

# 線上差假管理系統

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居假辦公線上簽到退操作

- 登入後至【差勤系統->人事基本設定->居家辦公線上簽到退】即可打卡。

The screenshot displays the 'Attendance System' (差勤系統) web interface. The navigation path is highlighted with red boxes and numbered 1 through 4:

1. 差勤系統 (Attendance System)
2. 人事基本設定 (HR Basic Settings)
3. 居家辦公線上簽到退 (Home Office Online Sign-in/Out)
4. 上班簽到 (Sign in for work)

The main content area shows the current time as 2020-04-10 17:01:05 (UTC/GMT +8) and the current IP address as 118.163.163.242. Below this, there are four buttons: 上班簽到 (Sign in for work), 下班簽退 (Sign out for work), 加班簽到 (Sign in for overtime), and 加班簽退 (Sign out for overtime). The 上班簽到 button is highlighted with a red box.

Below the buttons, there is a section titled '您今日的簽到退紀錄' (Your sign-in/sign-out record for today). It contains a table with columns for '刷卡號碼' (Card number) and '刷卡時間' (Card time). The table currently shows '目前無資料' (No data available).

At the bottom of the page, there is a '回首頁' (Return to home) button.

# ■ 狀況1： 若系統顯示您個人未開放或所在位置非線上 簽到退導入單位。

差勤系統 / 人事基本設定 / 居家辦公線上簽到退

居家辦公線上簽到退

目前時間：2020-04-14 11:35:31 (UTC/GMT +8)

目前IP位置：223.139.9.1

代表人事單位尚未將您設定成不限IP打卡人員，  
請聯絡人事單位協助設定。

您個人未開放或所在位置非線上簽到退導入單位

## 您今日的簽到退紀錄

刷卡號碼

刷卡時間

目前無資料

回首頁

- 狀況2：  
已有開放居家辦公線上簽到退，但首頁上卻顯示【您所在位置非線上簽到退導入單位】。

The screenshot shows the HR system interface. At the top, there are navigation links for '差勤系統' (Attendance System), '流程系統' (Workflow System), and '投票系統' (Voting System). Below this, there are buttons for '假假申請單', '各項費用申請', '基本勤務查詢', '人事基本設定', and '系統基本設定'. A '登出' (Logout) button is also present.

The main content area displays the following information:

- 代理訊息 (Agency Information) table with columns: 假別 (Leave Type), 請假人 (Leave Applicant), 請假時間 (Leave Time). The table is currently empty, showing '目前無資料' (No data currently).
- 目前時間: 2020-04-10 17:18:18 (UTC/GMT +8)
- 目前IP位置: 223.138.115.2
- 警告訊息: 您所在位置非線上簽到退導入單位 (Your current location is not an online check-in unit).

The breadcrumb trail shows: 差勤系統 / 人事基本設定 / 居家辦公線上簽到退 (Attendance System / HR Basic Settings / Home Office Online Check-in/Out).

The main content area shows the following information:

- 目前時間: 2020-04-10 17:30:19 (UTC/GMT +8)
- 預計最早可簽退時間 17:00以後 (Estimated earliest check-out time after 17:00)
- 目前IP位置: 49.216.189.156
- 簽到時間: 16:41
- Buttons: 上班簽到 (Work Check-in), 下班簽退 (Work Check-out), 加班簽到 (Overtime Check-in), 加班簽退 (Overtime Check-out)

Below this, there is a table for '您今日的簽到退紀錄' (Your check-in/out record for today):

刷卡號碼 (Card Number)	刷卡時間 (Card Time)
0422545182	109-04-10 17:07:34
0422545182	109-04-10 16:41:22

At the bottom, there is a '回首頁' (Home) button.

此時需再點選【差勤系統->人事基本設定->居家辦公線上簽到退】即可打卡。