

【調代班申請】

1. 差勤>值班作業>調代班申請



2. 選擇①日期及班別、②被調班人 ③日期及班別、填寫④事由

This screenshot shows the 'Shift Swap Application' form. It includes fields for '原排班人紀錄' (Original Scheduling Record) with a date of 113-08-22 and a selection button, and a note about being an '免刷卡者' (Swipe Card Exempt). A red circle labeled '1' points to this field. Below it is a dropdown menu for '假別' (Leave Type) set to '調班申請' (Shift Swap Application), indicated by a red circle labeled '2'. Under '被調班人紀錄' (Target Scheduling Record), there is a date of 113-08-15, a selection button, and a note about being an '免刷卡者' (Swipe Card Exempt). A red circle labeled '3' points to this field. At the bottom, there is a '事由' (Reason) text area and a note about file attachments, with a red circle labeled '4' pointing to the attachment section.

※班別-不可以選擇【不可調代班】

O (免刷卡者)113年暑假值班(8月),下午(值班),00 12:30 ~ 00 16:30

X 【不可調代班】 【免刷卡者】 113年暑假8月輪值表,上午班,00 08:00 ~ 00 12:00

This screenshot shows the approval queue for a shift swap application. The top navigation bar includes links for 首頁 (Home), 批核案件 (Approved Cases) with a count of 2, 申請案件 (Application Cases) with a count of 0, 代理案件 (Proxy Cases) with a count of 0, and 登入時間 (Login Time) 2024-07-31 12:35:37. A blue button labeled '尚未批核' (Not Yet Approved) is visible. The main table lists applications with columns for '同意' (Agree), '不同意' (Disagree), '加會簽' (Add Signature), '申請人' (Applicant), '代理人' (Proxy), '表單' (Form), '摘要' (Summary), and '批示意見' (Comments). One application is highlighted in blue, showing details: 申請時間 (Application Time): 113-08-15 (四) 08:39; 期間 (Period): 113-08-20 (二) 12:30 ~ 16:30; 事由 (Reason): 原班別時間:113-08-22 12:30 ~ 113-08-22(四) 16:30
調班別時間:113-08-20 12:30 ~ 113-08-20(二) 16:30
換班. A blue button labeled '填寫' (Fill in) is located at the bottom right of the application row.