

Carbonik (Hong Kong) Limited

Backstage ESS Manual

Sep 2022

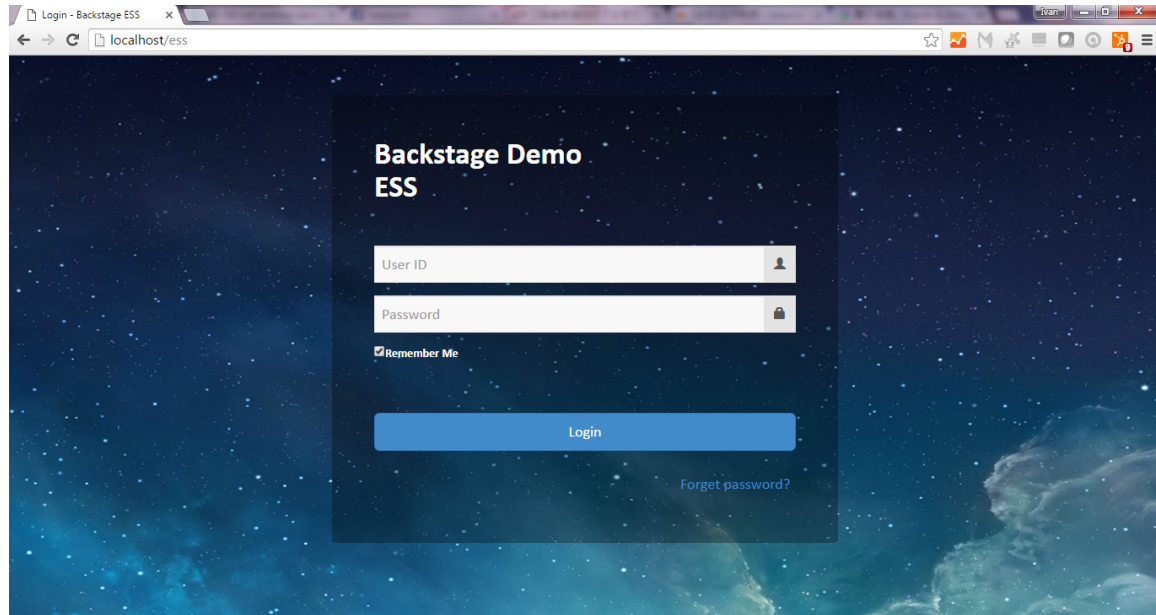
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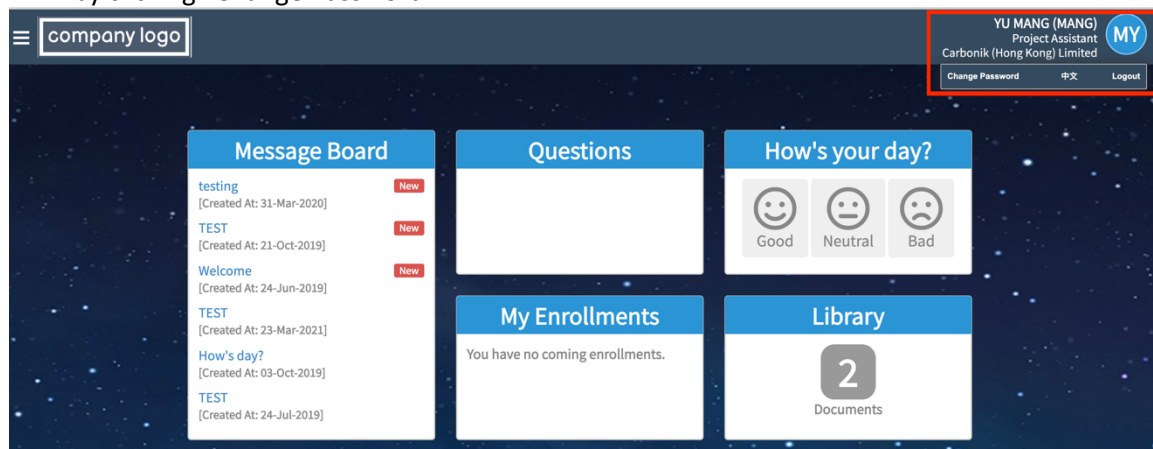
Overview

Welcome to Backstage ESS platform. This is the login page of Backstage Employee-Self-Service

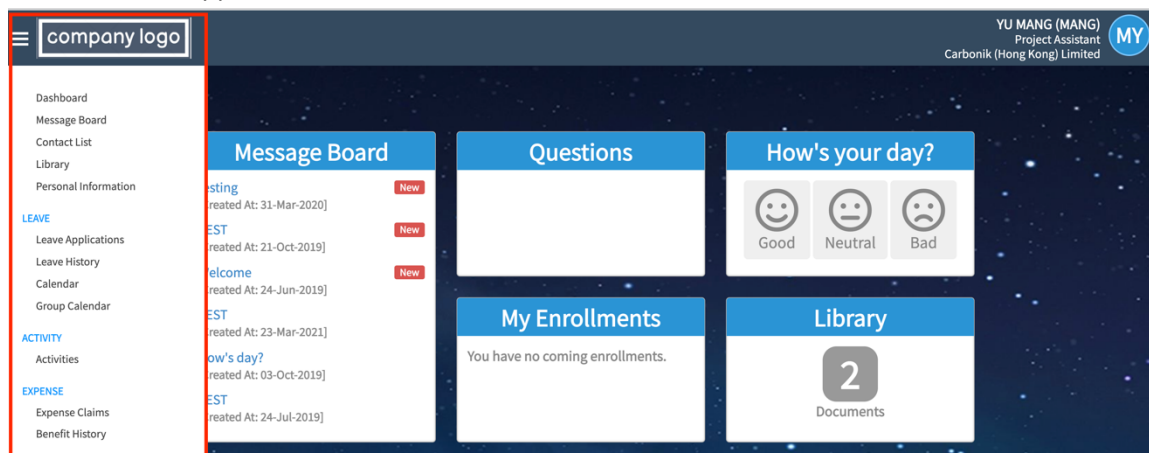
- The Site link, User ID and Password should be provided by your HR Manager/Administrator at the beginning.



- After you logged in, you can see the Dashboard. You can find some reminders here for you, including any pending leave applications.
- Please change your password for security and privacy concerns on the top right-hand side by clicking "Change Password"



- If you forgot your password, you can click “Forgot Password”. After inputting your user ID (placement number or work email), a random password would be sent to your work email
- You can either click on those icons on the Dashboard, or you can find the menu from the sidebar on the upper left-hand corner.



- Here are ESS functions displayed at the sidebar:

Message board	Public messages by the administrator
Contact list	Colleagues contact information
Library	Attachments/Files uploaded by the administrator
Personal Information	Show your job and personal information. You can update your personal information and submit it to the administrator
Leave Application	Apply for leave
Leave History	Check the leave balance and the taken leaves records
Calendar	Show your monthly working schedule
Group Calendar	Check you and your colleagues leave records
Timesheet	Check your attendance records
My Roster	Check your weekly working schedules
Punch In Out	Record the staff punch in and punch out time
Payroll History	Download your monthly payslip
IR56B	Download your IR56B

- Special Modules will be displayed if it was purchased by the company

(Special module) Expense Claim	Submit a claim form to your manager
(Special module) Benefit History	Check your entitled benefits and expense records
(Special module) My appraisal	Fill in your appraisal along with supervisors

(Special module) All Courses	Check the courses provided by the company
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- If you are the Supervisor (e.g. leave approver, roster manager, appraiser, expense approver), you can also see below ESS functions displayed on the sidebar:

Delegation	Delegate your approval right to another staff when you are not in the office (on holiday/business trip)
Leave Approval	Approve/Reject your subordinate leave application(s)
Team Timesheet	View your teammate's attendance records
Timesheet Approval	Approve your subordinate's timesheet(s)
Team Roster	Arrange and check the working schedules of your subordinates
(Special module) Expense Claim Approval	Approve your subordinate expense claim application(s)
(Special module) Team Appraisal	Submit your appraisee's appraisal

Message Board

- Here you can see news announced by the HR Department.
- You can search the message by
 1. Any keyword(s) (can limit the time range with that keywords)
 2. Date
 3. Categories(set by HR)

The screenshot shows the Message Board interface. At the top, there is a header bar with a company logo placeholder, the user name 'WONG SZE LING (May)', title 'Project Assistant II', company 'Carbonik (Hong Kong) Limited', and a profile picture 'MW'. Below the header, the 'Message Board' title is on the left. To its right, a search bar is highlighted with a red box and labeled '1.'. The search bar contains three input fields: 'Posted From' with a calendar icon, 'Posted To' with a calendar icon, and 'Keyword'. Below the search bar, on the left, a date dropdown menu is highlighted with a red box and labeled '2.', showing 'November-2021'. Below the date menu, a 'Categories' sidebar is highlighted with a red box and labeled '3.'. The sidebar lists categories: 'All', 'SeleniumTestSubject', 'SeleniumTestSubject', 'test', and 'Welcome'. The main content area displays a list of messages. The first message is from '111' with a dropdown arrow, a blue 'All' button, and the text 'hihi 2'. It is dated '- Posted On 25-Nov-2021' and ends with '- End of message -'. The second message is from 'test' with a dropdown arrow, a blue 'All' button, and the text 'test'. It is also dated '- Posted On 25-Nov-2021'.

Contact List

- Here you can find your colleagues' contact information, e.g email, contact number, etc.
- You can narrow the list by
 1. Searching the name of your colleagues
 2. Filtering the Organization or Department
 3. Select the alphabet A-Z

The screenshot shows the 'Contact List' interface of Carbonik (Hong Kong) Limited. At the top right, the user 'WONG SZE LING (May)' is logged in as 'Project Assistant II'. The interface includes a search bar (1), a filter dropdown (2) set to 'All', and an alphabetical index (3) from A to Z. The contact list displays six colleagues with their initials in a blue circle, name, title, organization, and contact details.

Initials	Name	Title	Organization	Contact Info
CC	CHAN CHING (CHING)	Project Assistant	Carbonik (Hong Kong) Limited	E: felixfung@carbonik.com
LC	CHAN LIAN YIN (LIAN YIN)	TEST	Carbonik (Hong Kong) Limited	E: -
SC	CHAN SAM (SAM)	Programmer Manager	Carbonik (Hong Kong) Limited	
JC	CHAN SHAN SHAN (Janice)	Customer Support 2	Carbonik (Hong Kong) Limited	M: - E: -
JC	CHEUNG JADE (JADE)	Project Assistant	Carbonik (Hong Kong) Limited	
TC	CHEUNG TAK MING (TAK MING)	clerk	Carbonik (Hong Kong) Limited	M: 123 E: -

Library

- You can download any documents, e.g., Company Handbook uploaded by the HR Department.
- You can search the documents by
 1. TAGS
 2. Any Keywords

Backstage ESS

LO KWAI LAN (Michelle)
Office Manager
AD Capital Partners Services Limited

1. Keyword

2. BROWSE BY TAGS

- Useful Forms
- Human Resources Information
- HRIS & Environmental
- ESS Portal Quick Reference
- Administrative Information
- Information Technology

ESS- Staff Movement Procedure.pdf ESS-Staff Movement Procedure Uploaded at 3/13/2014 1:45:34 PM	Download
ESS- Sick Leave Procedure.pdf ESS-Sick Leave Procedure Uploaded at 3/13/2014 12:49:46 PM	Download
ESS- Annual Leave Procedure.pdf ESS-Annual Leave Procedure Uploaded at 3/7/2014 2:53:48 PM	Download
SC Group Structure - March 2014.pdf SC Group Structure-March 2014 Uploaded at 3/6/2014 4:18:24 PM	Download
Macau Seating Plan Mar-2014.pdf Macau Office Seating Plan - March 2014 Uploaded at 3/6/2014 4:17:29 PM	Download

Personal Information

- Here you can see your personal and job information
- Please check if the information is up to date.

WONG SZE LING (May)
Project Assistant II
Z (Hong Kong) Limited

Personal Information [Update](#)

Job Information

Join Date	Position	Department
01-Apr-2019	Project Assistant II	Z (Hong Kong) Limited
Work Email	Tel (Direct)	Tel (Office)
-	-	-
Placement type	Internal Grade	
P	G2	
Grade		

- In case you have anything to change, click “Update” and you can update the information you want.
- Click “Submit update request” and it will then be reviewed by the HR Department before it updates the database.

☒ * I understand and agree that all the information given here will be used by Backstage Agencies Ltd for the administration of benefits in relation to the employment.

[Submit update request](#)

Or [No thanks. Bring me to dashboard.](#)

- After you submit the request, you cannot update the personal information until HR department approves or rejects your application.

- "Cannot update personal info when there is a pending request" would be shown.

The screenshot shows a user profile interface. At the top, the title "Personal Information" is displayed. To its right, a red-bordered box contains the message: "Cannot update personal info when there is a pending request". Below the title bar, the user's details are shown: a circular profile picture with the initials "MW", the name "WONG SZE LING (May)", the title "Project Assistant", and the company "Carbonik (Hong Kong) Limited". Underneath this, the section "Job Information" is visible, with fields for "Position" and "Department".

- You would receive the email notification no matter the request is approved or rejected

Leave

Leave Applications

- Click the “Apply Leave” button and you can apply leave application.

The screenshot displays the 'Leave Applications' page. At the top, there is a header bar with a company logo placeholder, the user's name 'WONG SZE LING (May)', title 'Project Assistant II', and company 'Carbonik (Hong Kong) Limited'. A blue 'Apply Leave' button is highlighted with a red rectangle. Below the header, the page title 'Leave Applications' is shown. A navigation bar contains tabs for 'Preparing', 'Pending 13', 'Approved 20', 'Rejected 2', and 'Cancelled 5'. The 'Pending' tab is selected. The main content area shows a list of applications for the year '2022'. The first application is 'Applied 1.00 days Of Annual Leave - [年假]' with details 'From 09:00 To 17:30 On Tue, 27-Sep-2022' and 'Submitted by Administrator'. It is currently 'Pending review by' 'LI MARK (MARK)'.

company logo

WONG SZE LING (May)
Project Assistant II
Carbonik (Hong Kong) Limited

Leave Applications

Apply Leave

Preparing Pending 13 Approved 20 Rejected 2 Cancelled 5

2022

AL Applied 1.00 days Of Annual Leave - [年假]
From 09:00 To 17:30 On Tue, 27-Sep-2022
Submitted by Administrator

Pending review by
LI MARK (MARK)

- Fill in the necessary leave information.
 - ✧ Leave Status - Show leave balances of the leave for you to apply if the leave type is maintained balance
 - ✧ Take Leave - Apply for leave
 - ✧ Request entitlement - Request the administrator to add leave balance for you, normally for compensation leave
 - ✧ Remark – Additional information related to applying leave, e.g., reason for taking leave
 - ✧ Attachment- Related certificate and support document for leave application
- ◆Note: Leave application may not be processed if you don't have enough leave balance, don't have remark or attachment

Apply Leave

Please fill in details for your leave and submit the application. You will receive an email notification detailing the status of your application once it has been reviewed by your supervisor.

Leave Status	
Annual Leave	0.00
Leave Balance Is Not Maintained For Annual Leave)	
Birthday Leave	0.00
Business Trip	
Compensation Leave	0.00
Injury Leave	
Leave for Jury Service	
Maternity Leave	
Unpaid Leave	
No Pay Sick Leave	
Off in lieu	0.00
Outpatient Leave	0.00
Paternity Leave	0.00
Full Pay Sick Leave	0.00
TOT	0.00

Leave Types
AL - Annual Leave

Apply for
☒ **Take Leave**
☐ **Request Entitlement (charge up leave balance if you have a reason)**

Leave Date
16-May-2018 → 16-May-2018

Leave Time
17:00 → 20:00

Duration
1 D

Remark

Attachment

Submit Leave Application Or Cancel

- Your leave application will be reviewed by your leave approvers after being submitted
- After your leave application was submitted, a notification email will be sent to your approvers
- Once your leave application was approved, a notification email will be sent to you

- You can also check your application status from different tabs.



company logo

WONG SZE LING (May)
Project Assistant II
Carbonik (Hong Kong) Limited

Leave Applications

Apply Leave

Preparing Pending 13 Approved 20 Rejected 2 Cancelled 5

2022

AL

Applied 1.00 days Of Annual Leave - [年假]
From 09:00 To 17:30 On Tue, 27-Sep-2022
Submitted by Administrator

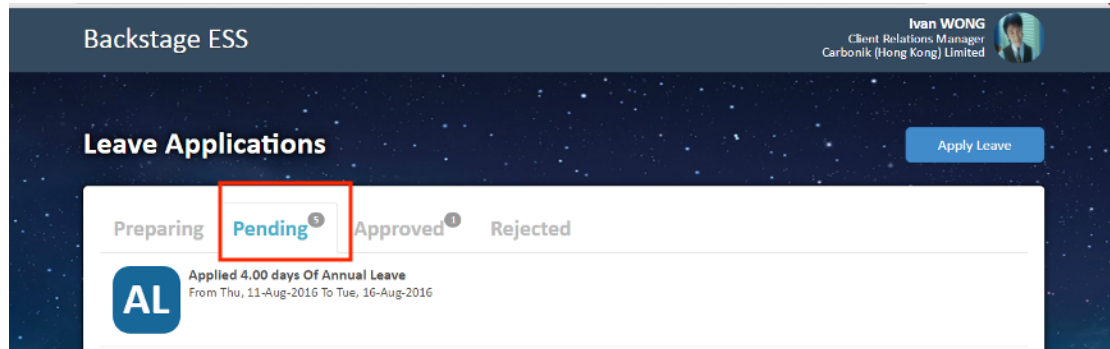
Pending review by
 LI MARK (MARK)

Delete Leave Application

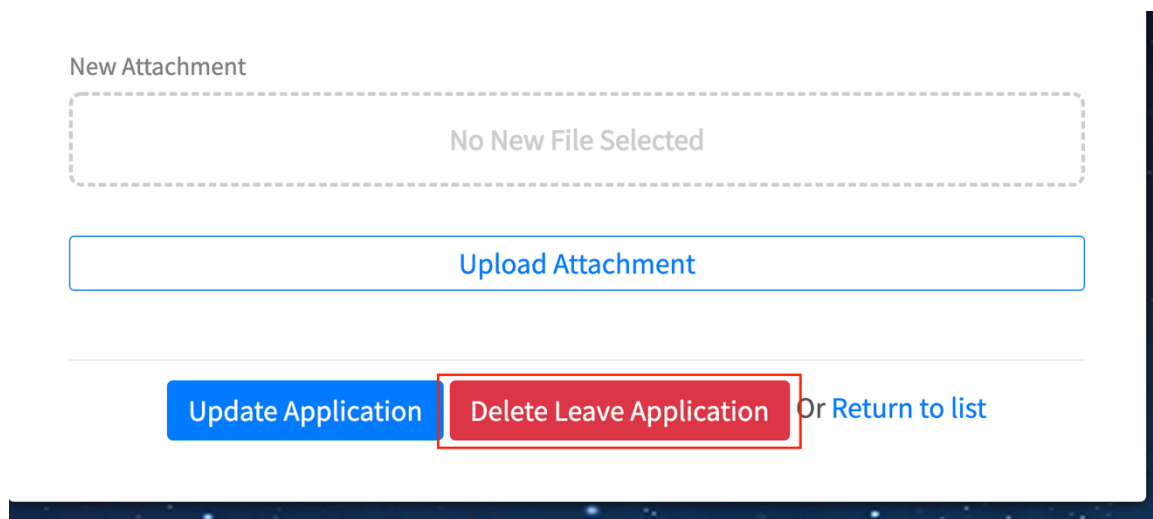
(*Delete Leave Application is for the **Pending** Leave Application only)

(*Pending Leave Application cannot be deleted **on or after the leave date**)

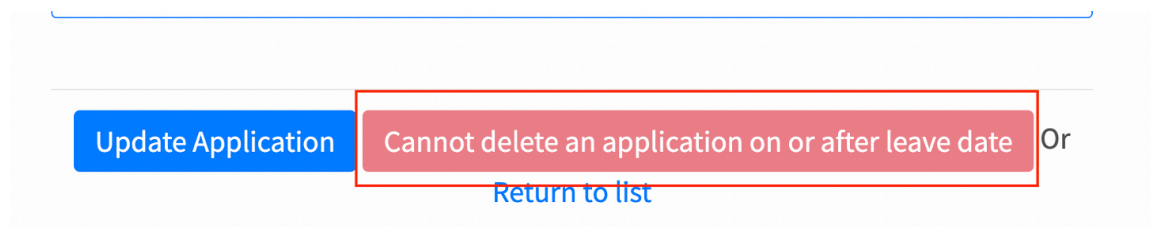
- Go to the pending tab, you will see your unapproved leave applications over there.



- Click on the leave application you want to delete and click the RED “Delete Leave Application” button



- For Pending Leave Application **on or after** the leave date
 - ✧ Find HR(or any Admin Portal user) to delete the application in the Admin Portal(Attendance->Leave Application) directly, or
 - ✧ Find the approver/mark in the remark, and ask him/her to reject the leave application



Cancel Leave Application

(*Only Approved Leave Application can be cancelled within 1 month of the leave start date)

- Go to “Approved” tab and find the approved leave you want to cancel
- Click "Cancel Leave Application" and approval is needed for the cancellation

Upload Attachment

Approvers' Comments
WONG SZE LING (May)

Cancel Leave Application

 Or [Return to list](#)

- You can see the Leave Application in both “Pending” and “Approved” with a little red remark of the application
- After the approver approved, the leave application is cancelled

Preparing

Pending³

Approved⁷

Rejected³

Cancelled¹⁶

2020

AL

Applied 1.0000 days Of Annual Leave - [年假]
From 09:00 To 18:00 On Fri, 16-Oct-2020
test Submitted by Administrator

To Cancel

Pending review by
KL LI KA MAN (KA MAN)

Preparing

Pending³

Approved⁷

Rejected³

Cancelled¹⁶

2020

AL

Applied 1.0000 days Of Annual Leave - [年假]
From 09:00 To 18:00 On Fri, 16-Oct-2020
test Submitted by Administrator

Pending to Be Cancelled

- The Leave Application will then be turned "Cancelled", which can be checked in ESS Portal
- For Canceling the Approved Leave Application **after** 1 month from the leave start date
 - ✧ You cannot see any button at the bottom of the leave application
 - ✧ Find HR(or any Admin Portal user) to cancel the Leave Application
 - A notification email will be sent to the you as well as the approvers
 - The Leave Application will then be turned "Cancelled", which can be checked in ESS Portal

Leave History

- You can check your leave history and balance here.

The screenshot shows the 'Leave History' page for WONG SZE LING (May), Project Assistant II at Carbonik (Hong Kong) Limited. The page has a dark blue header with the company logo and user information. A 'Back' button is in the top right. The main content area has a left sidebar with 'Leave Type' and 'Year' filters, and a 'Leave Records' table.

Leave Type Filter:

- All Leave Type
- AL Annual Leave - [年假]
- BL Birthday Leave
- CL Compensation Leave
- FSL Full Pay Sick Leave
- OIL Off in lieu
- OPL Outpatient Leave
- TOT TOT

Year Filter:

- 2023
- 2022
- 2021

Leave Records Table:

Leave Type	Date From	Date To	Duration	Remark
Full Pay Sick Leave	18-May-2022	22-May-2022	5.000 Days	
Compensation Leave - Adjustment	01-Apr-2022	01-Apr-2022	4.00 Hours	
Compensation Leave	23-Mar-2022	23-Mar-2022	1.50 Hours	09:00 - 10:30
Annual Leave - [年假]	15-Feb-2022	15-Feb-2022	1.00 Days	09:00 - 17:30
Annual Leave - [年假] - Adjustment	31-Jan-2022	31-Jan-2022	-3.50 Days	Leave adjustment expiry for 5.00000 day(s) of AL entitled on 31-Dec-2021
Annual Leave - [年假]	13-Jan-2022	13-Jan-2022	0.50 Days	09:00 - 12:00

- By clicking on different leave type, our platform will show you the corresponding leave records and the calculation on the leave balance.
- Please be noted that the leave balance shown is according to the leave period, some are annually, e.g. AL, some are monthly, e.g. SL, i.e Current Period can be "This Month" or "This Year"

The screenshot shows the 'Leave History' page for WONG SZE LING (May), Project Assistant II at Carbonik (Hong Kong) Limited. The page has a dark blue header with the company logo and user information. A 'Back' button is in the top right. The main content area has a left sidebar with 'Leave Type' and 'Year' filters, and a 'Leave Records' table.

Leave Type Filter:

- All Leave Type
- AL Annual Leave - [年假]
- BL Birthday Leave
- CL Compensation Leave
- FSL Full Pay Sick Leave
- OIL Off in lieu
- OPL Outpatient Leave
- TOT TOT

Year Filter:

- 2023
- 2022
- 2021

Leave Balance Calculation:

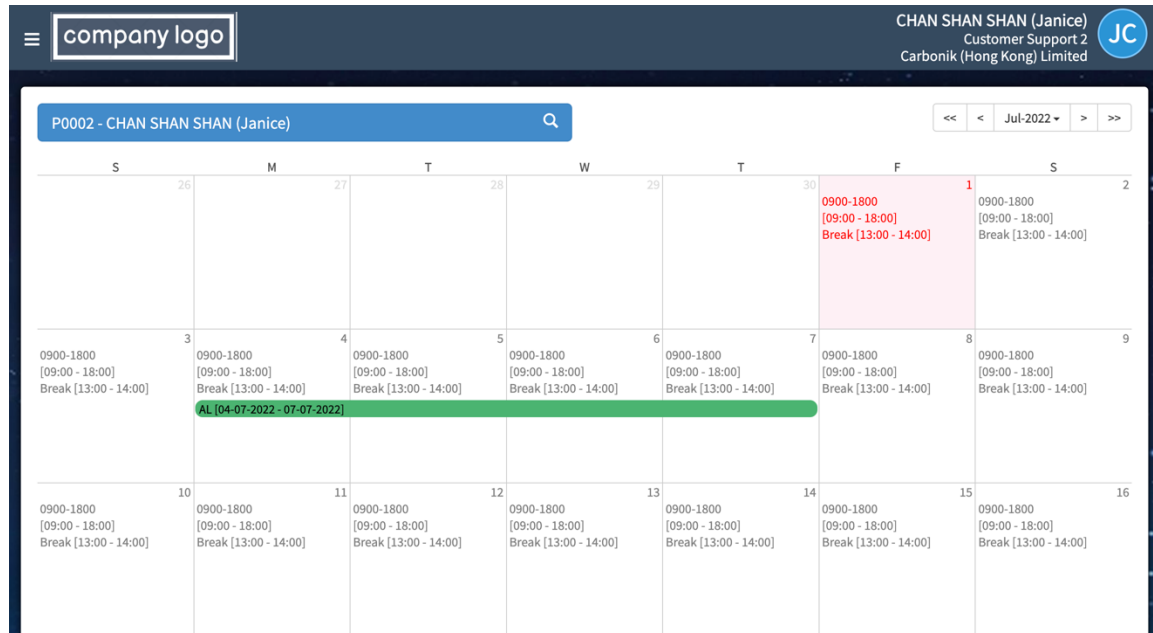
$$13.00 \text{ (Last Period Brought Forward)} + 8.00 \text{ (Current Period Entitled)} - 1.50 \text{ (Current Period Taken)} - 0.00 \text{ (Current Period Approved)} + 3.50 \text{ (Current Period Adjusted)} - 11.50 \text{ (Forfeited)} = 4.50 \text{ (Current Period Balance)}$$

Leave Records Table:

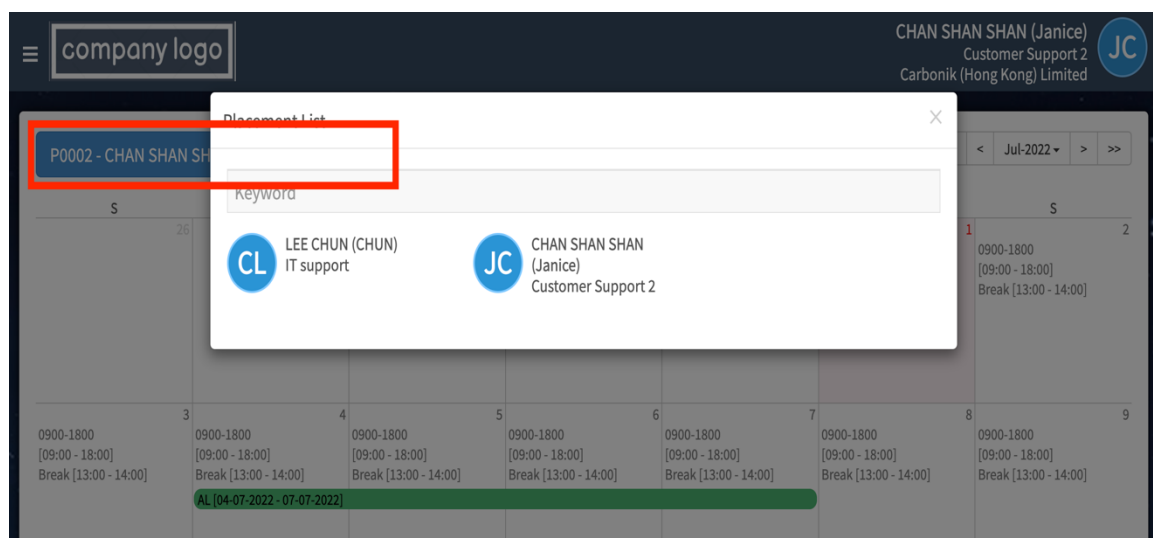
Leave Type	Date From	Date To	Duration	Remark
Annual Leave - [年假]	15-Feb-2022	15-Feb-2022	1.00 Days	09:00 - 17:30
Annual Leave - [年假] - Adjustment	31-Jan-2022	31-Jan-2022	-3.50 Days	Leave adjustment expiry for 5.00000 day(s) of AL entitled on 31-Dec-2021
Annual Leave - [年假]	13-Jan-2022	13-Jan-2022	0.50 Days	09:00 - 12:00

Calendar

- You can check out your daily working shift and leave in a monthly calendar view.
 - ✧ Redlight box - Public Holiday
 - ✧ Bluelight box – Today
 - ✧ Green line- Leave
- You can directly apply leave by clicking on the date of the calendar

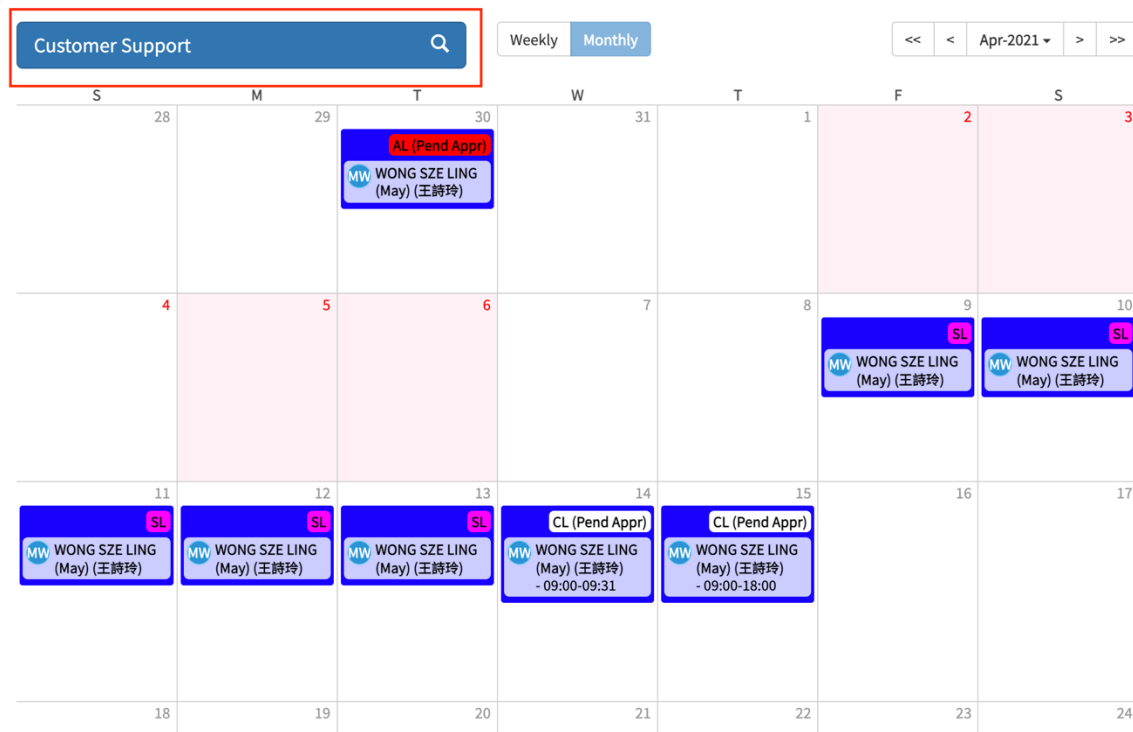


- If you are the Approver/Supervisor of other staff, or you allow to view all the staff calendars, you can switch to other staff calendars and check their shift and leave by clicking the big blue button



Group Calendar

- Here you can see your colleagues approved and pending leave days
- You can view the calendar by Week or Month
- You can view your colleagues by department or company, or you can choose “Teammates who I can see their leave records” in directed box.
- You can directly apply leave by clicking on the date of the calendar



Leave (For Approver only)

Leave Approval

- The number beside means the number of the pending leave application you need to approve

Library	EST	Created At: 31-Mar-2020]	New
Personal Information	EST	Created At: 31-Mar-2020]	
Delegation	EST	Created At: 21-Oct-2019]	New
LEAVE			
Leave Applications	EST	Created At: 23-Mar-2021]	
Leave Approval	5	EST	
Leave History	EST	Created At: 24-Jul-2019]	
Calendar			
Group Calendar			

--- Load more messages ---

- There are 3 types of Leave Applications
 - ✧ Take Leave: Apply for leave
 - ✧ Request to Cancel: Cancel the approved leave application
 - ✧ Request Entitlement: Request to earn leave balance

Leave Applications For Approval

Pending | Approved | Rejected

☐

MY YU MANG (MANG)
Carbonik (Hong Kong) Limited
Applied 2.00000 days Of Annual Leave - [年假] **Request to Cancel**
From 09:00 To 18:00 On Mon, 25-Oct-2021 (19 days later)
Submitted on 06-Oct-2021 11:15:57

Request to Cancel

☐

MY YU MANG (MANG)
Carbonik (Hong Kong) Limited
Applied 4.00 days Of No Pay Sick Leave
From Mon, 18-Oct-2021 To Thu, 21-Oct-2021 (12 days later)
Submitted on 06-Oct-2021 11:12:40

Take Leave

Other leave(s) within the period [18-Oct-2021 - 21-Oct-2021] [Show / Hide List](#)

☐

MY YU MANG (MANG)
Carbonik (Hong Kong) Limited
Applied 1.00 hours Of Compensation Leave **Request Entitlement**
From 18:00 To 19:00 On Mon, 04-Oct-2021 (2 days ago)
OT
Submitted on 06-Oct-2021 11:10:41

Request Entitlement

Date	Shift	In Time	Out Time
04-Oct-2021 [Monday]	0900-1800		

Help

- You can select the leave application you want to approve/reject and approve/reject the application in batch.

☒ IW Ivan WONG
Backstage Indigo
Applied 8.00 days Of 年假 Annual Leave
From Fri, 19-Oct-2018 To Fri, 26-Oct-2018 (1083 days ago)
Submitted on 15-Oct-2018 15:26:56
Other leave(s) within the period [19-Oct-2018 - 26-Oct-2018] [Show / Hide List](#)

☐ IW Ivan WONG
Backstage Indigo
Applied 1.00 days Of 年假 Annual Leave
From 09:00 To 18:00 On Wed, 05-Sep-2018 (1127 days ago)
Submitted on 04-Sep-2018 16:55:41
Other leave(s) within the period [05-Sep-2018 - 05-Sep-2018] [Show / Hide List](#)

☒ IW Ivan WONG
Backstage Indigo
Applied 1.00 days Of 年假 Annual Leave
From 09:00 To 18:00 On Mon, 16-Jul-2018 (1178 days ago)
Submitted on 23-Jul-2018 09:50:15
Other leave(s) within the period [16-Jul-2018 - 16-Jul-2018] [Show / Hide List](#)

Select All | Deselect All 2 Records Selected

[Approve Selected](#) [Reject Selected](#)

- Or you can click into the application to see the leave details, e.g., leave balance, and approve/reject the application with remark if you have anything to say.

Apply Leave

Ivan WONG
Client Relations Manager
Backstage Indigo

Leave Balance

As Of 06-Oct-2021

Here is description :
7 days to apply in advance

Brought Forward	10.00
Entitled	+ 21.00
Taken	- 14.00
Approved	- 0.00
Adjusted	+ 0.00
Pending	- 13.00
Balance (as of 31-Dec-2018)	4.00
To be Forfeited after 31-Dec-2018	7.00
Balance (as of 31-Dec-2018)	17.00
Balance (as of 31-Dec-2018 with future leave deducted)	4.00

Please Review The Application Below

Submitted On
12/7/2018 10:33:37 AM

AL 年假 Annual Leave	From 31 Mon Dec-2018	From 09:00	To 18:00	Duration 1 Days
------------------------------	----------------------------	---------------	-------------	-----------------------

Overlapping Leave
No overlapping leave

Your Notes To Staff

[Approve](#) [Reject](#) [Or Return To Leave Application List](#)

Leave History

- As the manager, not just your own leave balance, but you can also have a glance on your subordinate's too.

company logo

WONG SZE LING (May)
Project Assistant II
Carbonik (Hong Kong) Limited

MW

Leave History

My Balance

MW

WONG SZE LING (May)
Project Assistant II
Carbonik (Hong Kong) Limited

2.50 Hours CL	6.000 Days FSL	0.00 Days OPL	0.00 Days TOT	-2.00 Hours OIL	0.82 Days DC
			0.00 Days BL	0.00 Days DO	4.50 Days AL

Team balance

JC

CHAN SHAN SHAN (Janice)
Customer Support 2
Carbonik (Hong Kong) Limited

9.00 Hours CL	-0.250 Days FSL	0.00 Days OPL	0.00 Days TOT	0.00 Hours OIL	0.00 Days DC
			-0.50 Days BL	0.00 Days DO	1.12 Days AL

- You can even check their leave records with details by clicking on the subordinate.

company logo

WONG SZE LING (May)
Project Assistant II
Carbonik (Hong Kong) Limited

MW

Leave History

Back

JC

CHAN SHAN SHAN (Janice)
Customer Support 2
Carbonik (Hong Kong) Limited

Leave Type

AN All Leave Type

AL Annual Leave - [年假]

BL Birthday Leave

CL Compensation Leave

FSL Full Pay Sick Leave

OIL Off in lieu

OPL Outpatient Leave

15.50
Last Period Brought Forward

+

9.00
Current Period Entitled

-

8.38
Current Period Taken

-

0.00
Current Period Approved

+

0.00
Current Period Adjusted

-

15.00
Forfeited

=

1.12
Current Period Balance

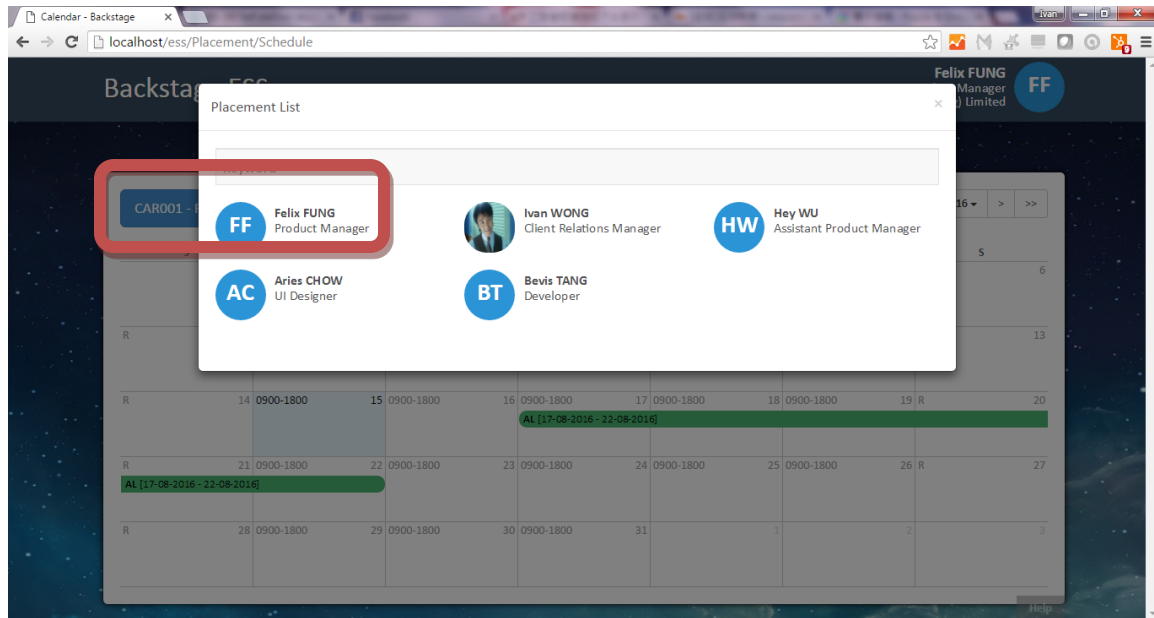
1.12
To be Forfeited after 31-Mar-2023

Leave Records

Leave Type	Date From	Date To	Duration	Remark
Annual Leave - [年假]	25-Aug-2022	25-Aug-2022	1.00 Days	09:00 - 18:00 Submitted by Administrator
Annual Leave - [年假]	04-Jul-2022	07-Jul-2022	4.00 Days	

Calendar

- Same as above, you can check out your subordinates' daily working shift and leave records in a monthly calendar view, simply by clicking on the big blue button.

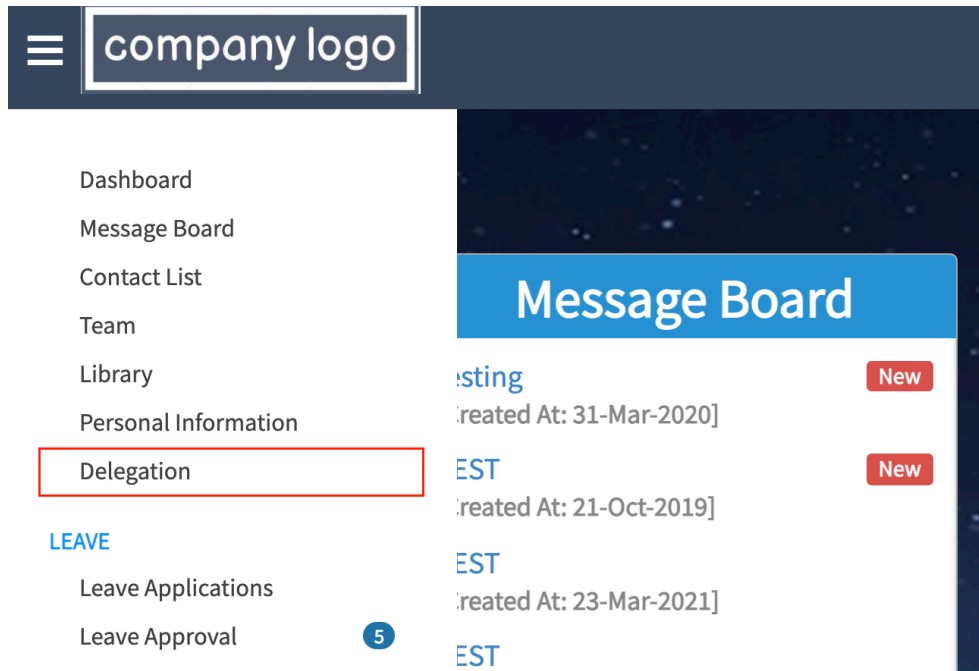


- Redlight box - Public Holiday
- Bluelight box - Today

<< < Sep-2018 > >>						
S	M	T	W	T	F	S
26	27	28	29	30	31	R 1
R 2	0900-1300 [09:00 - 13:00]	0900-1800 [09:00 - 18:00] Break [12:00 - 13:00]	1700-2000 [17:00 - 20:00]	0900-1800 [09:00 - 18:00] Break [12:00 - 13:00]	0900-1800 [09:00 - 18:00] Break [12:00 - 13:00]	R 7 8
R 9	0900-1300 [09:00 - 13:00] BT [0900 - 1300]	0900-1800 [09:00 - 18:00] Break [12:00 - 13:00] NPL [11-09-2018 - 13-09-2018]	1700-2000 [17:00 - 20:00]	0900-1800 [09:00 - 18:00] Break [12:00 - 13:00]	0900-1800 [09:00 - 18:00] Break [12:00 - 13:00]	R 14 15
R 16	0900-1300 [09:00 - 13:00]	0900-1800 [09:00 - 18:00] Break [12:00 - 13:00]	1700-2000 [17:00 - 20:00]	0900-1800 [09:00 - 18:00] Break [12:00 - 13:00]	0900-1800 [09:00 - 18:00] Break [12:00 - 13:00]	R 21 22
R 23	0900-1300 [09:00 - 13:00]	0900-1800 [09:00 - 18:00] Break [12:00 - 13:00]	1700-2000 [17:00 - 20:00]	0900-1800 [09:00 - 18:00] Break [12:00 - 13:00]	0900-1800 [09:00 - 18:00] Break [12:00 - 13:00]	R 28 29

Delegation

- If you are the approver of the staff, you may need to delegate your approver rights to other placement when you are not in the office, e.g. on holiday/business trip
- You can find Delegation in the Meun-->Delegation-->Delegate to someone



- Input "Delegate To", "Period" and "Roles to Delegate"
- After the effective period is over, this placement is no longer able to perform such rights anymore.

A screenshot of the 'Delegation' form in the system. The form has a dark blue header with the title 'Delegation'. The form fields are: 'Delegate To' (a blue search bar with the text 'P0001 - LI KA MAN (KA MAN) (郭碧碧)' and a magnifying glass icon), 'Period' (two date pickers showing '08-Oct-2021' with a right arrow between them), 'Roles to Delegate' (three checkboxes: 'As Leave Approver', 'As Expense Approver', and 'As Appraiser', all of which are checked), and 'Remark' (a large text area). At the bottom right, there are two buttons: 'Create Delegation' (in a blue box) and 'Or Cancel' (in a light blue box).

Attendance

Timesheet

- You can check your attendance data (e.g., Shift, In & Out time) on each day by clicking into the timesheet.
- You can update Attendance Records and Remark if allowed

Timesheet

Back

Print

Date	Shift	In Time	Break Out	Break In	Out Time	Standard Hours	Actual Hours	Overtime Hours	Late In Hours	Meal Count	Remark	Leave	
01-Oct-2021 [Fri]	0900-1300					0:00	0:00	0:00	0:00	0.00		National Day	Add Project Role
02-Oct-2021 [Sat]	R					0:00	0:00	0:00	0:00	0.00			Add Project Role
03-Oct-2021 [Sun]	R					0:00	0:00	0:00	0:00	0.00			Add Project Role
04-Oct-2021 [Mon]	0900-1300					0:00	0:00	0:00	0:00	0.00		AL	Add Project Role
05-Oct-2021 [Tue]	0900-1300	09:04			13:12	4:00	4:08	0:12	0:04	0.00			Add Project Role
06-Oct-2021 [Wed]	0900-1800	08:53			12:59	9:00	4:06	0:00	0:00	0.00			Add Project Role
07-Oct-2021 [Thu]	0900-1300	08:44			13:00	4:00	4:16	0:00	0:00	0.00			Add Project Role
08-Oct-2021 [Fri]	0900-1300	08:59			13:04	4:00	4:05	0:04	0:00	0.00			Add Project Role
09-Oct-2021 [Sat]	R					0:00	0:00	0:00	0:00	0.00			Add Project Role

- You can see the "Save for later" button at the bottom of the page

Additional Notes To Your Approver

[Save for later](#) [Return to list page](#)

- "Submit for approval" would be shown at the month-end if approval is needed

Additional Notes To Your Approver

[Save for later](#) Or [Submit for approval](#) [Return to list page](#)

My Roster

- You can check out your daily working shift and leave records in a Weekly calendar view.
 - ✧ Redlight box - Public Holiday
 - ✧ Bluelight box - Today

My Roster

[View Available Time](#)

<< < Current Week > >>

03-Oct-2021	04-Oct-2021	05-Oct-2021	06-Oct-2021	07-Oct-2021	08-Oct-2021	09-Oct-2021
Shift	Shift	Shift	Shift	Shift	Shift	Shift
R	0900-1300	0900-1300	0900-1800	0900-1300	0900-1300	R
Off	0900-1300	0900-1300	0900-1800	0900-1300	0900-1300	Off
09:00 - 18:00	09:00 - 13:00	09:00 - 13:00	09:00 - 18:00	09:00 - 13:00	09:00 - 13:00	09:00 - 18:00
HK	HK	HK	HK	HK	HK	HK

My Roster

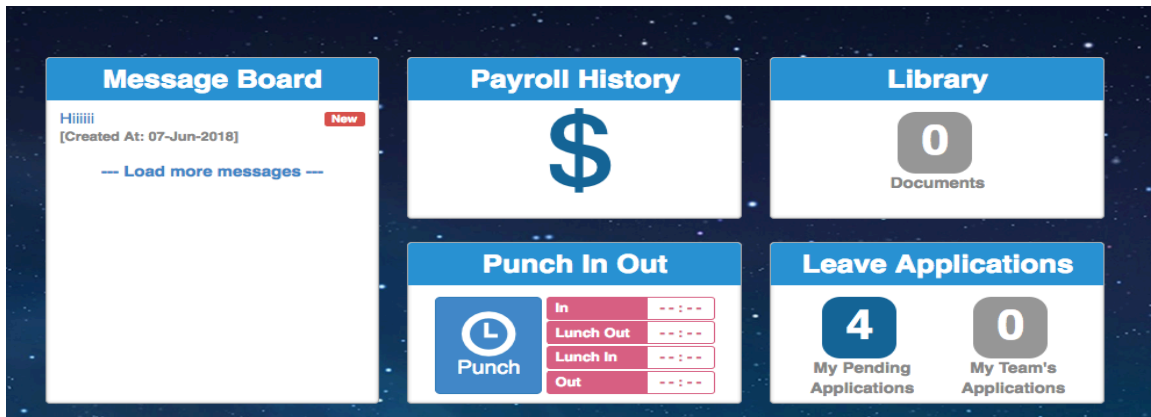
[View Available Time](#)

<< < Current Week > >>

10-Oct-2021	11-Oct-2021	12-Oct-2021	13-Oct-2021	14-Oct-2021	15-Oct-2021	16-Oct-2021
Shift	Shift	Shift	Shift	Shift	Shift	Shift
R	0900-1300	0900-1300	0900-1800	Chung Yeung Festival	0900-1300	R
Off	0900-1300	0900-1300	0900-1800	0900-1300	0900-1300	Off
09:00 - 18:00	09:00 - 13:00	09:00 - 13:00	09:00 - 18:00	09:00 - 13:00	09:00 - 13:00	09:00 - 18:00
HK	HK	HK	HK	HK	HK	HK
	AL 09:00 - 13:00					

Punch In Out

- You can record your daily in/out time with your location/IP address(if the function enabled)



- ✧ Click the time clock "Punch" and it would turn from blue to grey
- ✧ the Punch Time would be shown in the corresponding box



- ✧ Even the Punch Time is not shown immediately, the time has been recorded in the back-end
 - Click "View 7 days punch records" to check all of the punch times on the previous 7 days

- If the function of recording the punch location is enabled,
 - ✧ A pop-up screen asking for permission to record location would appear before the staff 1st punch. Please tell the staff to choose "Allow"
 - If you choose "Block" or find cannot record the location. Please go to the browser settings to change the setting.
 - At the top right, click **More** -> **Settings**.
 - Click **Privacy and security** -> **Site Settings**.
 - Click **View permissions and data stored across sites**.
 - Find www.carbonik.net -> **Location** and update it to Allow.
 - ✧ The feature works only on the site providing a secure connection (HTTPS)
 - ✧ An Alert " Cannot get your location. Please check the location setting of your device "will be shown if the system cannot get your location



Attendance (For Manager's only)

Team Timesheet

- You can see a summary of your teammate's attendance in weekly view.

The screenshot shows the 'Timesheets' page in 'Weekly' view. The header includes a company logo, the user 'WONG SZE LING (May) Project Assistant II Carbonik (Hong Kong) Limited', and a profile icon 'MW'. The 'Weekly' tab is selected and highlighted with a red box. Below the tabs, there's a search bar with the text 'Timesheet [From 25-Sep-2022 To 01-Oct-2022]'. The main content area displays two team members: WONG SZE LING (May) and CHAN SHAN SHAN (Janice). Each member has a row of date tiles for the week of 25-Sep-2022 to 01-Oct-2022. WONG SZE LING's tiles show times from 0900-1700, and CHAN SHAN SHAN's tiles show times from 0900-1800. The 01-Oct-2022 tile for both is red and labeled 'No Timesheet'.

Team Member	25-Sep-2022	26-Sep-2022	27-Sep-2022	28-Sep-2022	29-Sep-2022	30-Sep-2022	01-Oct-2022
WONG SZE LING (May)	0900-1700	0900-1700	0900-1700	0900-1700	0900-1700	0900-1700	No Timesheet
CHAN SHAN SHAN (Janice)	0900-1800	0900-1800	0900-1800	0900-1800	0900-1800	0900-1800	No Timesheet

- Or In Monthly view.

The screenshot shows the 'Timesheets' page in 'Monthly' view. The header is the same as the weekly view. The 'Monthly' tab is selected. Below the tabs, there's a search bar with the text 'Timesheet [Sep-2022]'. The main content area displays two team members: WONG SZE LING (May) and CHAN SHAN SHAN (Janice). Each member has a row of summary tiles for the month of September 2022. WONG SZE LING's tiles show 228:00 Standard, 9:15 Actual, 0:00 Late In, and 0:00 Overtime. CHAN SHAN SHAN's tiles show 218:00 Standard, 0:00 Actual, 2:54 Late In, and 0:00 Overtime.

Team Member	Standard	Actual	Late In	Overtime
WONG SZE LING (May)	228:00	9:15	0:00	0:00
CHAN SHAN SHAN (Janice)	218:00	0:00	2:54	0:00

- You can even drill down to update the In & Out time or add some remarks.
- You can also approve the Timesheet if the staff has submitted the timesheet to you

company logo

WONG SZE LING (May)

Project Assistant II

Carbonik (Hong Kong) Limited

MW

Timesheet

JC

CHAN SHAN SHAN (Janice)
 Customer Support 2
 Carbonik (Hong Kong) Limited

Back

Print

Date	Shift	In Time	Break Out	Break In	Out Time	Standard Hours	Actual Hours	Overtime Hours	Late In Hours	Meal Count	Remark	Leave
01-Sep-2022 [Thu]	0900-1800	08:59				8:00	0:00	0:00	0:00	0.00		Add Project Role
02-Sep-2022 [Fri]	0900-1800					8:00	0:00	0:00	0:00	0.00		Add Project Role
03-Sep-2022 [Sat]	0900-1800					8:00	0:00	0:00	0:00	0.00		Add Project Role
* 04-Sep-2022 [Sun]	0800-0900					1:00	0:00	0:00	0:00	0.00		Add Project Role

- You can check and assign your teammate's working schedule here.
- You can filter the Placement shown, or Change the Time range of the Roster shown
 - ✧ **All Location, All Department, All Placement**- choose the staff you want to see by Location, Department, or Placement Type.
 - ✧ **Monthly**- change the display to Daily, 7 Days, Weekly, or Monthly.
 - ✧ **"Oct-2021"**- change the Month of the roster
 - ✧ **More Action**- Print Roster, Import Roster, Print Timesheet, Approve All Leave Applications (if you are the approver of the staff too)

- You can plan you staff Working Schedule
- Add Shift
 - ✧ You can see “Create Shift on DD-MMM-YYYY” when clicking into the blank box
 - ✧ One by One: Select the date and input the Location and Shift

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- ✧ Multiple days: Highlight the dates and input the Location and Shift if the staff work for the same shift

All Location			All Department			All Placement Type																											
Monthly			<< < Dec-2021 > >>			More Actions																											
	HRS	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	
	184.00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Assignment		+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	
Total Actual Headcount		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Planned Headcount		17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	
P0001 - LI KA MAN (KA MAN)	184.00	AL	AL	AL	RO	ff	AL	210	AL	210	210	RO	ff	210	210	AL	210	210	RO	ff	210	210	210	210	RO	ff	210	210	210	AL	210	210	
		210	210	210	0-0	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210
P0003 - LEE CHUN (CHUN)	0.00																																
Actual Headcount		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Planned Headcount		Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	
P0038-2 - WONG SZE LING (May)	0.00																									AL							

- Edit Shift
 - ✧ Click into the existing shift and you can change the shift
 - ✧ You can see “Edit Shift on DD-MMM-YYYY”

All Location

All Department

All Placement Type

Monthly

<< < Dec-2021 > >>

More Actions

	HRS	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
	216.00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Assignment		+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
Total Actual Headcount		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Planned Headcount		17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17
P0001 - LI KA MAN (KA MAN)	*	AL	AL	AL	RO	ff	AL	210	AL	210	210	RO	ff	210	210	AL	210	210	RO	ff	210	210	210	210	RO	ff	210	210	210	AL	210	210
	184.00	210	210	210	0-0	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0	210	0-0
P0003 - LEE CHUN (CHUN)		0.00																														
Actual Headcount		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Planned Headcount		Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set
P0038-2 - WONG SZE LING (May)	*																									AL						
Actual Headcount		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Planned Headcount		Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set	Set
P0002 - CHAN SHAN SHAN (Janice)	*	0.00																														
P0038-2 - WONG SZE LING (May)																																

Edit Shift on 08-Dec-2021

Project

[N/A]

Location *

[TP] Tai Po

Shift *

[1000-1800] 1000-1800 [10:00 - 18:00]

Total Working Hour

8.00

Remark

Save Shift

-

All Location	All Department	All Placement Type
Monthly	<< < Dec-2022 > >>	More Actions
HRS 192.00	W T F S M T W T F S M T W T F S M T W T F S M T W T F 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	
Assignment	+ +	
Total Actual Headcount	0 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Total Planned Headcount	17 17 17 17 17 17 17 17 17 17 17 17 17 17 17 17 17 17 17 17 17 17 17 17 17 17 17 17 17	
Actual Headcount	HK - Hong Kong	
Planned Headcount	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	
P0001 - LI KA MAN (KA MAN)	* AL 210 210 R O R O AL 210 210 210 210 RO ff RO ff 210 210 210 210 RO ff RO ff 210 210 210 210 RO ff RO ff 210 210 210 210 RO ff RO ff 210 210 210 210 RO ff RO ff 210 210 210 210 RO ff RO ff 184.00 210 210 210 210 210 210 210 210 210 210 210 210 210 210 210 210 210 210 210 210 210 210 210 210 210 210 210 210 210 210 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 0-0 600 600 600 600 600 600 600 600 600 600 600 600 600 600 600 600 600 600 600 600 600 600 600 600 600 600 600 600 600 600	
P0003 - LEE CHUN (CHUN)	0.00	
Test - Test	0900-1800	
Planned Headcount	Set Set Set Set Set Set Set Set Set Set Set Set Set Set Set Set Set Set Set Set Set Set Set Set Set Set Set Set Set	
P0038-2 - WONG SIZE LING (May)	* O9O 090 0-1 800 8.00	

-

All Location
All Department
All Placement Type

Monthly
<< < Dec

Delete Shift on 09-Dec-2021

Shift Code

Shift Time

0900-1800
09:00-18:00

☐ Delete this shift only
☐ Delete all shifts [0900-1800] on Thursday until the following date
☒ Delete all shifts [0900-1800] until the following date

0900-1800
31-Dec-2021

Delete Schedule

Payroll

Payroll History

- You will see all the available payslips here.
- Click on the BLUE Cloud button and your payslip will be downloaded.
- Open the payslip with your ESS login password
- If you have changed your ESS password, the new password would apply to the file you download after changing the password. For any file you downloaded before, please use the old password to open it.

Payroll History

My Payslips ▾

Click to download



Mar

Payroll For 01-Mar-2018 To 31-Mar-2018
Paid On 31-Mar-2018

Jan

Payroll For 01-Jan-2018 To 31-Jan-2018
Paid On 31-Jan-2018



Dec

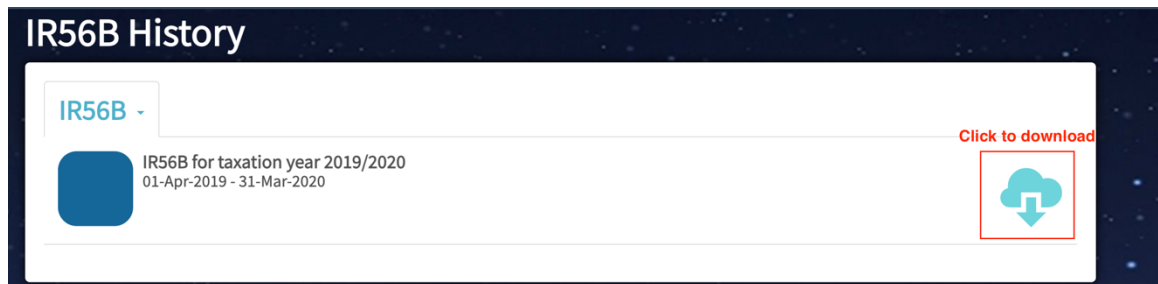
Payroll For 01-Dec-2017 To 31-Dec-2017
Paid On 31-Dec-2017



Taxation

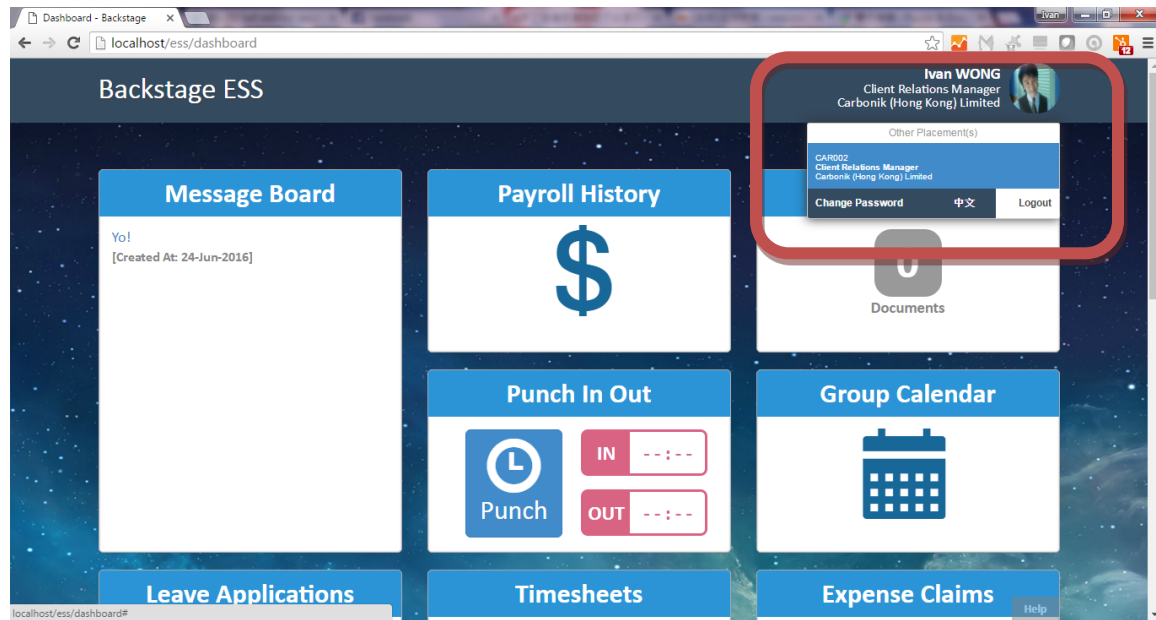
IR56B

- You will see all the available IR56B here.
- Click on the BLUE Cloud button and your IR56B will be downloaded.
- Open the IR56B with your ESS login password
- If you have changed your ESS password, the new password would apply to the file you download after changing the password. For any file you downloaded before, please use the old password to open it.



Logout

- You can logout the platform by clicking the upper top right-hand corner.



~End~