

# 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. 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 for 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 information, 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 and the number 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 current status is '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 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', along with a '登出' (Logout) button. The main navigation bar includes '個人資訊', '個人詞庫設定', '職務代理設定', '線上簽到退', and '居家辦公線上簽到退'. The '代理訊息' section shows a table with columns for '假別', '請假人', and '請假時間', with the note '目前無資料'. The current time is 2020-04-10 17:18:18 (UTC/GMT +8) and the 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'. Below this, a breadcrumb trail shows '差勤系統 / 人事基本設定 / 居家辦公線上簽到退'. 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. A red box highlights the sign-in buttons: '上班簽到', '下班簽退', '加班簽到', and '加班簽退'. A red arrow points from a large red box containing 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.) 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 sign-in times of 109-04-10 17:07:34 and 109-04-10 16:41:22. A '回首頁' (Home) button is at the bottom.