

線上差假管理系統

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. Top navigation bar: 差勤系統 (Attendance System)
2. Secondary navigation bar: 人事基本設定 (HR Basic Settings)
3. Tertiary navigation bar: 居家辦公線上簽到退 (Home Office Online Sign-in/Out)
4. Main content area: 上班簽到 (Sign in at work)

The main content area displays the current time and IP address:

目前時間 : 2020-04-10 17:01:05 (UTC/GMT +8)


目前IP位置 : 118.163.163.242

Below the time and IP address, there are four buttons: 上班簽到 (Sign in at work), 下班簽退 (Sign out at 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 and numbered 4.

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

A '回首頁' (Return to home) button is located at the bottom center.

■ 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 tabs for '差勤電子表單系統' (Attendance Electronic Form System) and a '登出' (Logout) button. The main navigation bar includes '個人資訊' (Personal Information), '個人詞庫設定' (Personal Vocabulary Settings), '職務代理設定' (Job Proxy Settings), '線上簽到退' (Online Sign-in/Out), and '居家辦公線上簽到退' (Home Office Online Sign-in/Out). The '代理訊息' (Proxy Message) section shows a table with columns for '假別' (Leave Type), '請假人' (Leave Applicant), and '請假時間' (Leave Time), with the note '目前無資料' (No data currently). The current time is 2020-04-10 17:18:18 (UTC/GMT +8) and the current IP address is 223.138.115.2. A red box highlights the error message: '您所在位置非線上簽到退導入單位' (Your location is not an online sign-in/out import unit). Below this, a red box contains the instruction: '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。' (At this time, you need to click again on [Attendance System -> HR Basic Settings -> Home Office Online Sign-in/Out] to clock in). The main content area shows the current time as 2020-04-10 17:30:19 (UTC/GMT +8), the estimated earliest sign-out time as 17:00, and the current IP address as 49.216.189.156. The sign-in time is 16:41. There are four buttons: '上班簽到' (Clock In), '下班簽退' (Clock Out), '加班簽到' (Overtime Clock In), and '加班簽退' (Overtime Clock Out). Below this, there is a table for '您今日的簽到退紀錄' (Your sign-in/out record for today) with columns for '刷卡號碼' (Card Number) and '刷卡時間' (Card Time). The table shows two records for card number 0422545182, with clock-in times of 17:07:34 and 16:41:22. A '回首頁' (Home) button is at the bottom.

假別	請假人	請假時間
目前無資料		

刷卡號碼	刷卡時間
0422545182	109-04-10 17:07:34
0422545182	109-04-10 16:41:22