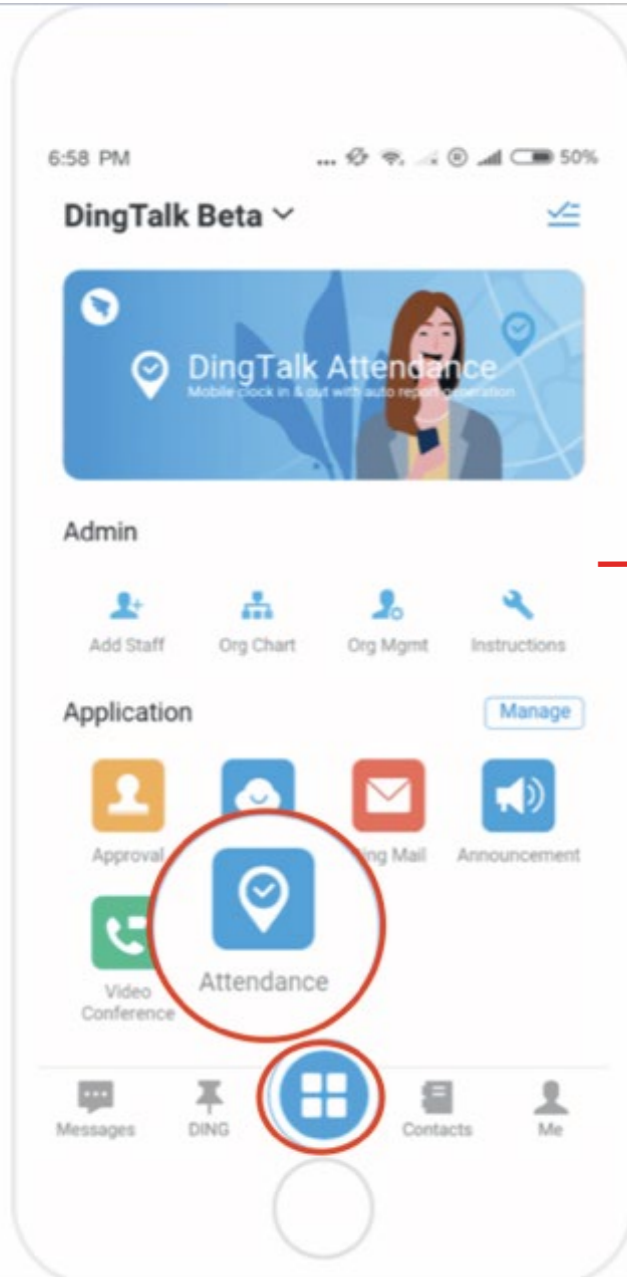
1. How to Clock in/out?

1. Click “work” tab and Click “Attendance”

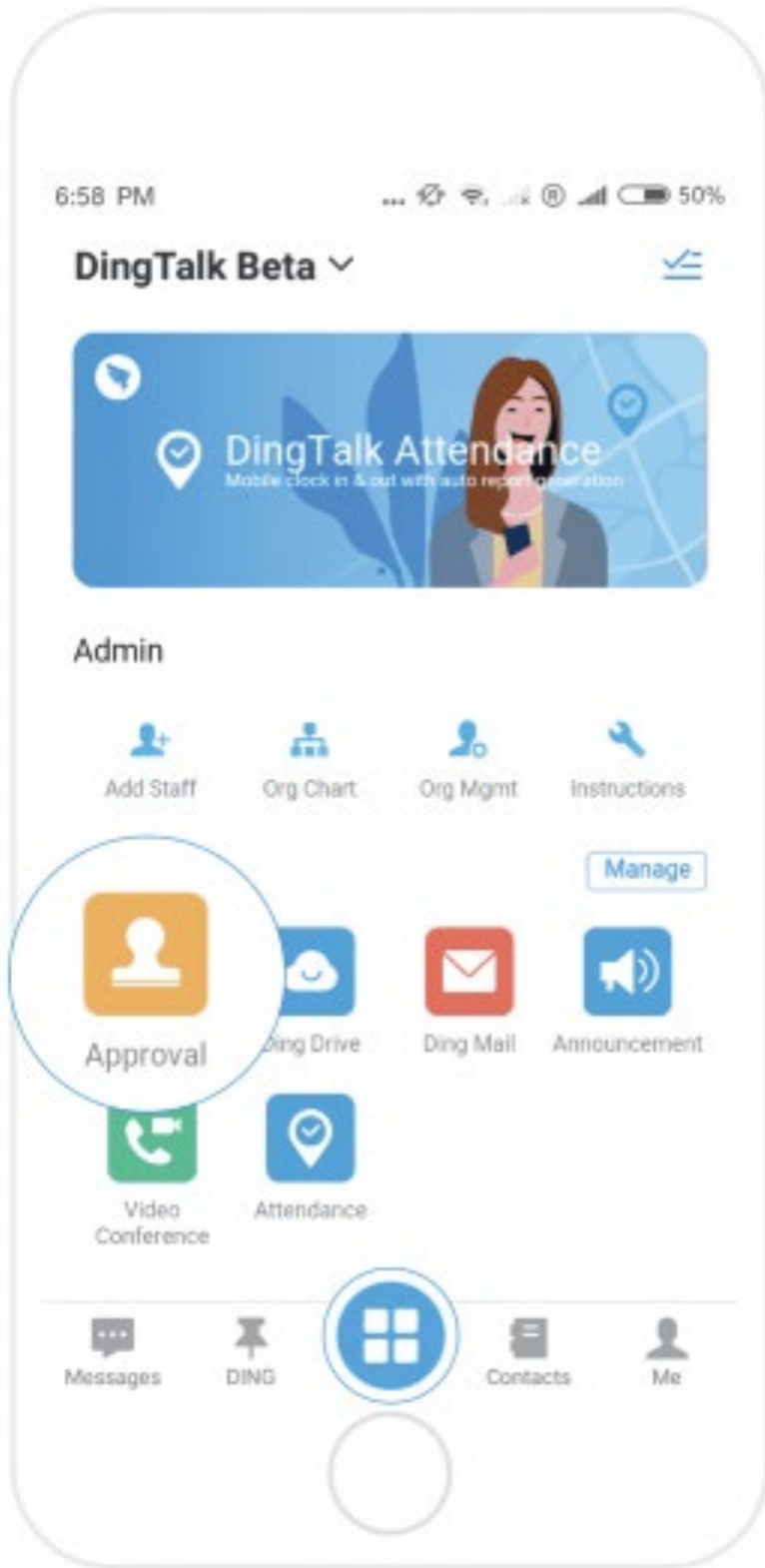
2. Once your enter the range of connected to office WI-FI before Clock-in time, it will shows like this, click “Clock In”

3. If you are late, it will shows like this “Late”

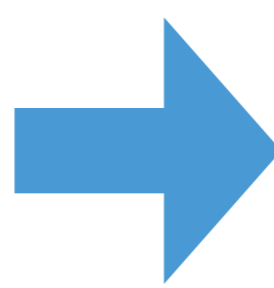
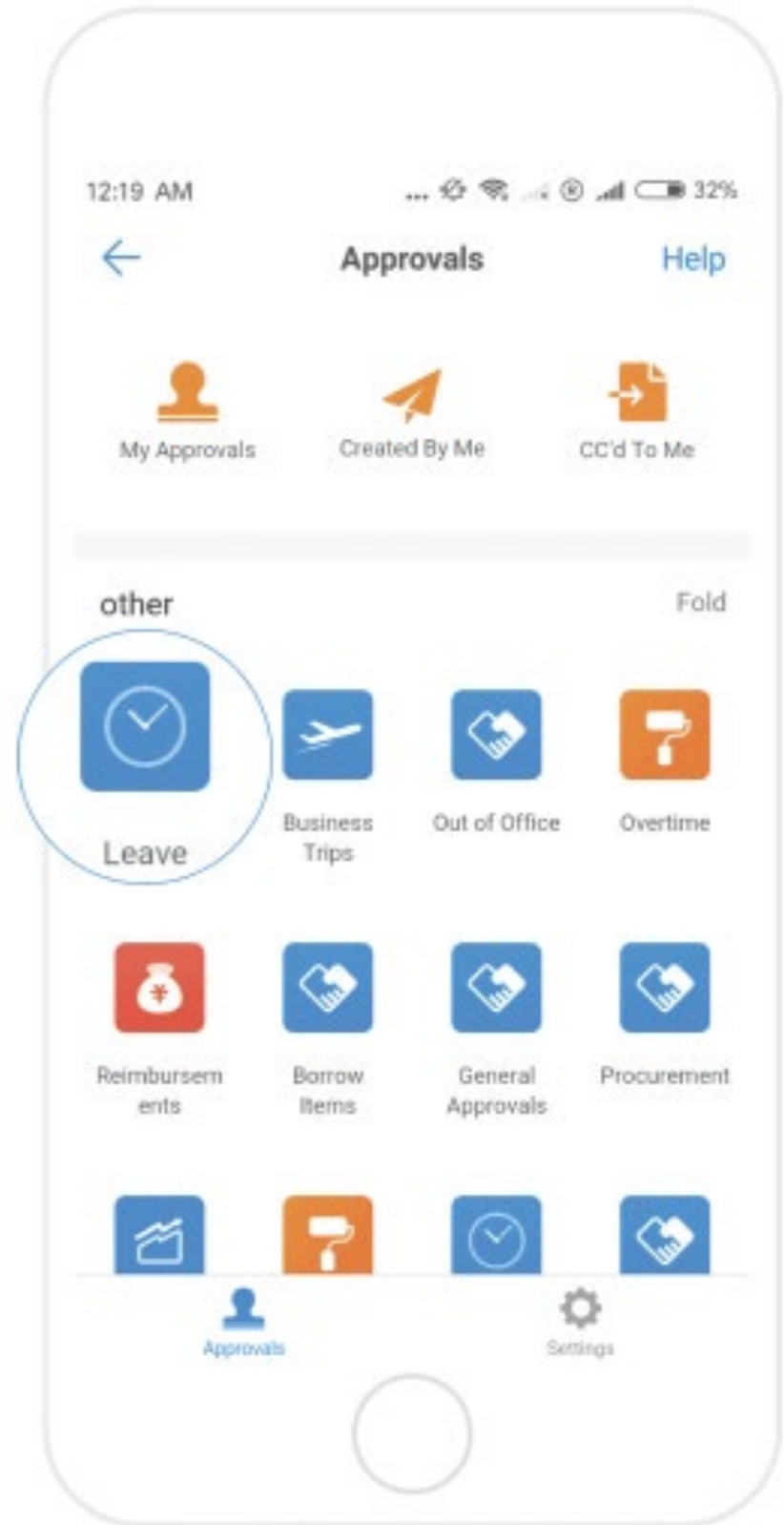
4. If you are not connected to the office Wi-Fi or not within the attendance range, your clock-in will look like the picture below. Such clock-ins will be marked as” off-site” Please check with your admin, if you are allowed to do off-site clock-in, or this may affect your salary “ off-site”



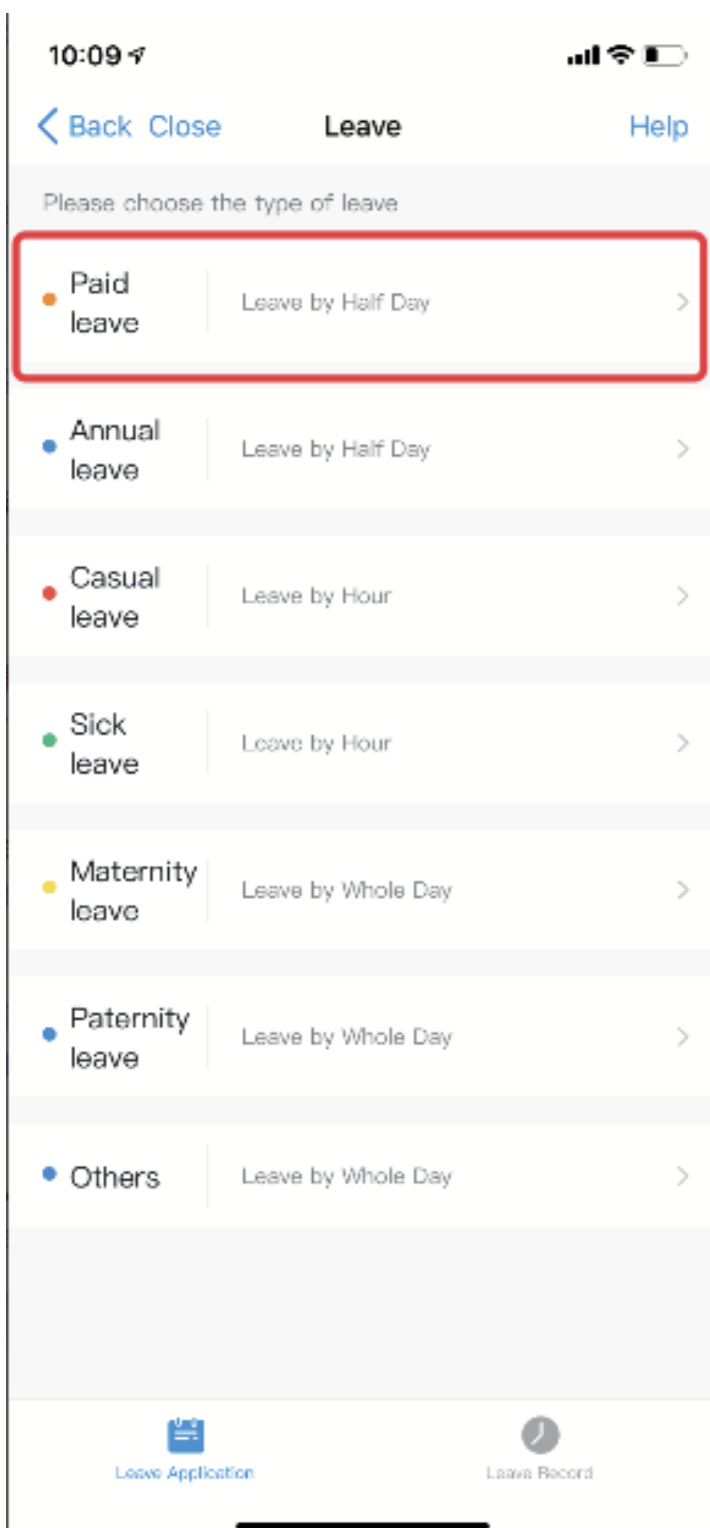
1. Click "Work" tab--Click Approval



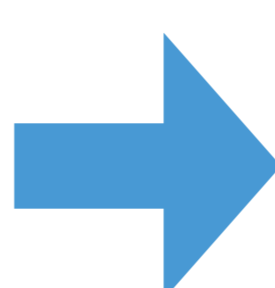
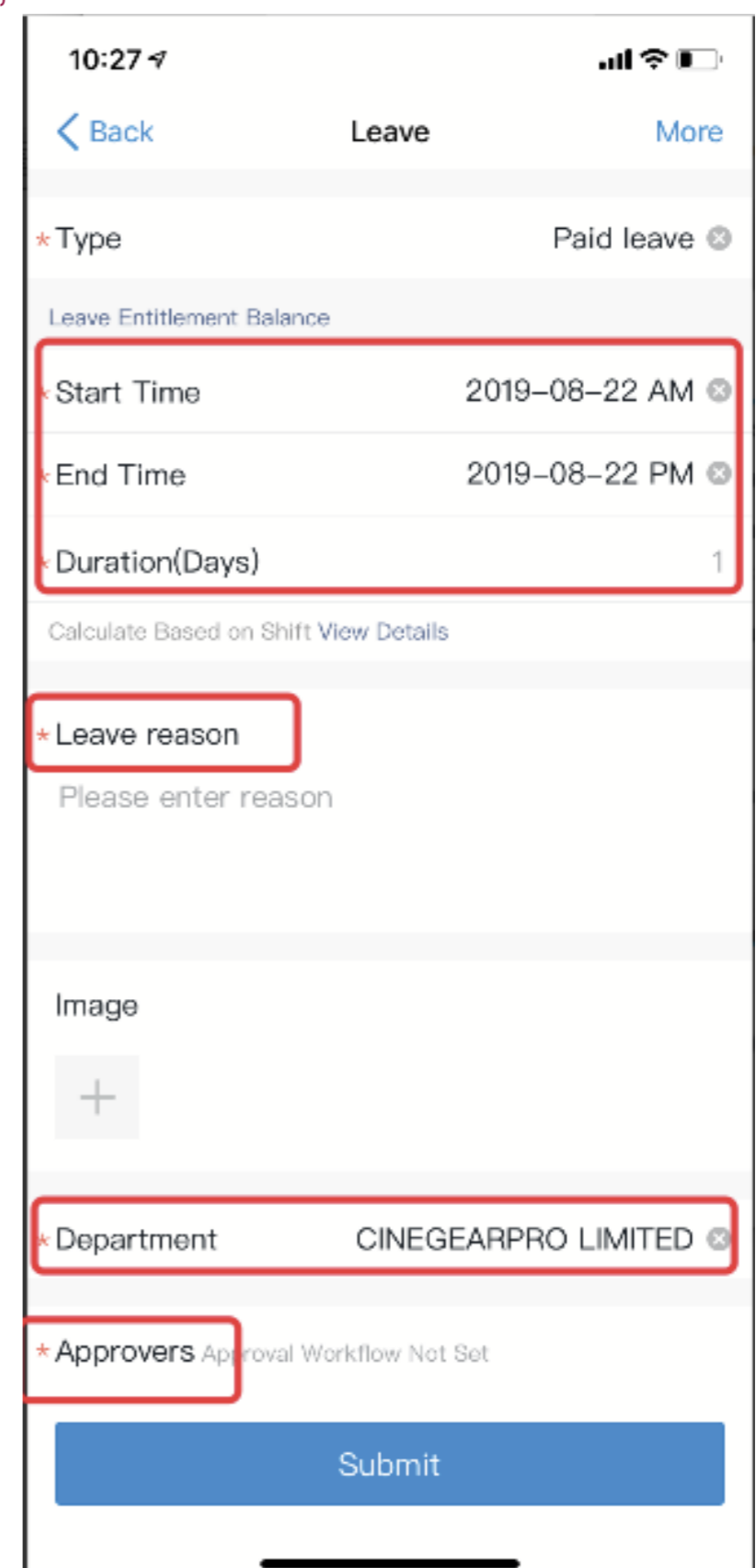
2. Choose the template and Click in "Leave"



3. Then choose the reason why you leave, if paid leave then Click "Paid Leave"



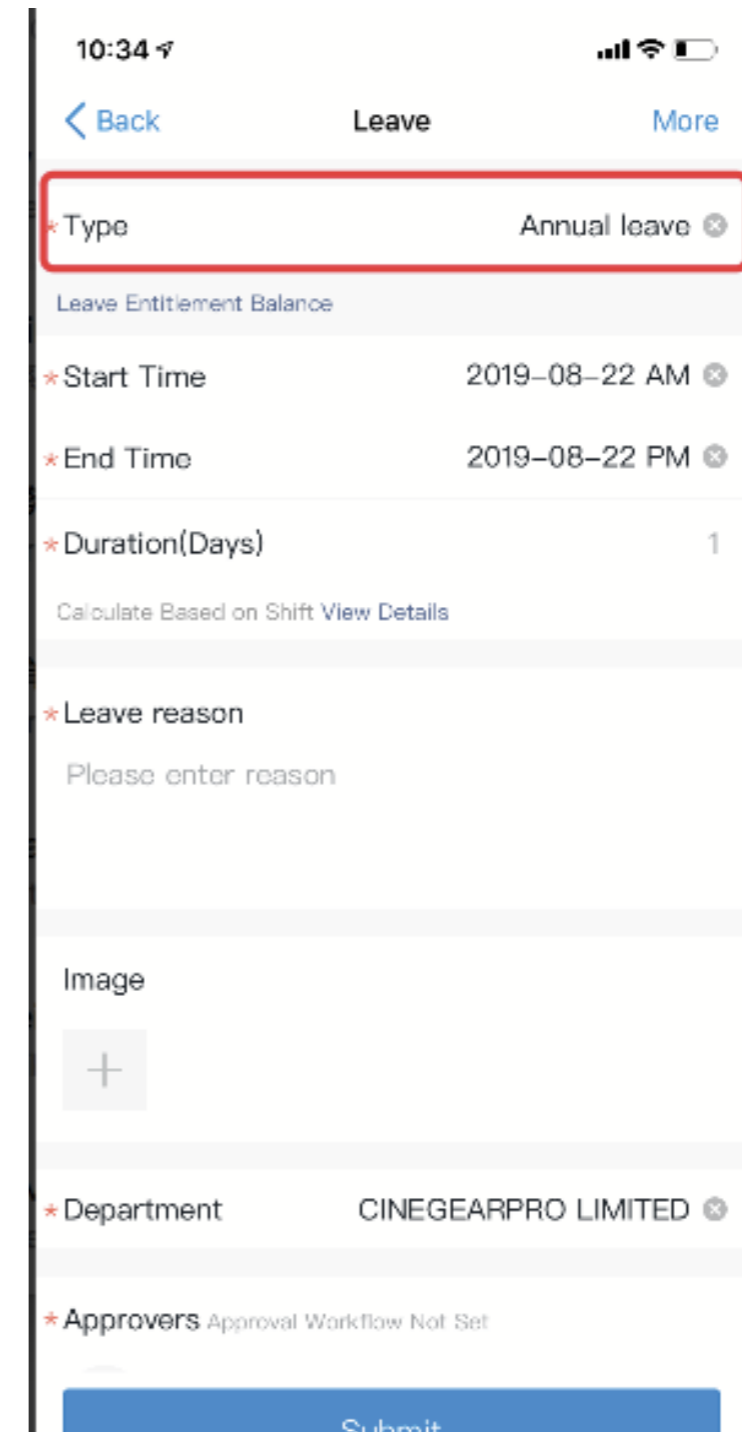
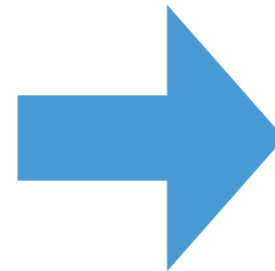
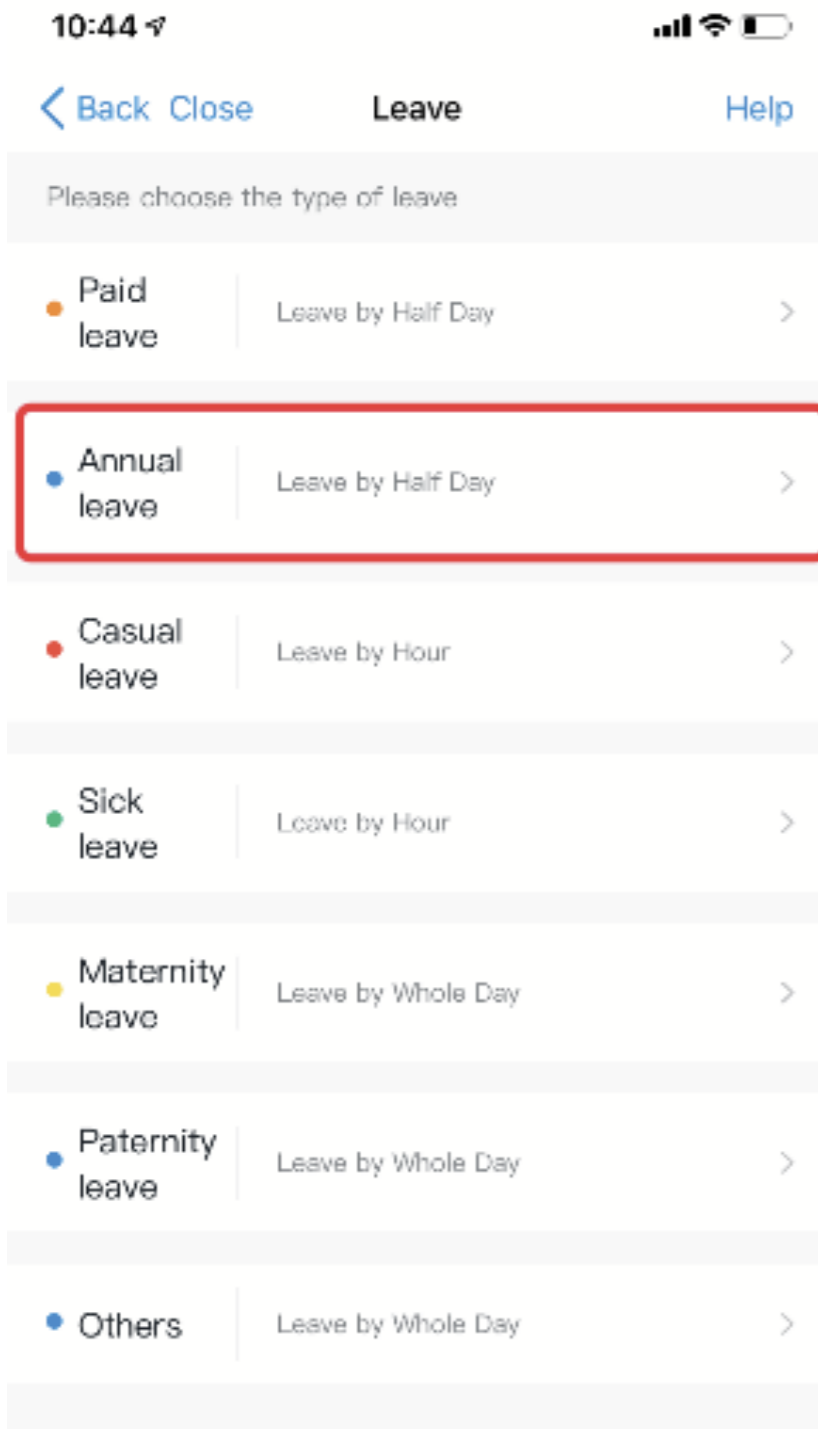
4. Fill out the Start Time and End Time, Duration(Days) and your Leave reason, choose the department "CINEGEARPRO LIMITED", then add Approver "Shirley", finally CC to "Ran" and "Emily" before click "Submit"



3. How to submit an approval for annual

1. If you ask for Annual leave, then Click” Paid Leave”

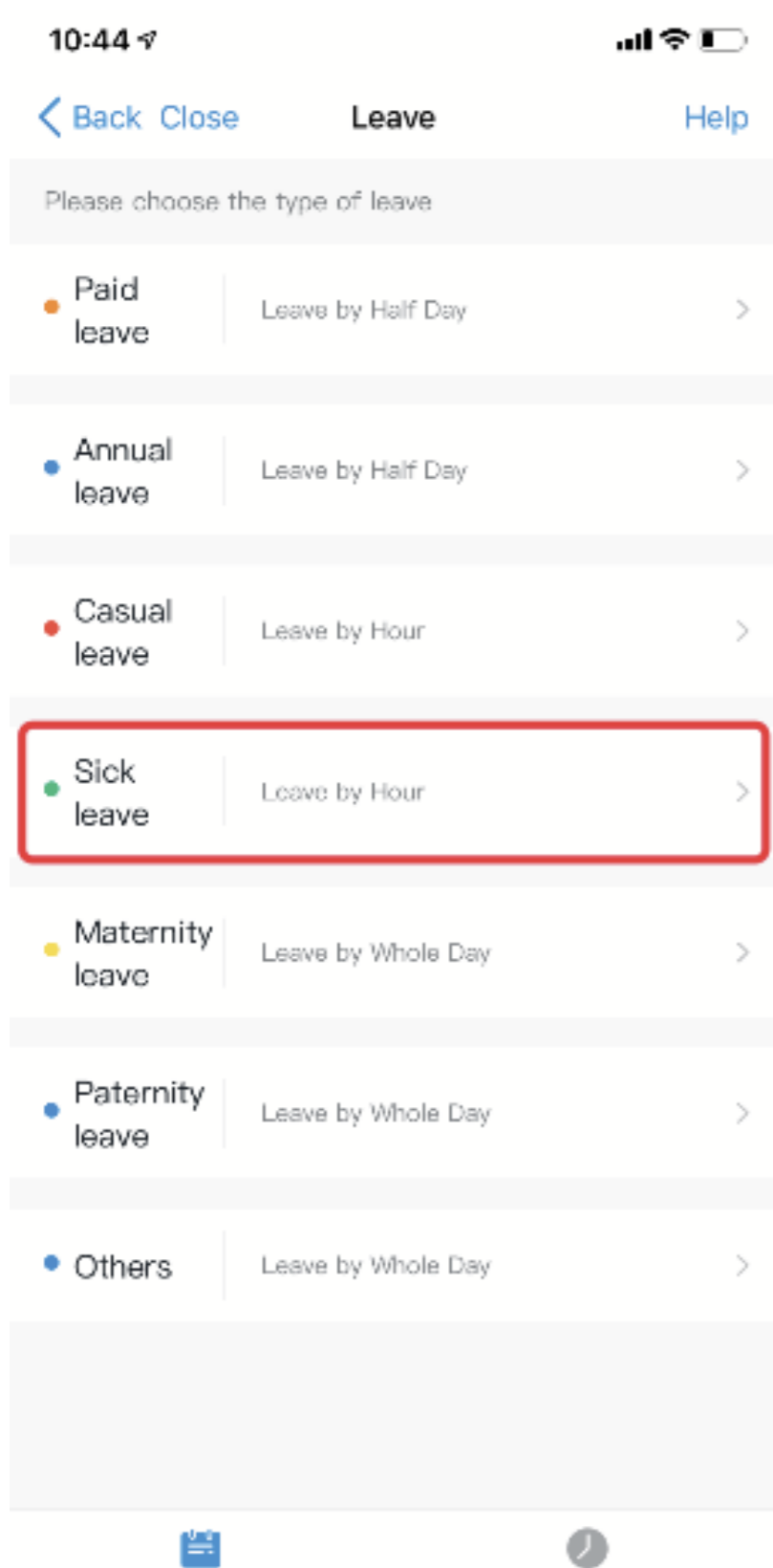
2. Choose the Type” Annual leave” and Fill out the Start Time and End Time, Duration(Days) and your Leave reason, choose the department “CINEGEARPRO LIMITED”, then add Approvers “ Shirley”, final CC to “Ran” and “Emily” before click “Submit”



4. How to submit an approval for sick leave

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1. If you ask for Sick leave, then Click” Sick Leave”



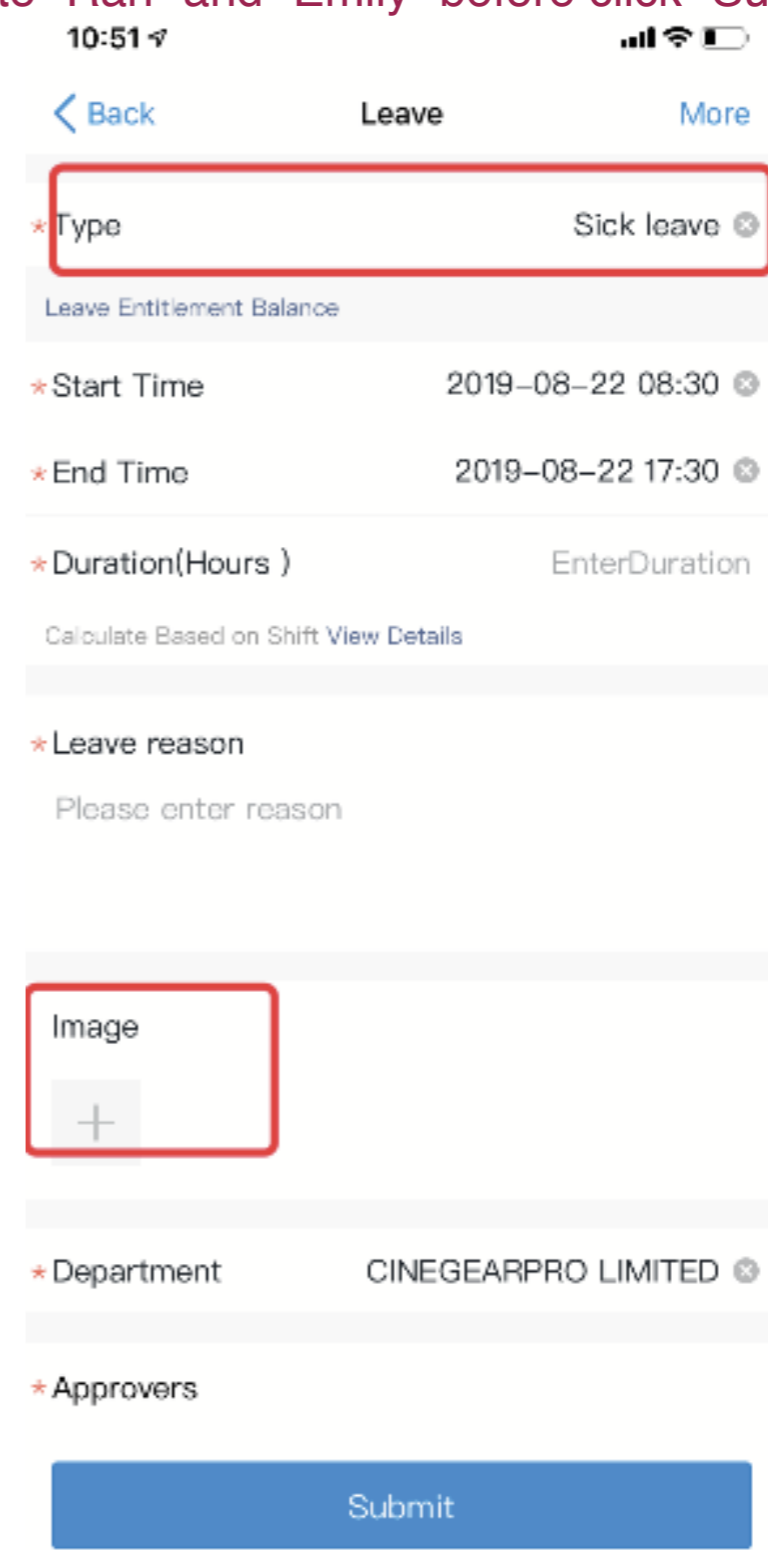
10:44

< Back Close Leave Help

Please choose the type of leave

- Paid leave | Leave by Half Day >
- Annual leave | Leave by Half Day >
- Casual leave | Leave by Hour >
- Sick leave | Leave by Hour >**
- Maternity leave | Leave by Whole Day >
- Paternity leave | Leave by Whole Day >
- Others | Leave by Whole Day >

2. Choose the Type” Sick leave” and Fill out the Start Time and End Time, Duration(Days) and your Leave reason, if possible you should add some pictures of your hospital pay slip, then choose the department “CINEGEARPRO LIMITED”, add Approvers “Shirley”, final CC to “Ran” and “Emily” before click “Submit”



10:51

< Back Leave More

*Type Sick leave

Leave Entitlement Balance

*Start Time 2019-08-22 08:30

*End Time 2019-08-22 17:30

*Duration(Hours) EnterDuration

Calculate Based on Shift View Details

*Leave reason
Please enter reason

Image
+

*Department CINEGEARPRO LIMITED

*Approvers

Submit

5. How to submit Reimbursement

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1. Click “work” tab and Click “Attendance”
2. Choose the template and Click in “Reimbursement”

3. Fill out the Amount and Type, Expense Details, and attachement some banks slip or other payment slip , for the Department pls choose”CINEGEARPRO LIMITED” , add Approvers “ Shirley”, At the bottom,final CC to “Ran” and “Emily” before click “Submit”

