

Bahrain Polytechnic
ICTS Directorate

IFMS Quick Guide


To view attendance, submit permissions,
submit leaves and approval steps

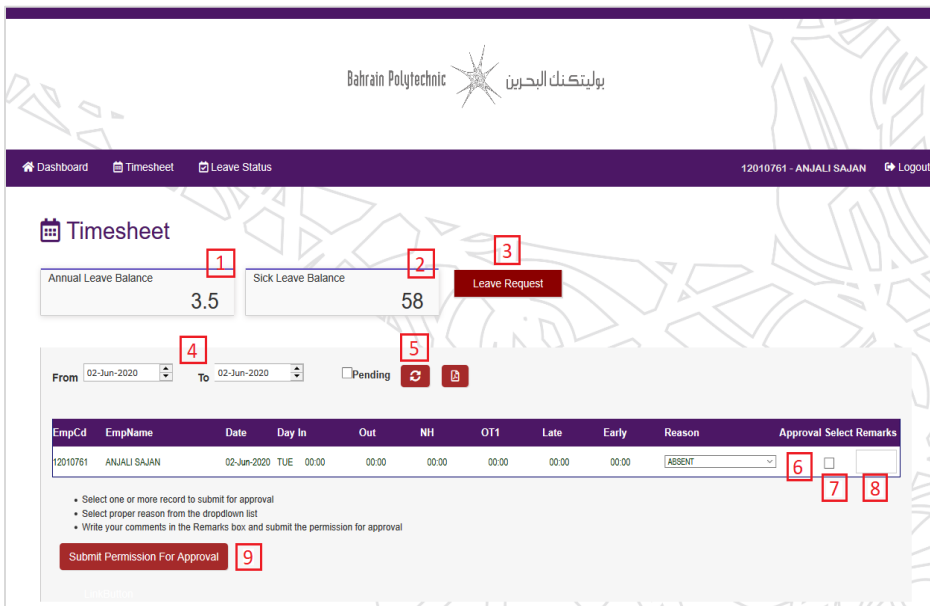
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View Attendance, Submit Permissions and Leaves Using IFMS

As allied staff, you will be able to view your time attendance sheet normally as before using the attendance system in addition to the new features added which are submitting permissions and leave request and follow up on the status of approvals on them.

View Attendance Timesheet

1. Login to IFMS (attendance system) using your **polytechnic Staff ID** as username and **CPR** as password.
2. Click on **Timesheet** button from Dashboard menu
3. Select **From** and **To** dates to view your attendance sheet and then click Refresh button 
4. You will see your attendance timing for in and out as before, plus the ability to request a permission for any selected record. Steps of requesting permission are provided in the next section.



Timesheet view includes:

- [1] Updated annual leave balance.
- [2] Updated sick leave balance.
- [3] Leave request button to submit future leaves (annual and sick) for approval.
- [4] Date pickers to select From and To dates to display timesheet.
- [5] Refresh button to get data after selecting **From To** dates, or check **Pending** checkbox. Pending option will list the pending approval records.

- [6] Approval status of record: **Pending** indicate pending manger approval
Pending HR indicates that record actioned by manager and pending HR decision.
- [7] Select Checkbox to select the record to be submitted for approval (permissions).
- [8] Remarks field to write comments regarding the permission you wish to submit.

[9] **Submit Permission Approval button** to submit all selected records after selecting reason and write remarks about the requested permission.

Submit Permission for Approval

1. After login to the system, go to **Timesheet** and select from the date pickers **From** and **To** dates of your permission.
2. For the required record, select the proper reason for the permission from the **Reason** dropdown menu.
3. Check the **Select** box for the required record.
4. Write your comments in the **Remarks** field. Entering comments in Remarks is mandatory to submit permission for Approval.
5. Click the "**Submit Permission For Approval**" button to submit your record for your manager approval.
6. You will receive emails notification once a decision made on the record.
7. To check status of your submitted record, you can use same Timesheet view to select the date of the permission and check the status of the permission under **Approval** column.

Submit Annual/Sick Leave for Approval

1. After login to the system, go to **Timesheet** and click on **Leave Request** button.
2. The "**Submit Leave Request**" modal window will pop up, select your **Leave Type** from the drop-down menu, **Leave From** and **Leave To**. **Comments** and **Attachments** are optional.
3. Click **Submit** and wait till the pop-up modal window closes.
4. Your leave now is submitted and an email notification sent to your line manager to action it. You will receive an email notification once decision is made on your submitted leave.

Check Leave Status

From the **Dashboard**, click on **Leaves Status** button. You will get all your record of submitted leaves along with their status and comments from line manager and HR. Status color indicates:

	Submitted with no approvals yet		Pending HR approval
	Rejected leaves		Approved leaves

Change User Password

Now changing your password for IFMS time attendance system is possible. The default password for all Polytechnic users is CPR (Smart ID) number, to change your password:

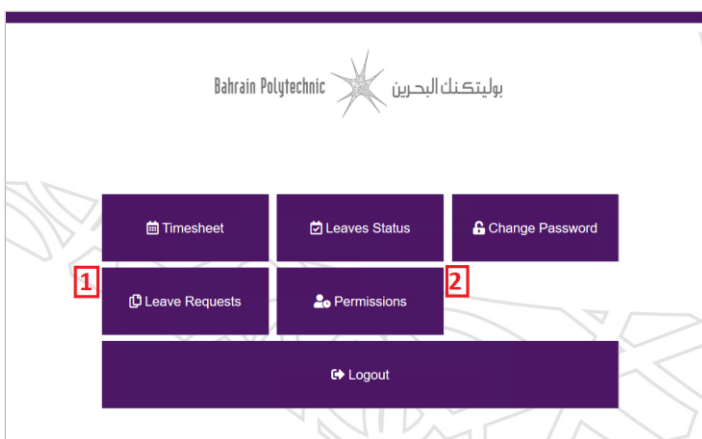
- 1.** Login to IFMS (attendance system) using your **polytechnic Staff ID** as username and **CPR** as password.
- 2.** Click on **Change Password** button from Dashboard menu
- 3.** Enter your **Current Password** , **New Password** and **Confirm Password**.
- 4.** Click on **Update**, and then you will get the confirmation message **Password updated successfully...*
- 5.** To test your new password, Logout from the system by clicking the **Logout** button in the menu bar or from the Dashboard. Now Enter your Username and New password to login.

View Submitted Permissions, Leaves and Action them Using IFMS

As a Manager/Director, you will be able to view your timesheet as all Polytechnic staff (explained in previous section) additionally you will be able to view your staff time attendance sheet and submitted Permissions and Leaves in order to approve/reject them with comments.

Director role: Approves Permission requests and notify about Leave requests of their employees.

Line Manager role: Approves Leave requests and view Permission requests for their employees.




[1] Leave Requests: to view submitted Leave requests to action them.


[2] Permissions: To view submitted Permissions with staff Time Sheet to action.

View Staff Timesheet and Permissions

As a manager, you will have extra two buttons in the **Dashboard**. To view the staff attendance timesheet:


1. From the Dashboard, click on **Permissions**.
2. Select **From** and **To** dates., by default the from date is set to current month start date.
3. As a manager, you will see all departments under your responsibilities in **Department** drop-down menu. Select the required department, by default All departments is selected.
4. By default, **All Employees in the department** check box is checked to view all your employees' records, you can uncheck it and then select one staff name from **Employee** drop-down menu.
5. Also by default, **Pending** option is checked, therefore, in order to view all and actual staff timesheet, check **Actual** checkbox option and then click on the **Refresh**  button to get the records list.

Approve/Reject Submitted Permissions

1. From the Dashboard, click on **Permissions**. Select **From** and **To** dates and then select **Department** and **Employee** from the drop-down menus.
2. Make sure **Pending** checkbox is checked and then click on the **Refresh**  button to get the records list.
3. Pending permissions will show in light orange background and with *Pending* status in status column.
4. To approve a permission, check the checkbox under Approval column and then click on **Approve** button. To reject permission, do the same and click on Reject button. Reason and Remarks will be already selected/filled by the staff.

View and Approve/Reject Submitted Leaves

As a manager, you will have extra two buttons in the **Dashboard**. To view the staff pending leaves:

1. From the Dashboard, click on **Leave Requests**.
2. You will see the number of the **Pending Requests** in the box, click on **Pending Requests List** to get the pending leaves list.
3. The list of pending leaves will display all details about the leaves, click the plus icon  to extend the approval box. Click on Approve or Reject and enter your comments in the comments text box.
4. Click **Yes** to submit your decision and wait few seconds till you get the success pop up alert, then the record will be removed from the pending list.