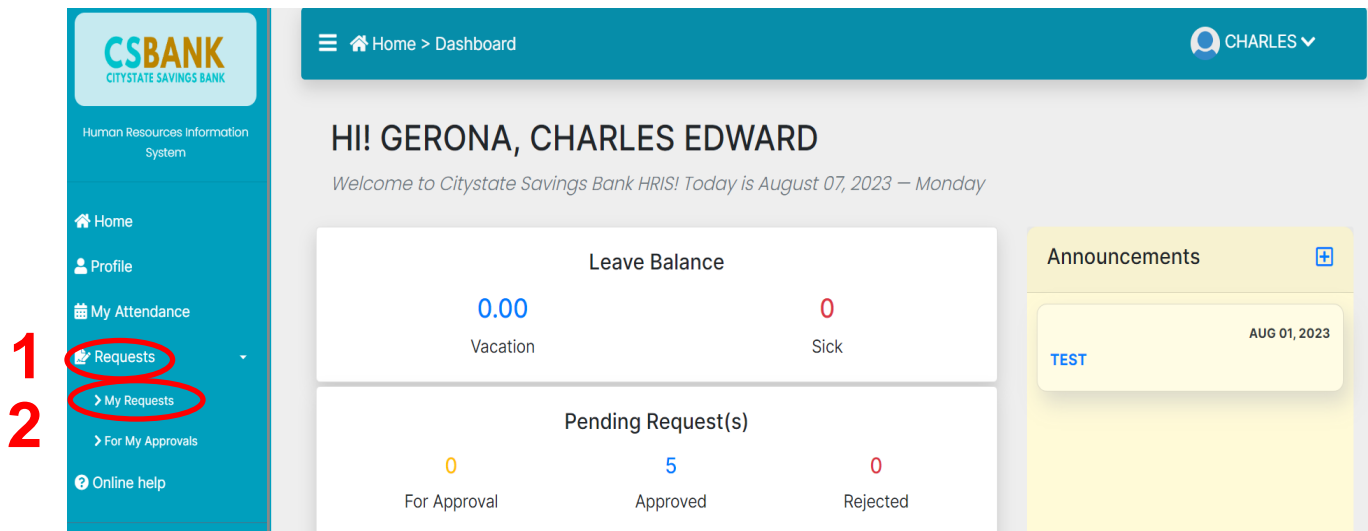


How to Request WFH Guide

This manual can help employees request work-from-home. Their request can be accepted or rejected by their superiors.



1. From the Left side panel, click Requests, then click the My Requests.

1. Click on the **Requests** button
2. Click on the **My Requests** button

The screenshot displays the HRIS interface for a user named CHARLES. The top navigation bar shows 'Home > My Requests'. The main content area is divided into several sections:

- Leave**: Includes links for 'Leave Form >' and 'Halfday Form >'.
- Official Business**: Includes a link 'Click here to request >'.
- Overtime**: Includes a link 'Click here to request >'.
- Undertime**: Includes a link 'Click here to request >'.
- Work From Home**: Includes a link 'Click here to request >' which is circled in red.
- Accomplishment Report**: Includes a link 'Submit Accomplishment Report >'.
- Leave Balance**: Shows two balances: '0.00' for Vacation and '0.00' for Sick.

2. Under the Work-From-Home, click “[click here to request](#)” and the Work-From-Home form screen will be displayed.

WFH Request Form ✕

Fill all required fields (*)


Date of Request *	Date of WFH *
<input type="text" value="10/10/2023"/>	<input type="text" value="mm/dd/yyyy"/> 1
Start Time *	End Time *
<input type="text" value="08:30 AM"/> 2	<input type="text" value="05:30 PM"/> 3
Work to be accomplished *	
<div><ul style="list-style-type: none">* HRIS' Manual* HRIS' Test Scripts4</div>	
Attach File(s)	
<input type="text" value="Choose file"/> Browse 5	
<div>✓ — Available ✗ — On Leave</div>	
Recommending Approver	
<ul style="list-style-type: none">Main: GUILLERMO, NORMAN VALENCIA ✓Empty ⊗	
Approver	
<ul style="list-style-type: none">Main: BALANE, JIMBO VERASTIGUE ✓Empty ⊗ 6	
<div>Submit</div>	


3. Your recommending approvers and approvers are listed at the bottom. Create a chase request if you don't have an approver yet.


1. Select your date of WFH
2. Select your start time
3. Select your end time
4. Enter your work to be accomplished inside the textbox
5. Click the "Browse" button to upload an attachment if necessary
6. Click the "Submit" button

Request Status

- Request Type: Official Business (OB)
- Departure Time: 05:37 PM - Arrival Time: 05:38 PM
- Date of OB: Sep 08, 2023
- Purpose: testing


NORMAN GUILLERMO
Recommending Approval


JIMBO BALANE
Approval


HR Department
HR Confirmation

4. From the Left side panel click Requests, then click My Request to view your Request Status. In this screen, you can check if your requests have been approved. When all approvers have green check, it means your request has been approved.