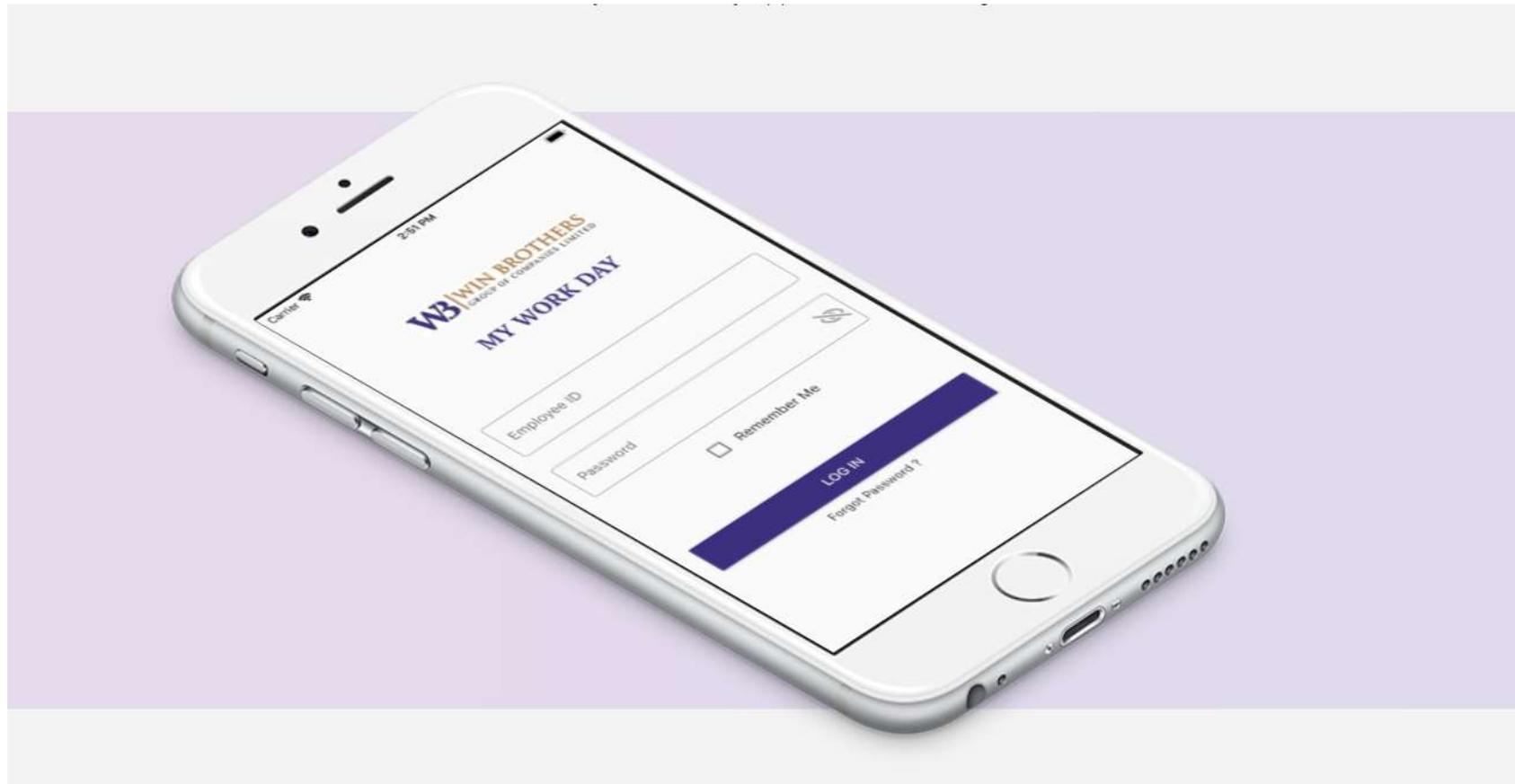


WB WORK-DAY TRAINING

Present by: HR Team

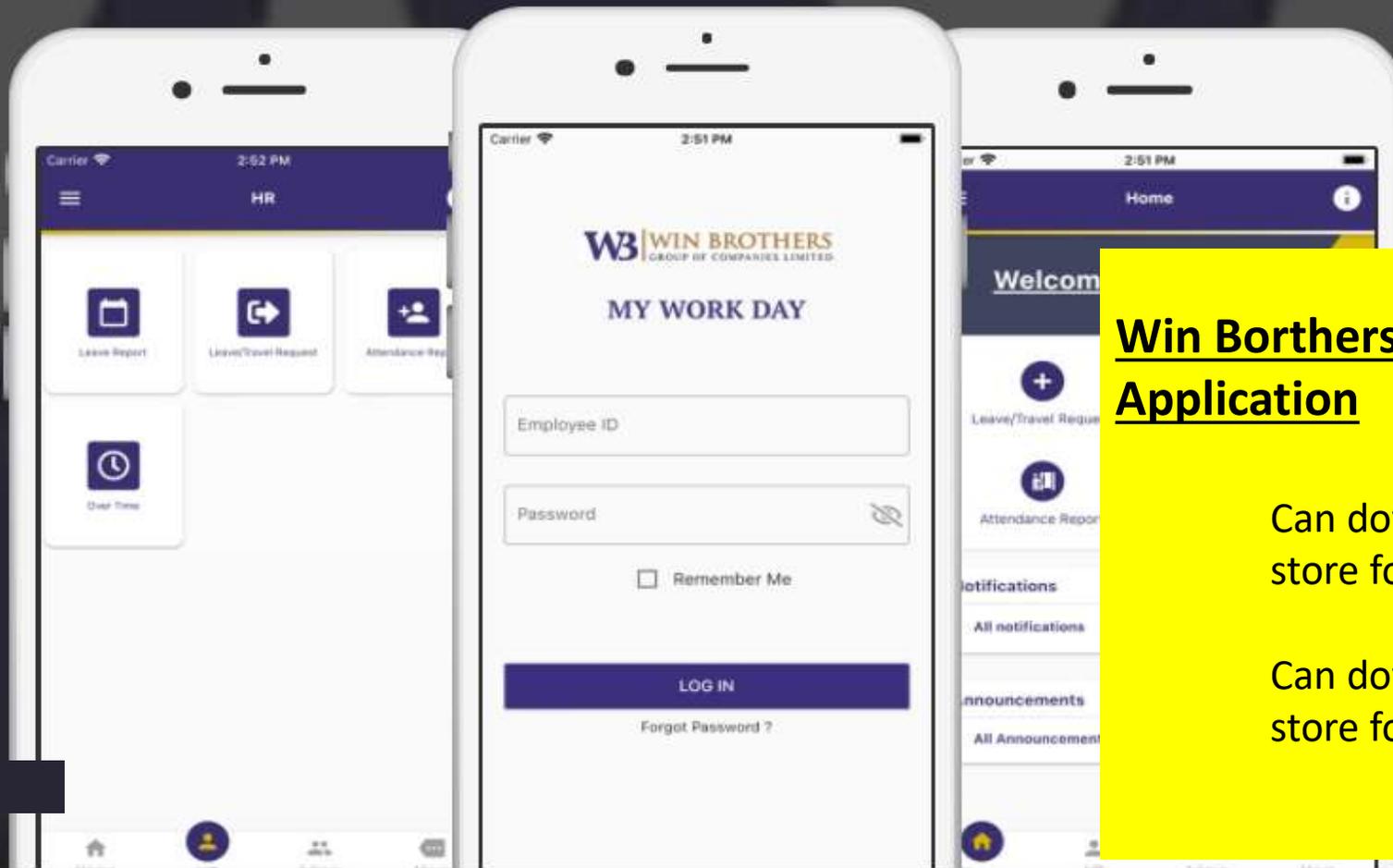
YANGON

WB Work-Day on Mobile





WB Work Day



Win Borthers' Mobile Application

Can download from play store for Android user

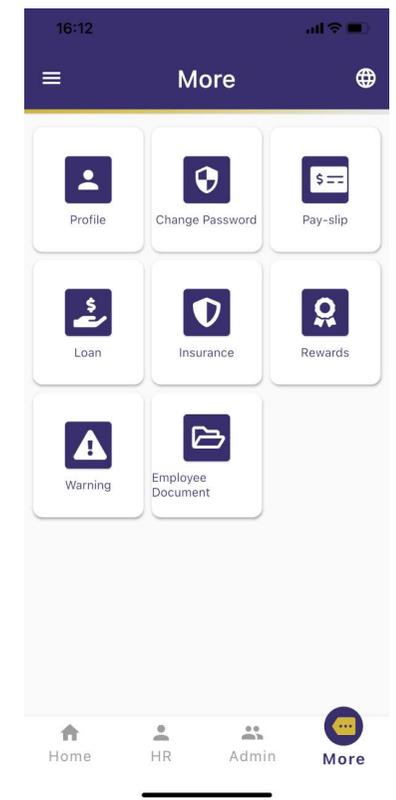
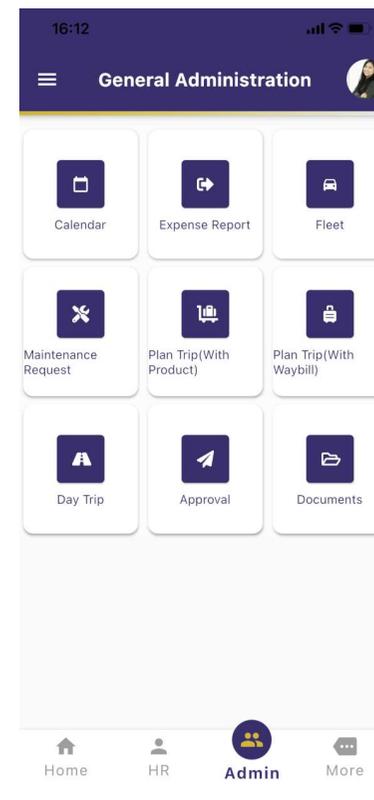
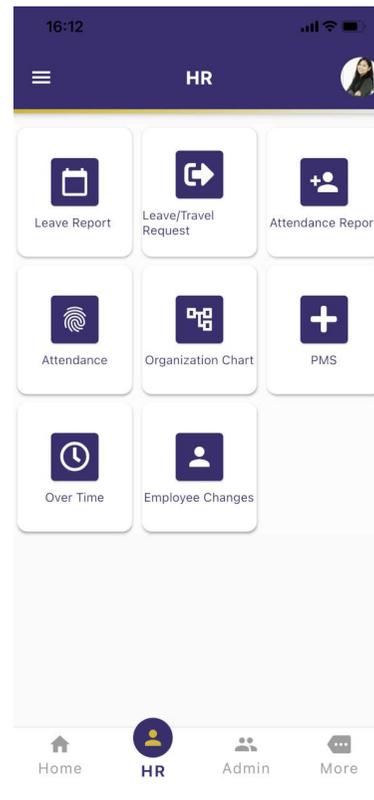
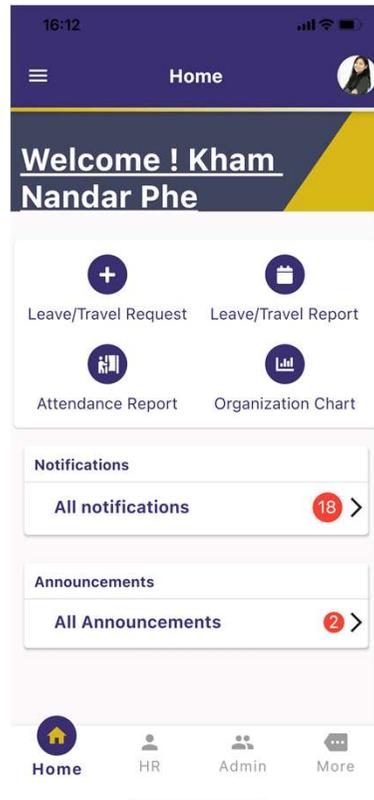
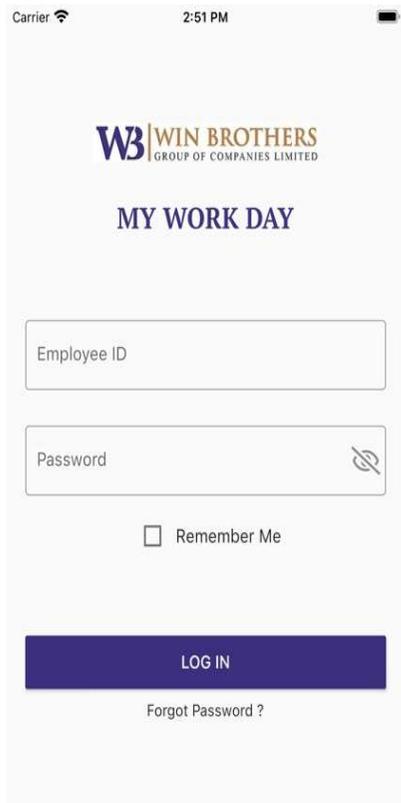
Can download form App store for IOS user

App User Level

- App User (All employee)
- Approved Manager (Approved Leave, Overtime request etc.)
- Branch Manager (Approved Travel, Expenses , Out of Pocket etc.)

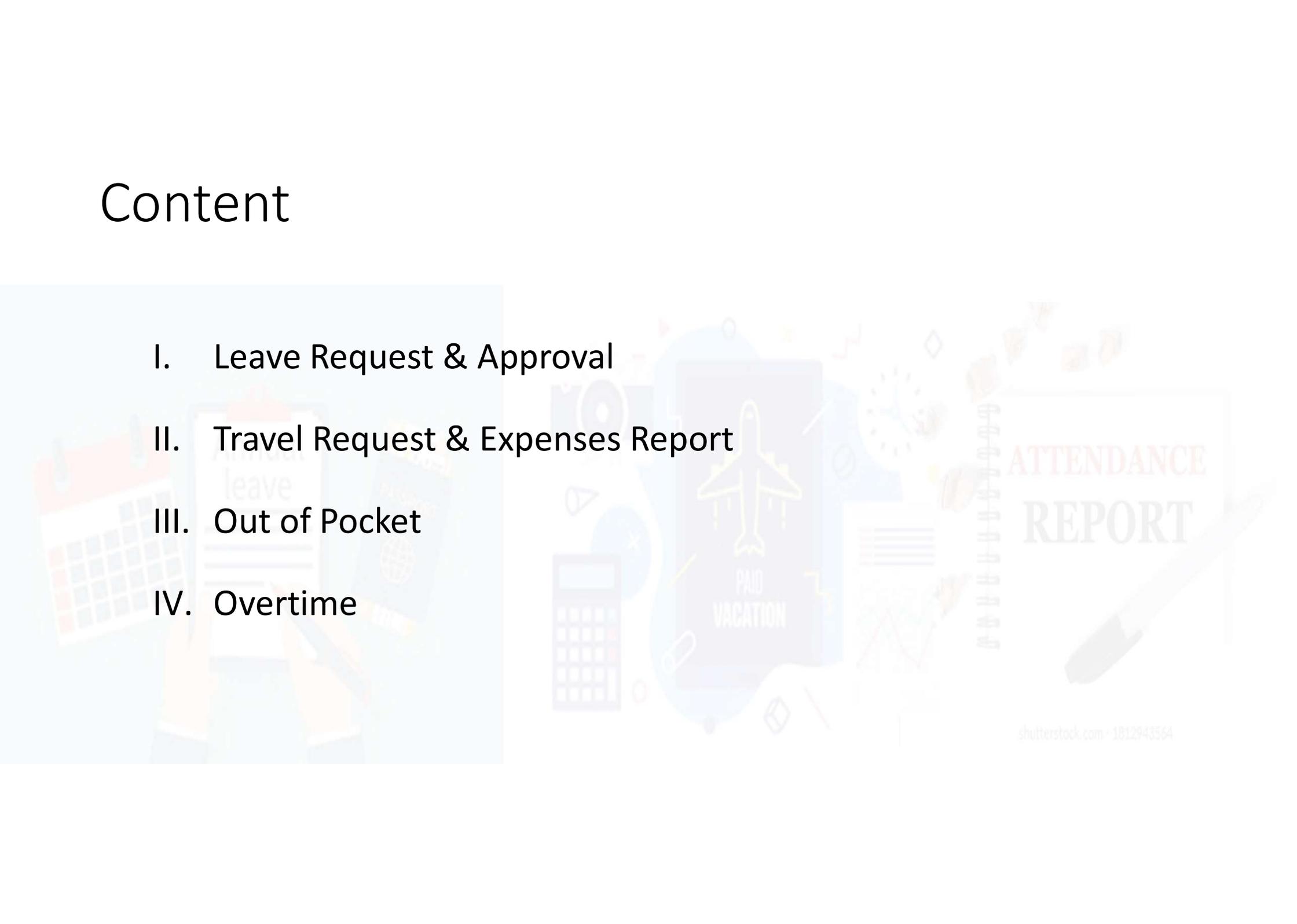


Features available in WB WORK DAY



Content

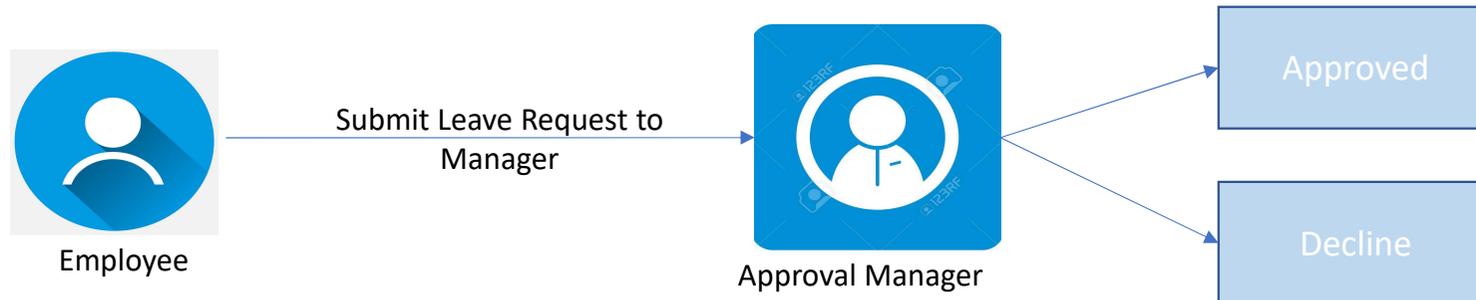
- I. Leave Request & Approval
- II. Travel Request & Expenses Report
- III. Out of Pocket
- IV. Overtime

A light blue background collage featuring various office and travel-related icons. On the left, there's a calendar, a document with 'Annual leave' written on it, and a globe. In the center, a smartphone displays an airplane icon and the text 'PAID VACATION'. To the right, there's a calculator, a clock, a spiral notebook with 'ATTENDANCE REPORT' written on it, and a pen. The overall theme is business administration and employee management.

ATTENDANCE
REPORT

I. LEAVE REQUEST & APPROVAL

Leave Request



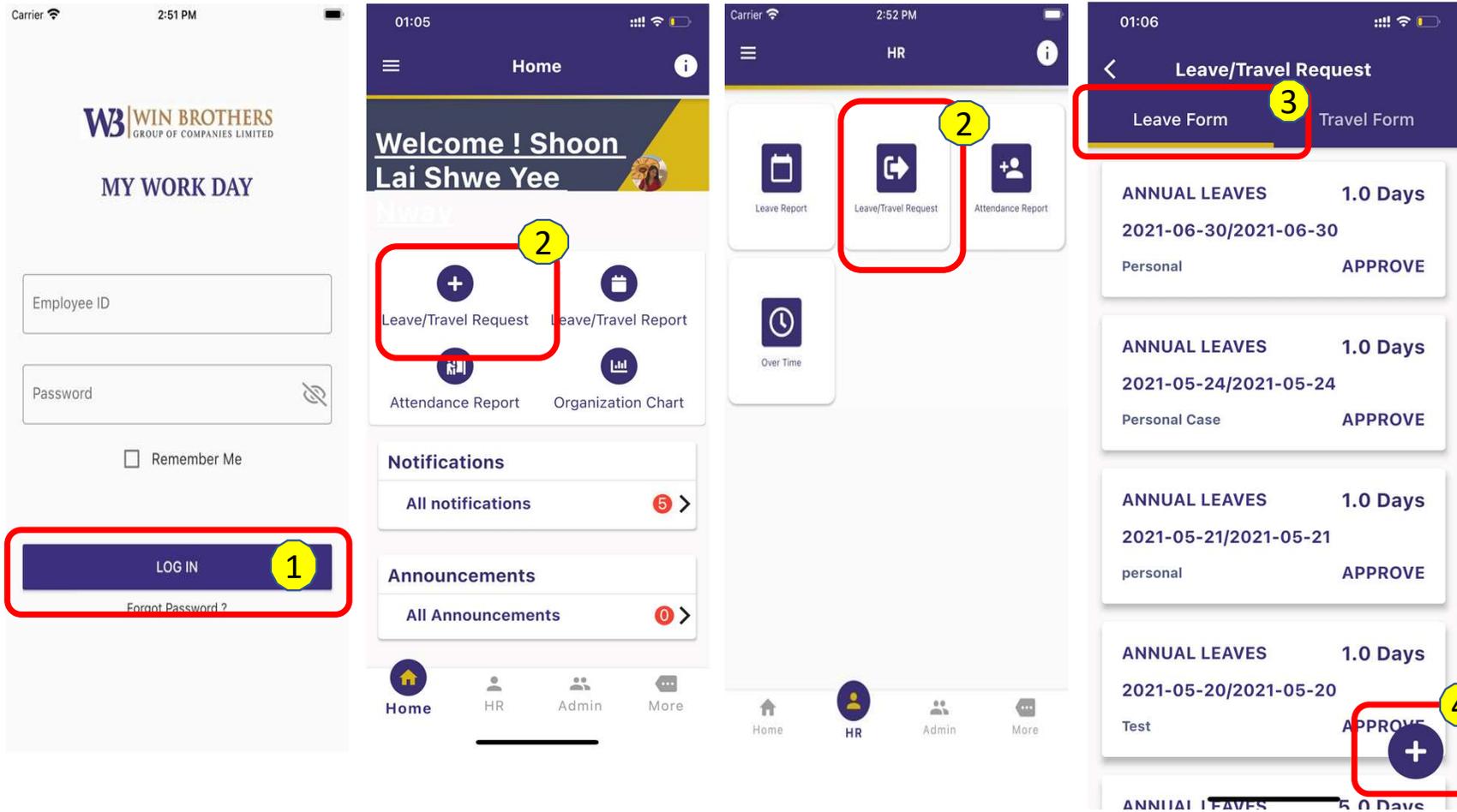
System Allow to submit the following leave types

- Casual Leave
- Annual Leave
- Sick Leave (Need Doctor's Medical Certificate)***
- Leave without pay (Unpaid Leave)
- Other Leave Types need to submit with hard copy to HR with Manager Approval (eg. Maternity Leave)

Note

- *** All types of leave need to apply in advance
- *** Need to get Manager Approval
- *** System not allow late submission

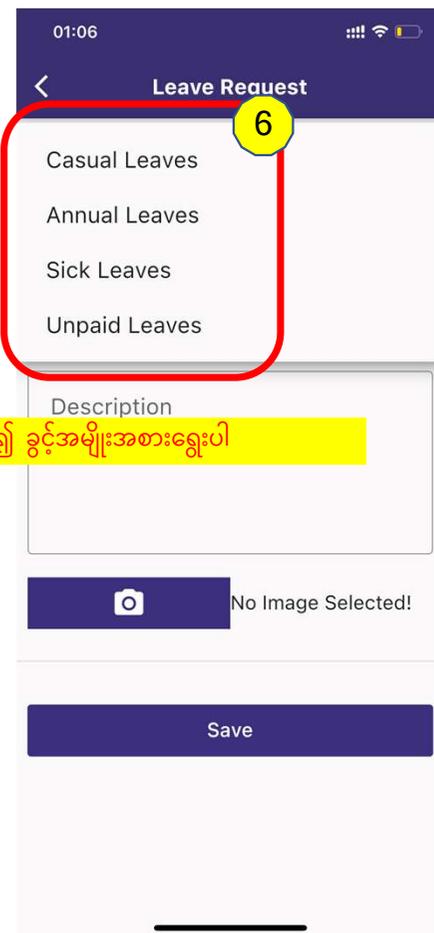
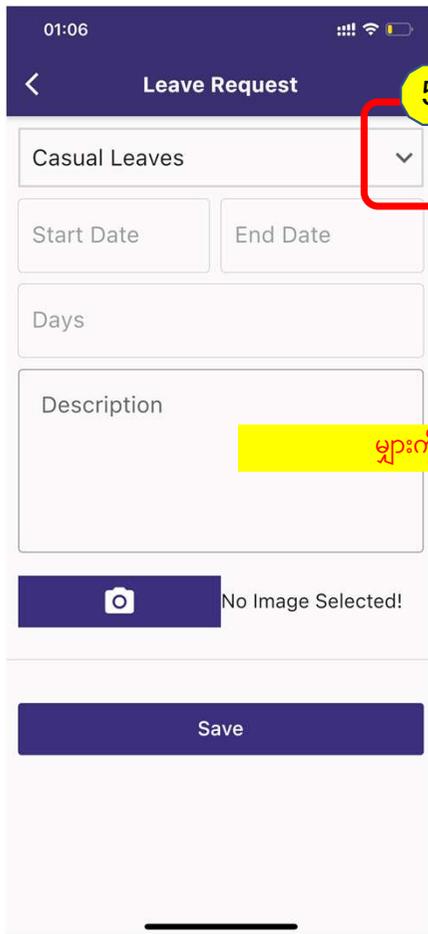
Leave Request (Employee)



Leave Request

1. Log in ဝင်ပါ
2. Leave/Travel request ကို နှိပ်ပါ
 Leave/Travel request ကို Home Menu မှ သွားနိုင်သလို HR Menu မှလဲ သွားနိုင်သည်
3. Leave Form ကို နှိပ်ပါ
4. Leave Form တင်ရန် “+” ကို နှိပ်ပါ

Leave Request (Employee)



မှားကိုနှိပ်၍ ခွင့်အမျိုးအစားရွေးပါ



ခွင့်တောင်းခံမည့်ရက်စွဲဖြည့်ပါ

ခွင့်ယူသည့်အကြောင်းအရာရေးရန်

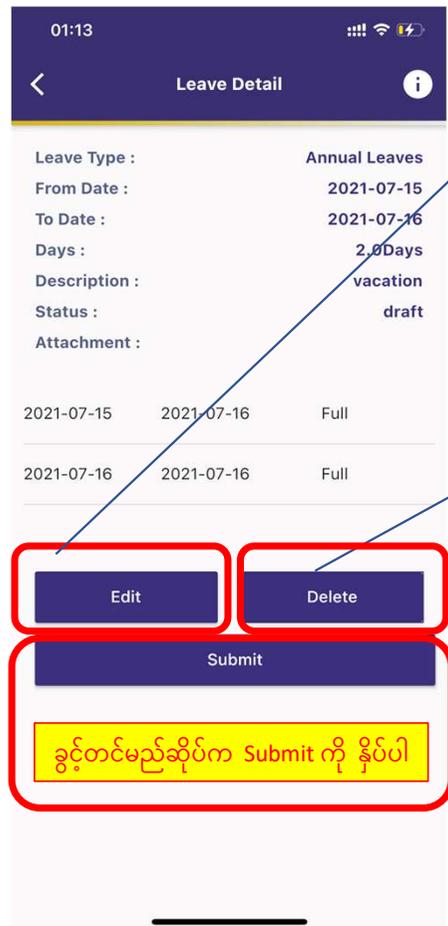
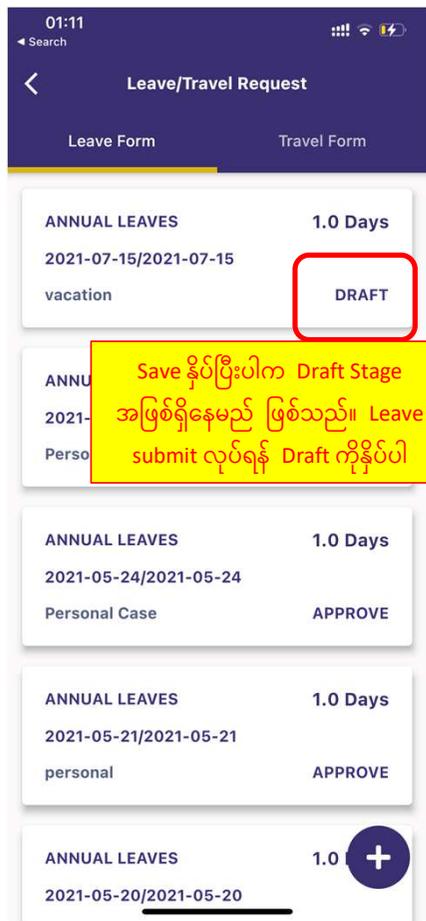
လိုအပ်ပါက attached ထည့်ပါ

နောက်ခွင့်ဆိုပါက ရွေးရန်



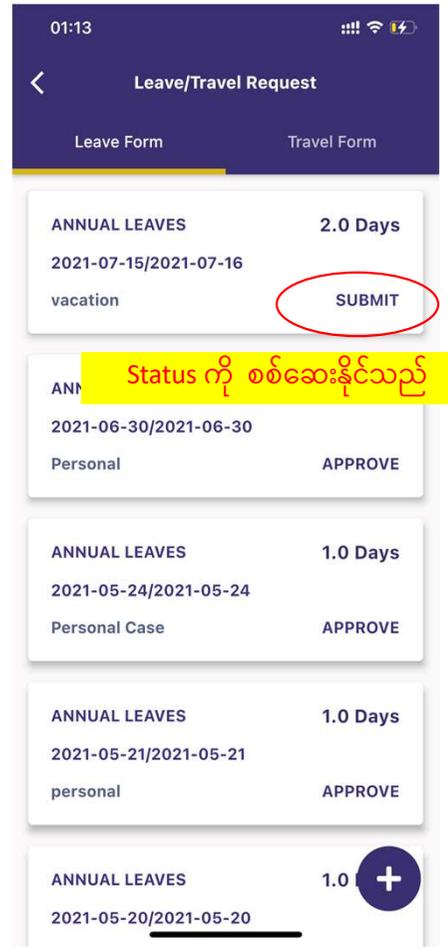
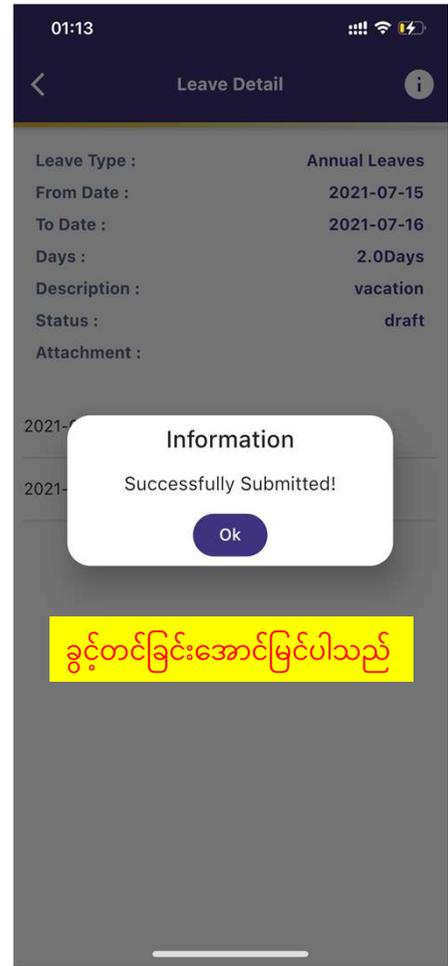
ခွင့်ယူသည့်အကြောင်းအရာကို မဖြည့်ပါက save ၍ရမည်မဟုတ်ပါ

Leave Request (Employee)

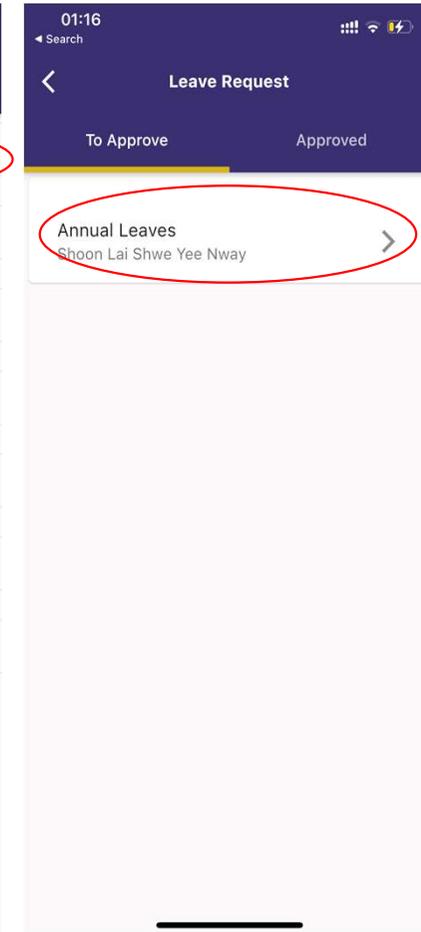
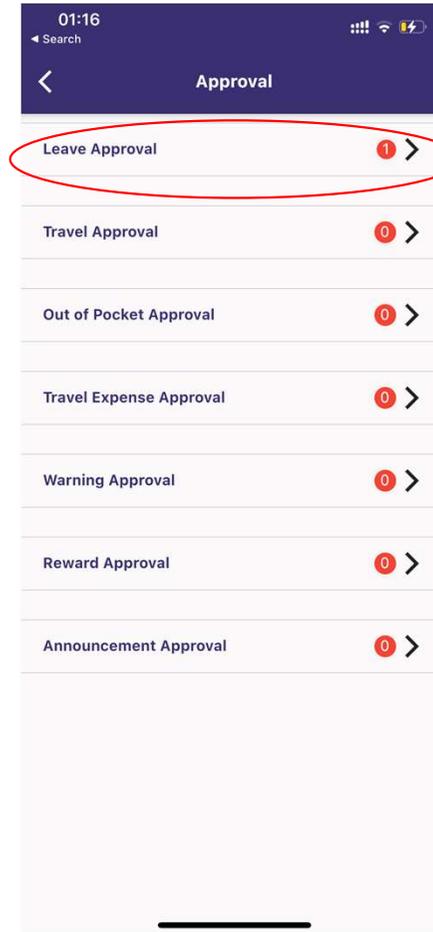
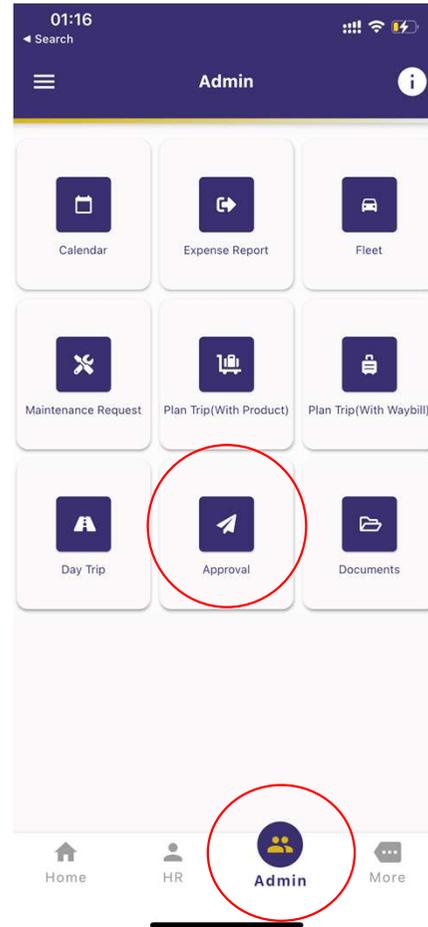
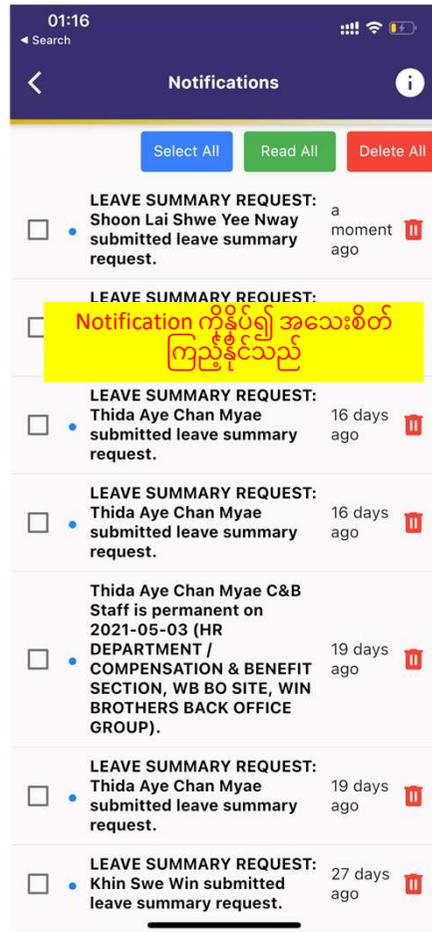
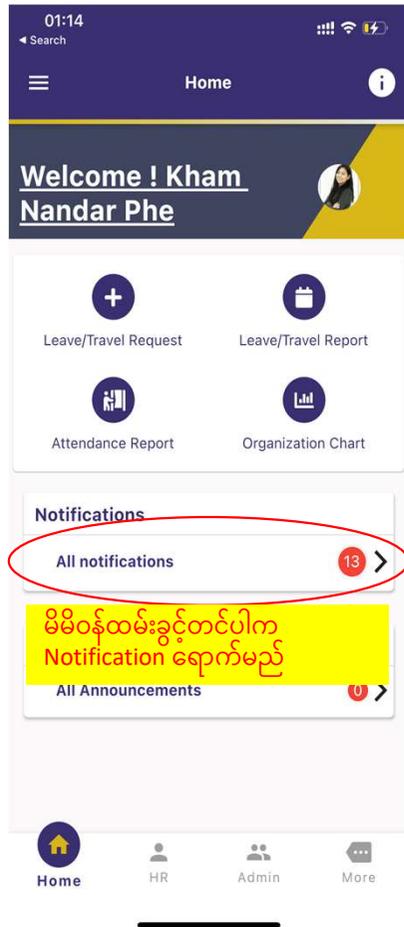


ပြင်ဆင်လိုသည့် အချက်အလက်များ ရှိပါက Edit ကိုနှိပ်၍ပြင်နိုင်သည်

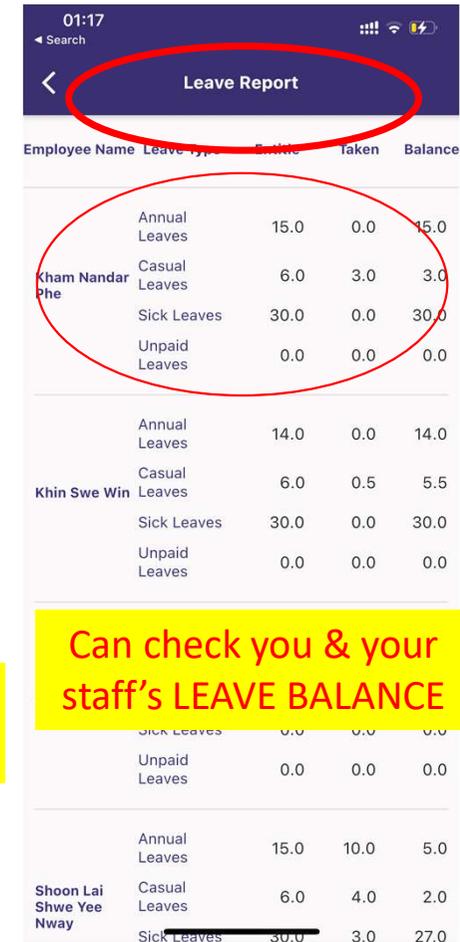
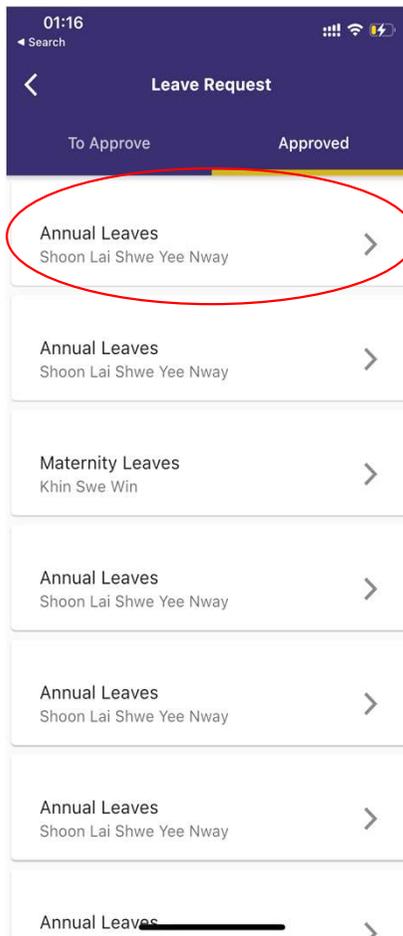
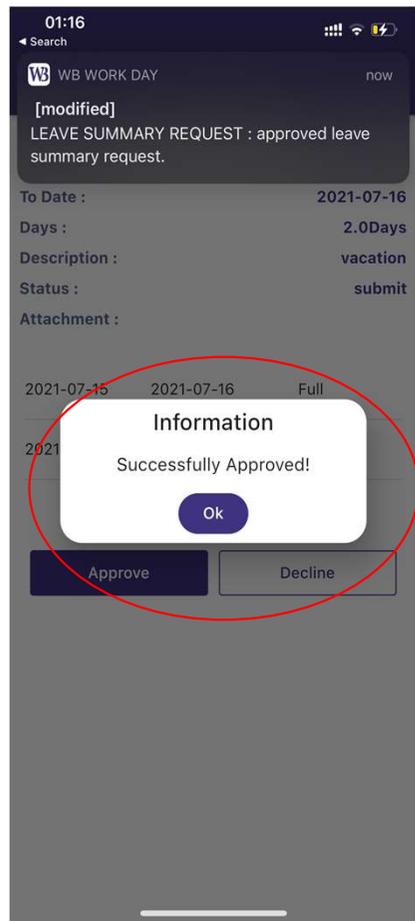
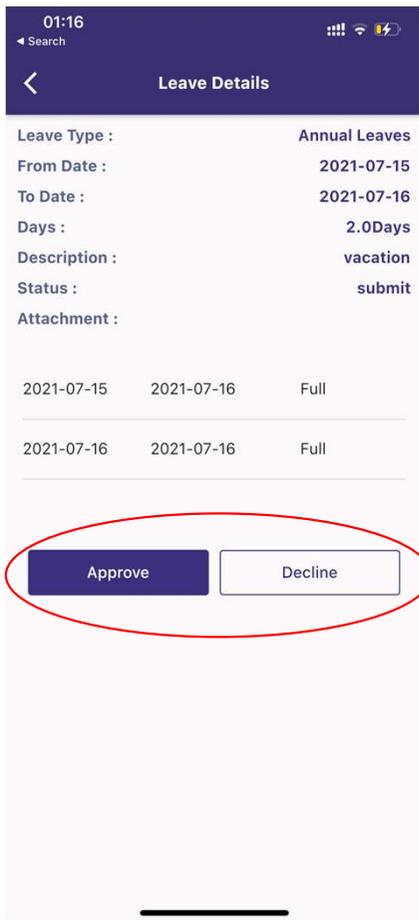
Leave Form ကိုဖျက်လိုပါက Delete ကိုနှိပ်ပါ



Leave Approval (Manager)



Leave Approval (Manager)

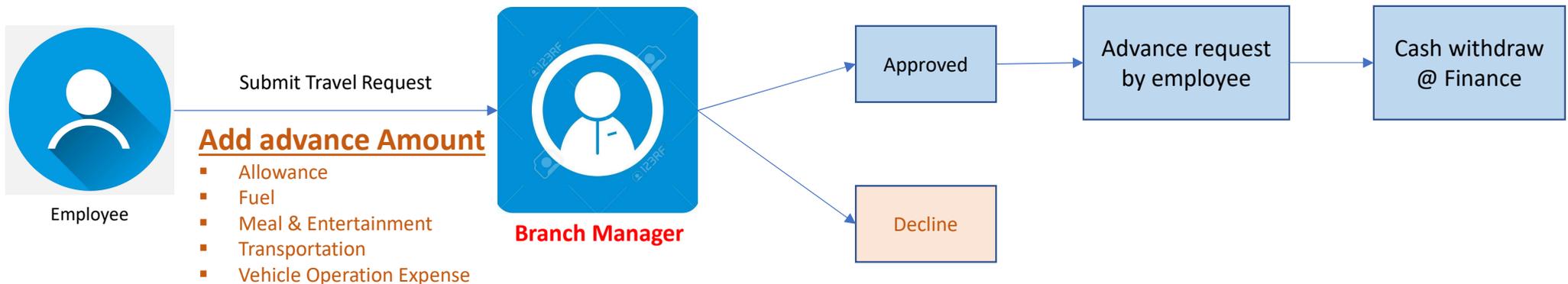


II. TRAVEL REQUEST & APPROVAL

Travel Request

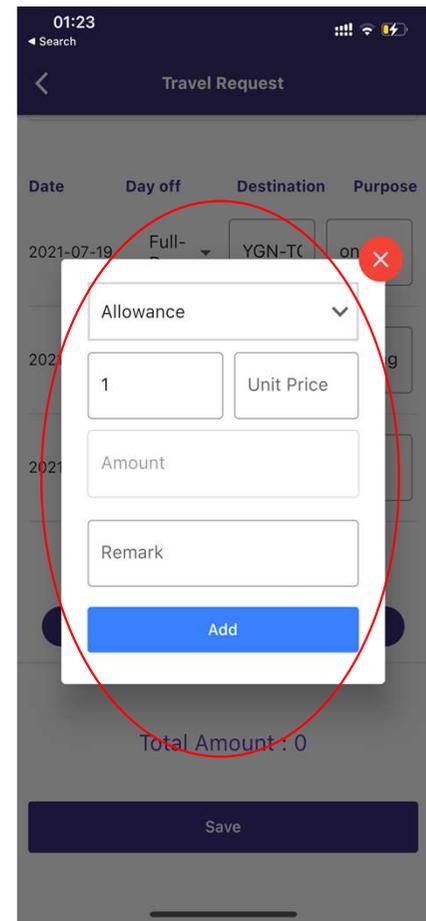
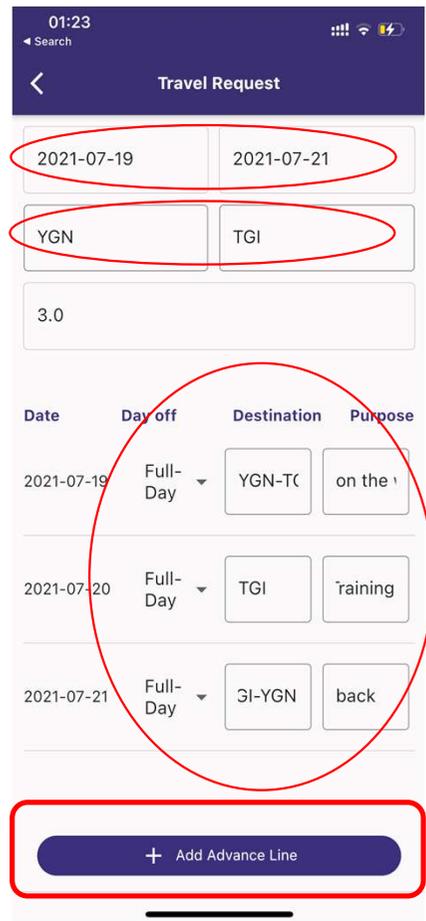
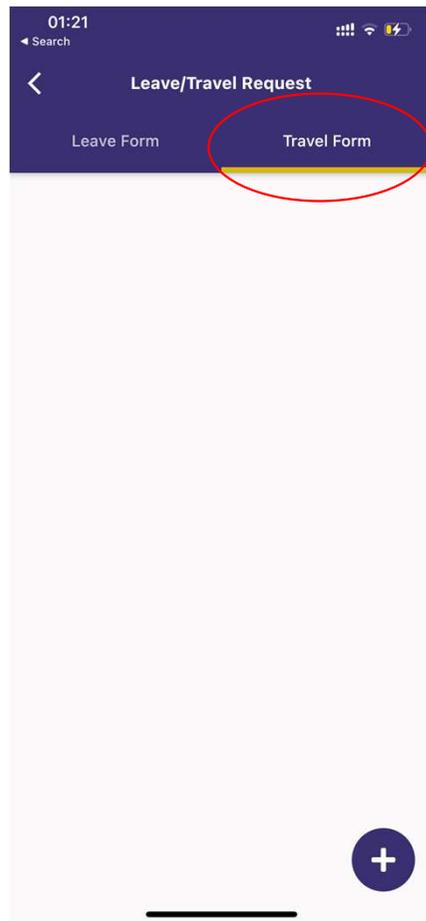
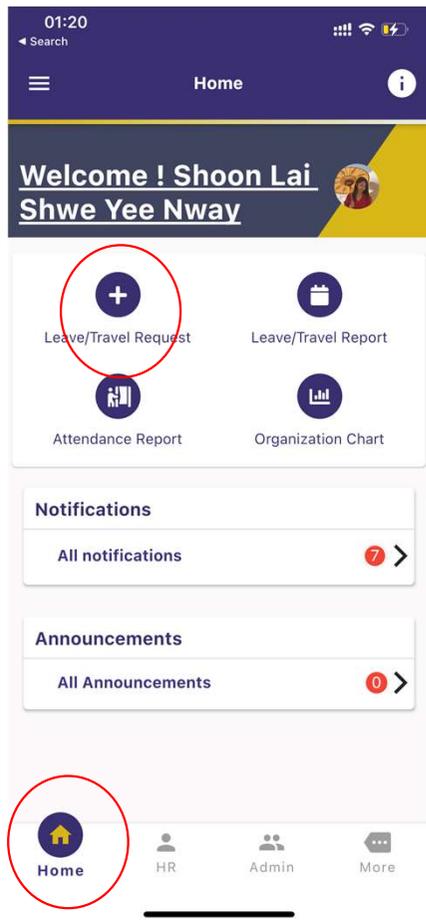
Travel Request need to submit who need to travel for **BUSINESS PURPOSE ONLY.**

- Management/Manager
- Office Staff
- Officer Driver



*****Travel Request need to submit in advance and not allow to submit back date**

Travel Request(Employee)



ခရီးသွားလာခြင်းအတွက် Job Grade အရ ခံစားခွင့် ပြုထားသော Allowance နှုန်းထား များအတိုင်း Trip Request တွင် Advance amount ကို add advance Line တွင် ထည့်၍ Trip request နှင့်အတူ Advance amount ကို ခွင့်ပြုချက် တောင်းခံနိုင်သည်။

Travel Request (Employee)

Advance တောင်းခံမည့် စာရင်းခေါင်းစဉ်အတိုင်း ရွေးချယ်ထည့်သွင်းရန်

Date	Day off	Destination	Purpose
2021-07-20	Full-Day	TGI	Training
2021-07-21	Full-Day	GI-YGN	back

Information
Successfully Saved!
Ok

YGN-TGI **3.0Days**
2021-07-19/2021-07-21
on the way **DRAFT**

- Save လုပ်ပါက Draft Stage ဖြင့် save သွားမည်ဖြစ်သည်
- Draft Stage တွင် edit ပြုလုပ်နိုင်သည်

Edit ပြုလုပ်ရန်မလိုအပ်ပါက **submit** ကိုနှိပ်ပါ

Date	Destination	Purpose
2021-07-19	YGN-TGI	on the way
2021-07-20	TGI	Training
2021-07-21	TGI-YGN	back

Total Amount : 50,000

Edit Delete

Submit

Travel Request (Employee)

01:25
Search

Travel Request

Day

2021-07-20 Full-Day TGI Training

2021-07-21 Full-Day TGI-YG back

+ Add Advance Line

Expense Category	Amount	Remark
Transportation	50,000	Express
Meal and Entertainment	15,000	lunch

Update

Edit လုပ်နိုင်သည်

Add advance line
ဖြင့်ထပ်ဖြည့်နိုင်သည်

ဖျက်လိုပါက Delete
ဖြင့်ဖျက်နိုင်သည်

ပြင်ဆင်ပြီးပါက update ကိုနှိပ်ပါ

01:25
Search

Travel Request

Day

2021-07-20 Full-Day TGI Training

2021-07-21 Full-Day TGI-YG back

Information
Successfully Updated!
Ok

Expense Category	Amount	Remark
Transportation	50,000	Express
Meal and Entertainment	15,000	lunch

Update

01:25
Search

Leave/Travel Request

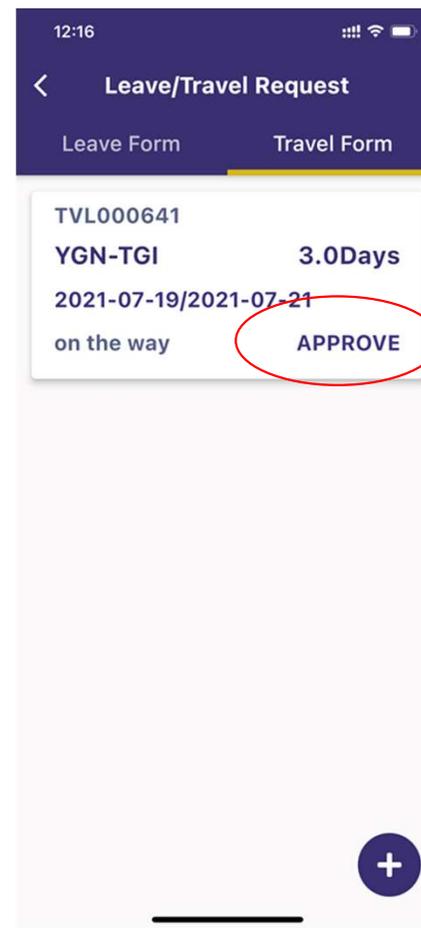
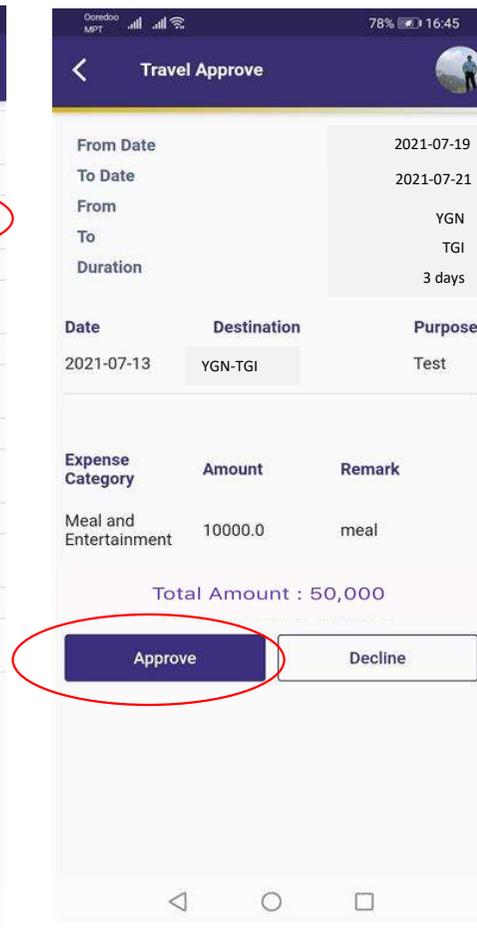
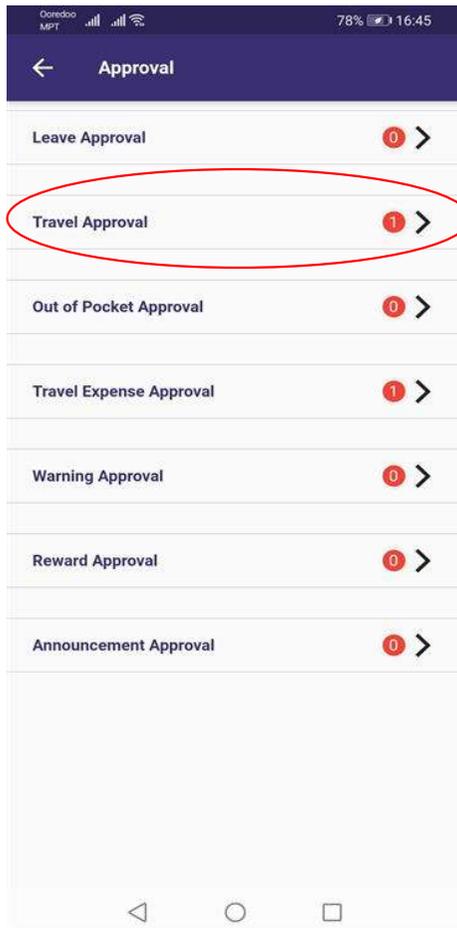
Leave Form Travel Form

TVL000641
YGN-TGI 3.0Days
2021-07-19/2021-07-21
on the way

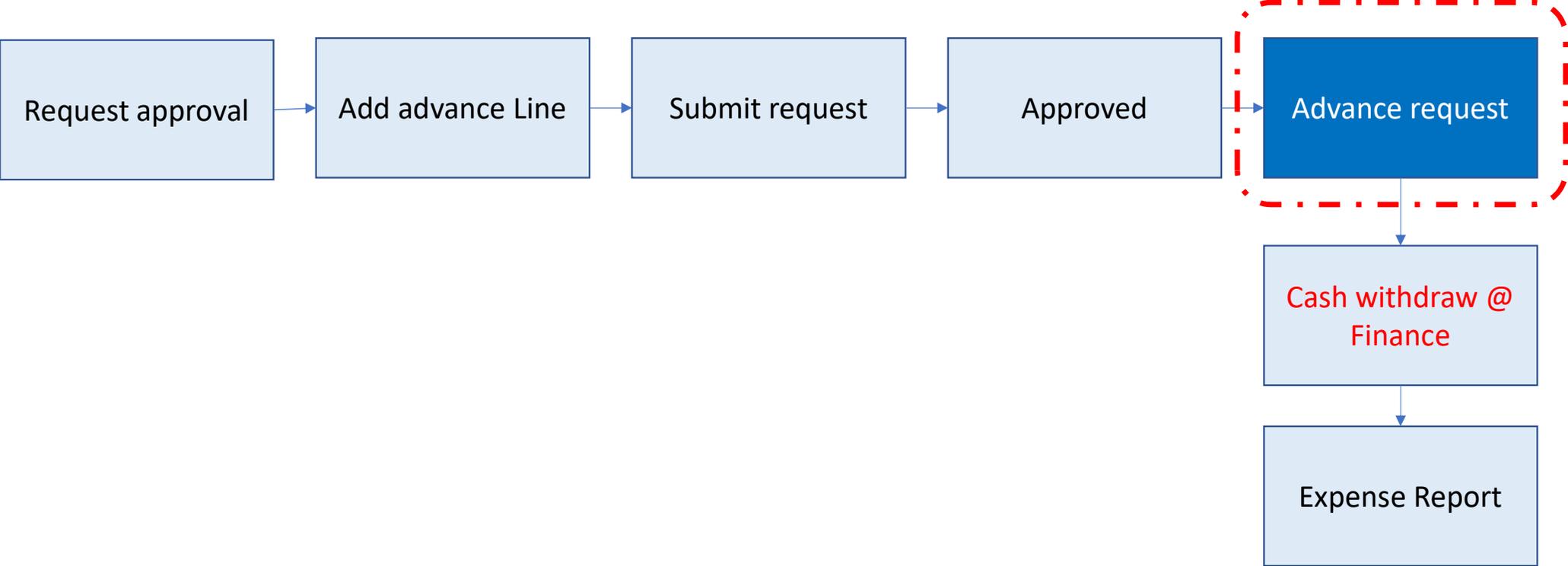
SUBMIT

+

Travel Approve (Branch Manager)



Travel approved & Advance Withdraw



Advance Request (Employee)

Travel Detail

TVL000643

From Date: 2021-07-19
To Date: 2021-07-21
From: YGN
To: TGI
Duration: 3 days

Date: 2021-07-13
Destination: YGN-TGI
Purpose: Test

Expense	Amount	Remark
Meal and Entertainment	10,000	meal

Total Amount : 50,000

Request Advance

Leave/Travel Request

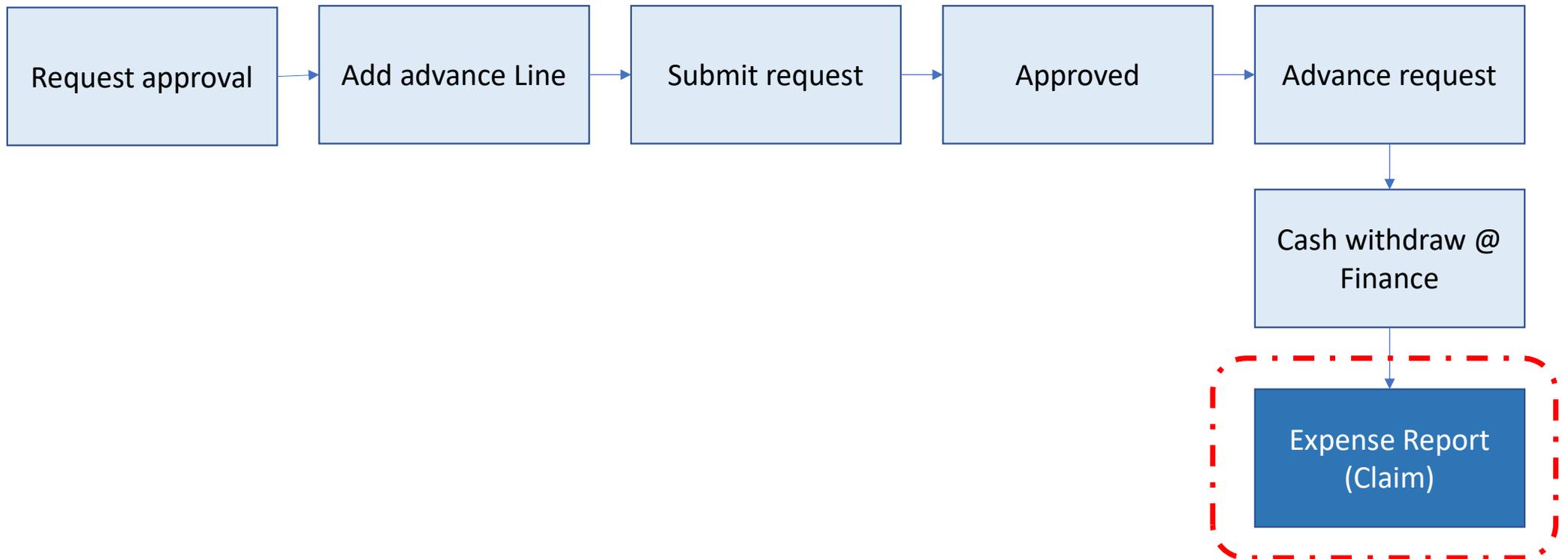
Leave Form | Travel Form

TVL000641
YGN-TGI 3.0Days
2021-07-19/2021-07-21
on the way ADVANCE_REQUEST

Employee Can Withdraw
Cash From Finance

Employee need to claim expense
report after trip

Expense Report

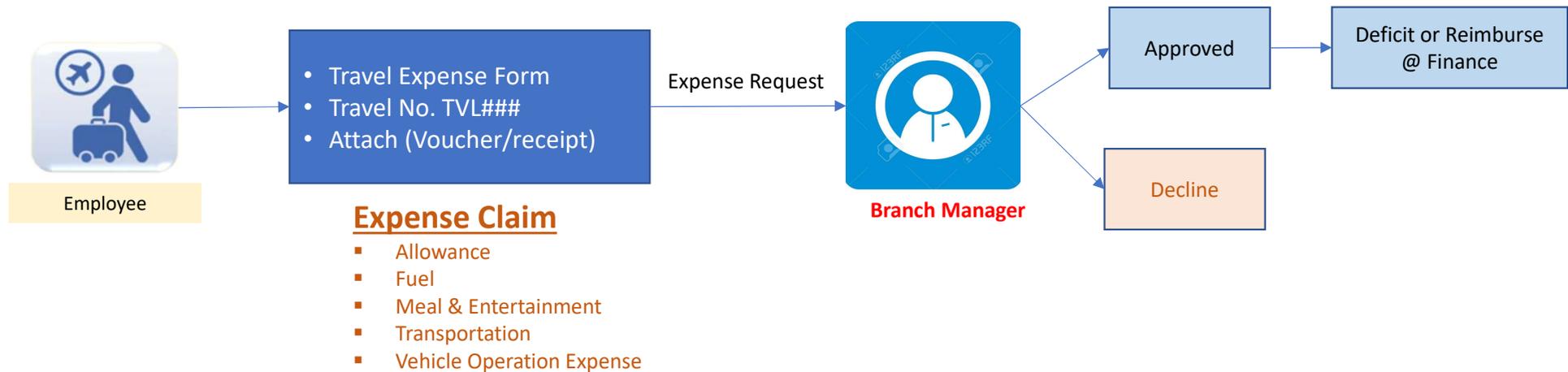


Travel Expenses Report/Form

- ခရီးထွက် အသုံးစရိတ်များ (Delivery Car /Logistic Car /Sales Car all employee are excluded)
 - Allowance (Hotel , Meal)
 - Fuel(Gasoline/Disel), need to fill up with vehicle number
 - Meal & Entertainment (Breakfast/Lunch/Dinner/Gift)
 - Transportation (Taxi/Airfare/Express/Train)
 - Vehicle Operations Expenses (Toll Gate/Parking/Small Repair/Other Expenses), need to fill up with vehicle number

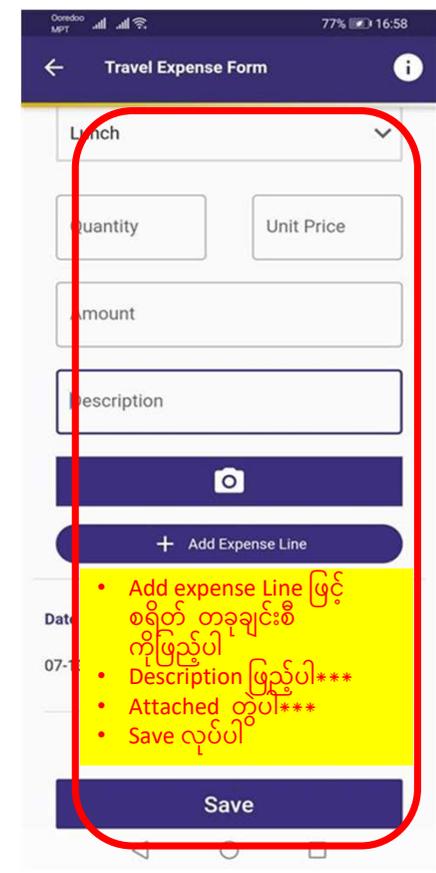
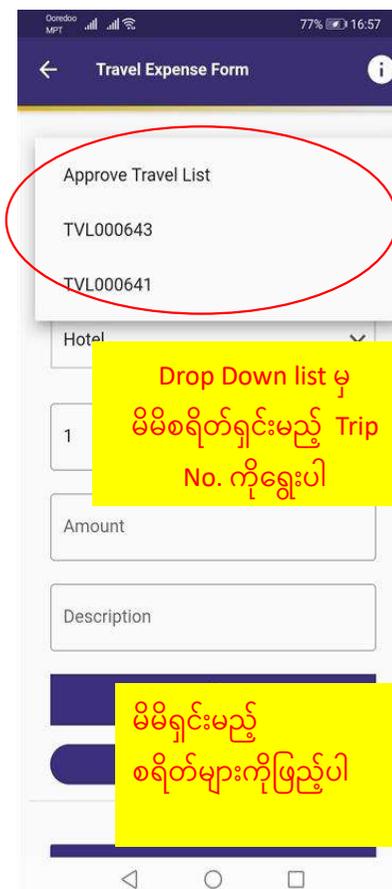
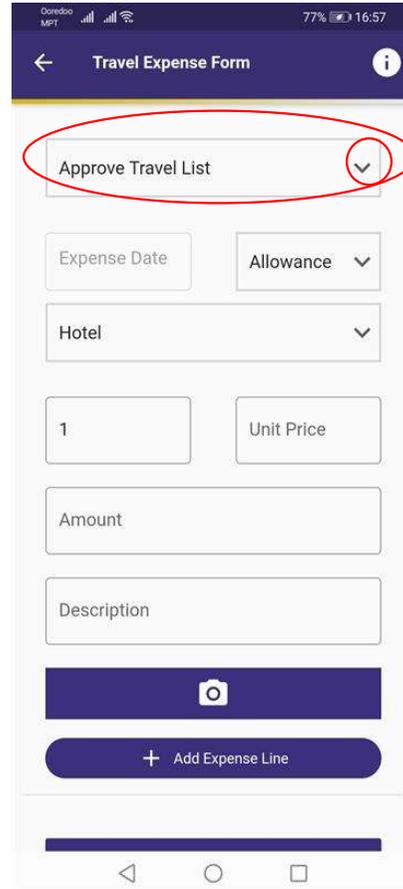
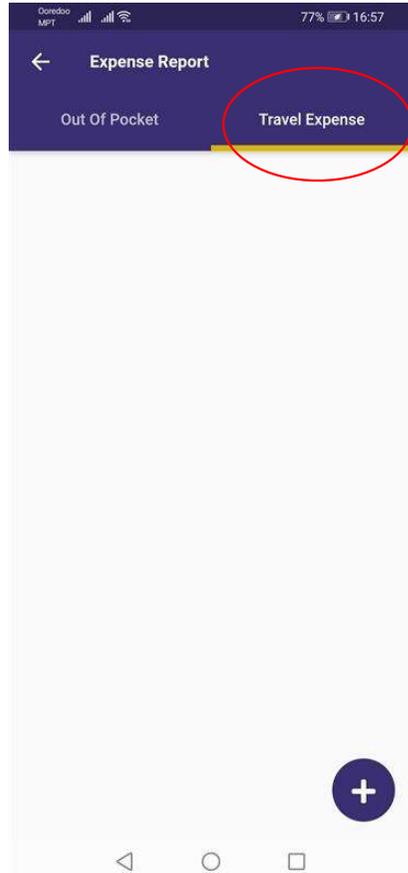
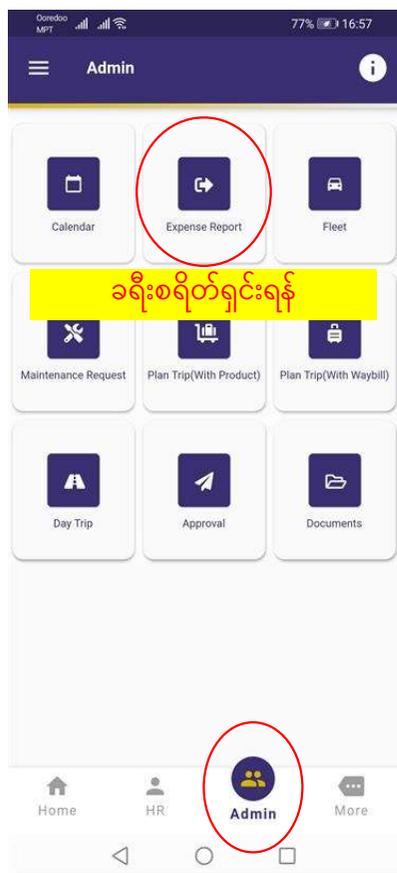
Expenses Report (Travel Expenses)

Employee need to settle expense for your business travel (travel expenses)



*****Expense Claim cannot settle before and during trip day, system allow to submit after trip end date**

Expense Report (Employee)



Expense Report (Employee)

Travel Expense Form

Lunch

Quantity Unit Price

Amount

Information
Successfully Saved!
Ok

+ Add Expense Line

Date	Expense Title	Amount
07-13	Lunch	8000.0

Total Amount : 8,000

Save

Expense Report

Out Of Pocket Travel Expense

2021-07-13
Shoon Lai Shwe Yee Nway **draft**

+

Travel Expense Details

Name : Shoon Lai Shwe Yee Nway
Date : 2021-07-13
Status : draft

Expense Date	Expense Title	Description	Amount
2021-07-13	Lunch	meal	8,000

Total Advance Amount : 10,000
Total Amount : 8,000
Deficit for Reimbursement : 2,000

Edit Submit

Travel Expense Details

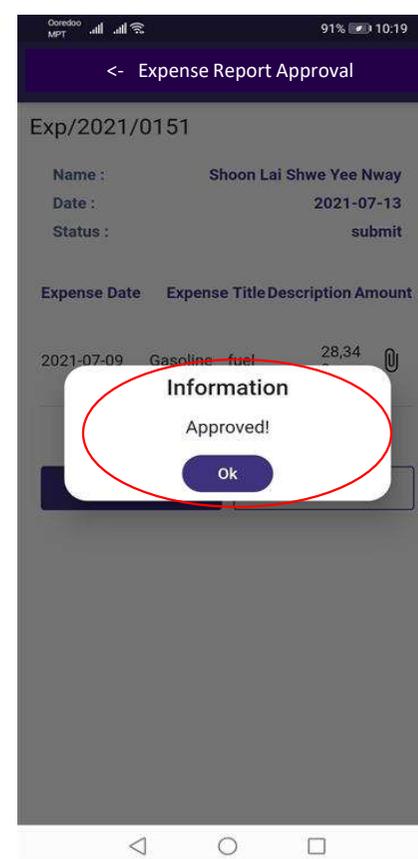
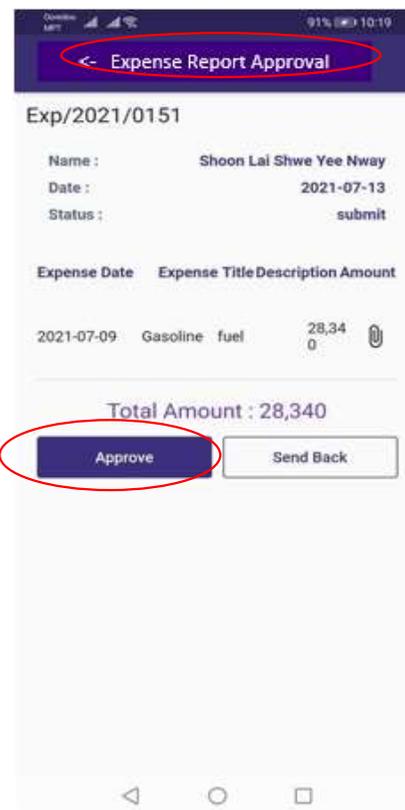
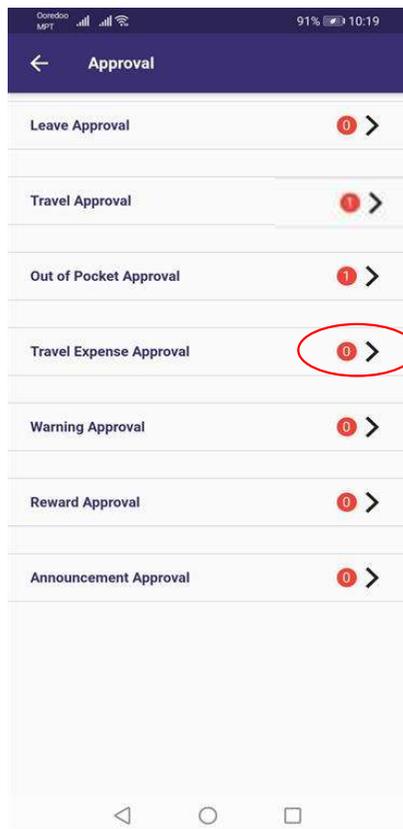
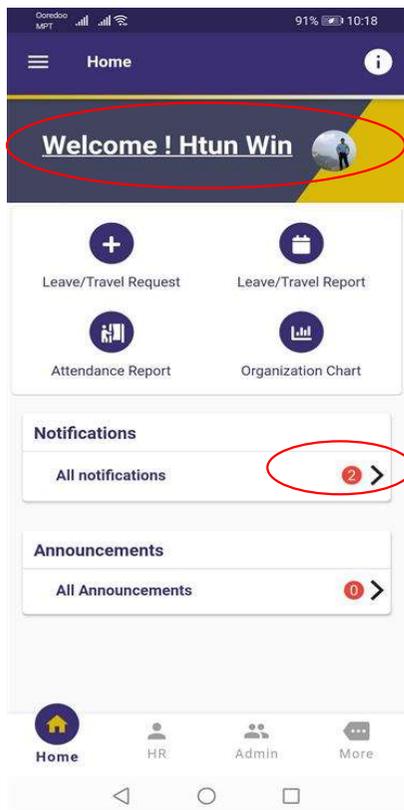
Name : Shoon Lai Shwe Yee Nway
Date : 2021-07-13
Status : draft

Expense Date	Expense Title	Description	Amount
2021-07-13	Lunch	meal	8,000

Information
Submitted!
Ok

Edit Submit

Expense Report (Manager Approval)



III. OUT OF POCKET REQUEST & APPROVAL

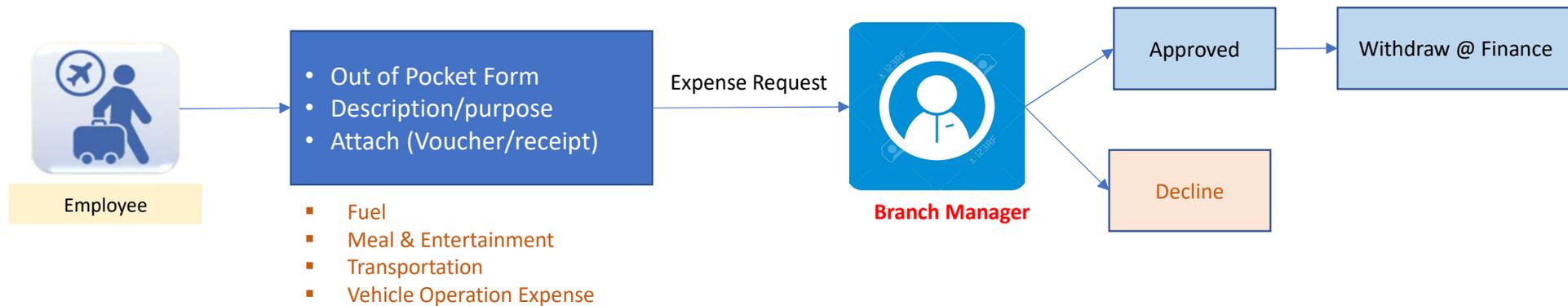
Out of Pocket

- မြို့ပေါ်သုံး အသုံးစရိတ်များ
- စိုက်သုံးထားသောစရိတ်များ စာရင်းပြန်လည်ရှင်းရန်
 - Fuel(Gasoline/Disel), need to fill up with vehicle number
 - Meal & Entertainment (Breakfast/Lunch/Dinner/Gift)
 - Transportation (Taxi/Airfare/Express/Train)
 - Vehicle Operations Expenses (Toll Gate/Parking/Small Repair/Other Expenses), need to fill up with vehicle number

Out of Pocket

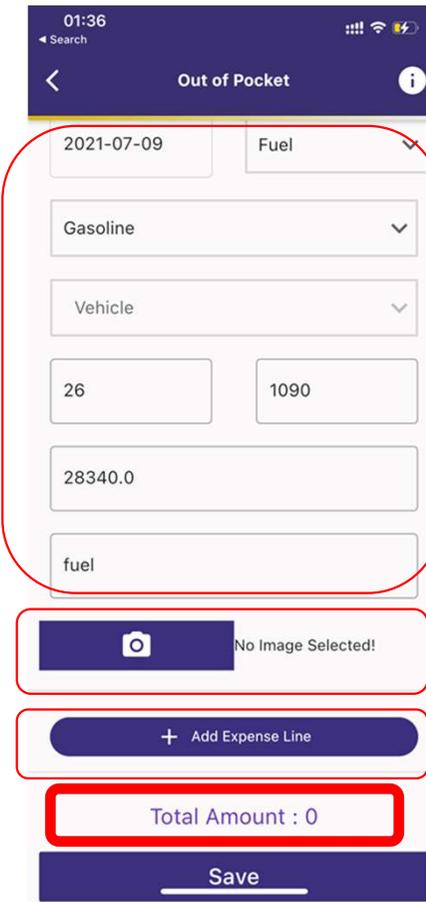
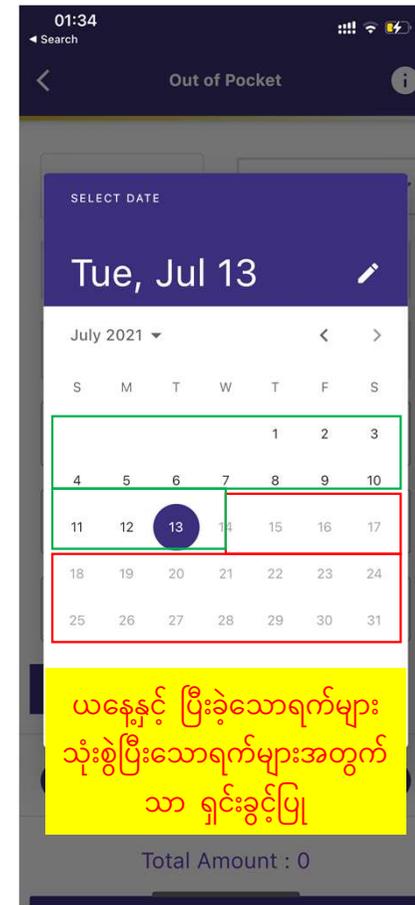
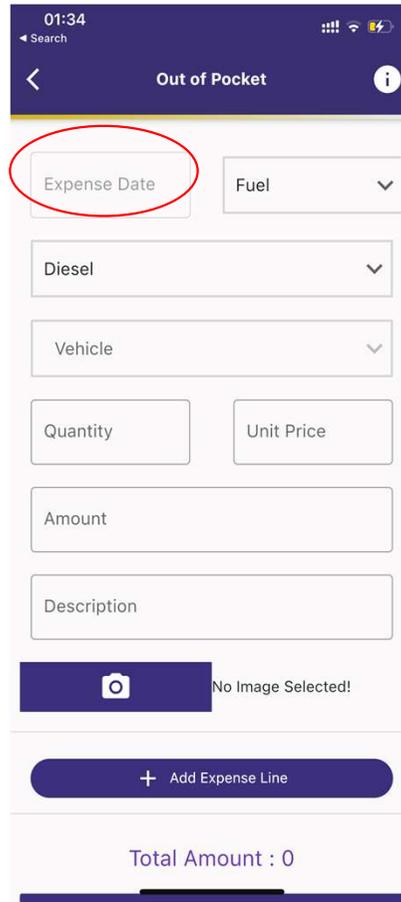
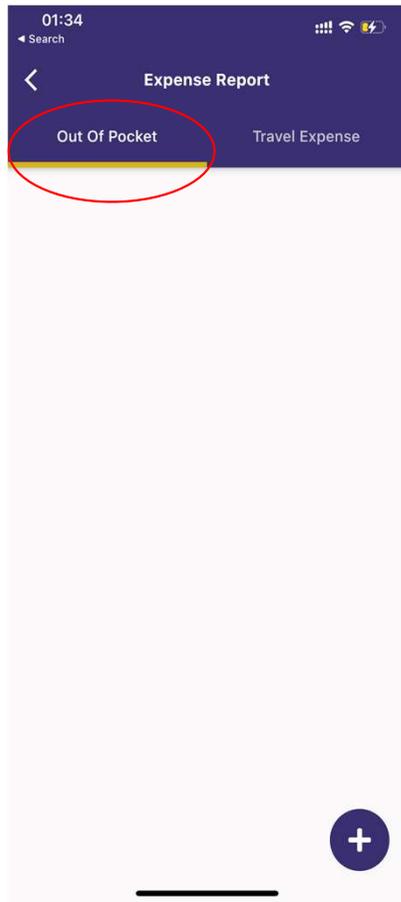
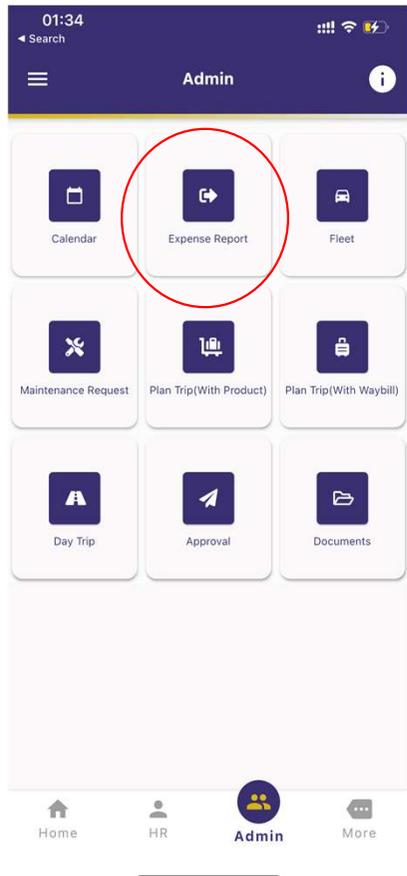
Employee need to claim the expense with “Out of Pocket” for the following purpose

- Management/Manager (Customer Entertainment/
- Fuel in (Management Car/ Office Car)
- Cycle (Office Cycle/Cycle entitle for Fuel In



*****Out of Pocket Expense Claim cannot claim in advance, system allow to submit after expense date.**

Out of Pocket (Employee)



Out of Pocket (Employee)

01:37
Search

Out of Pocket

Quantity Unit Price

Amount

Description

No Image Selected!

+ Add Expense Line

Expense Date	Expense Title	Amount		
2021-07-09	Gasoline	28340.0		

Total Amount : 28,340

Save

01:37
Search

Out of Pocket

Quantity Unit Price

Amount

Description

Information
Successfully Saved!
Ok

+ Add Expense Line

Expense Date	Expense Title	Amount		
2021-07-09	Gasoline	28340.0		

Total Amount : 28,340

Save

01:37
Search

Expense Report

Out Of Pocket Travel Expense

2021-07-13
Shoon Lai Shwe Yee Nway
draft

+

01:37
Search

Out of Pocket Details

Name : Shoon Lai Shwe Yee Nway
Date : 2021-07-13
Status : draft

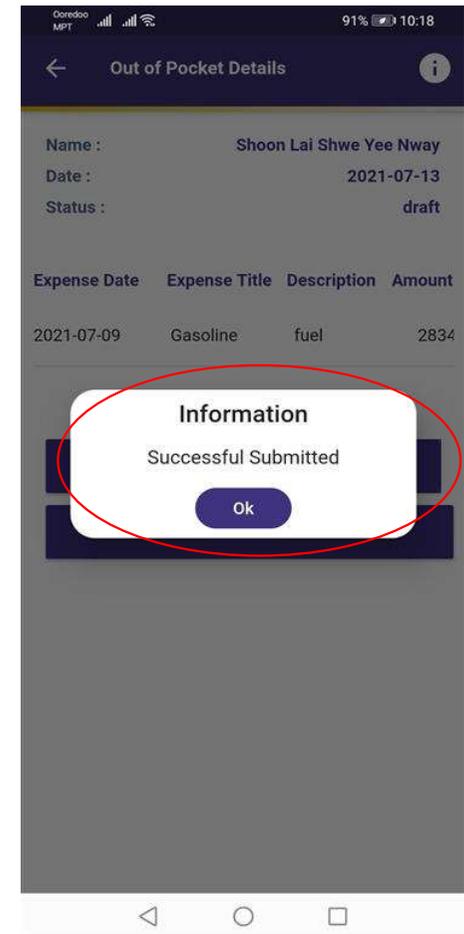
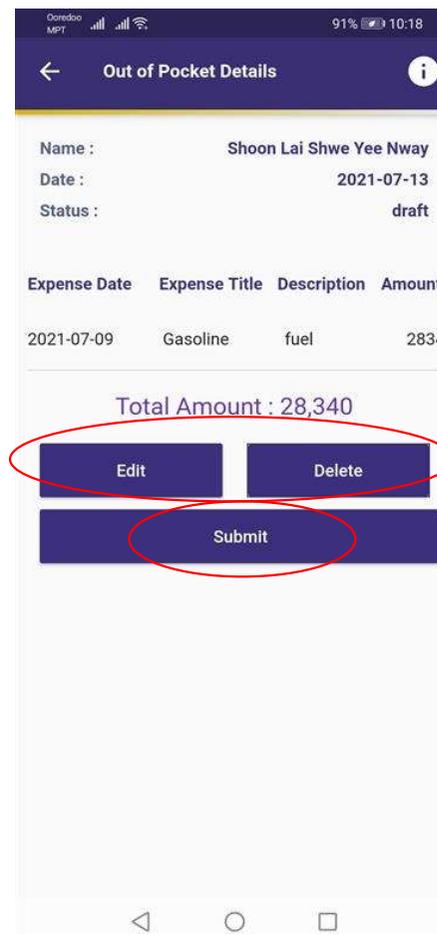
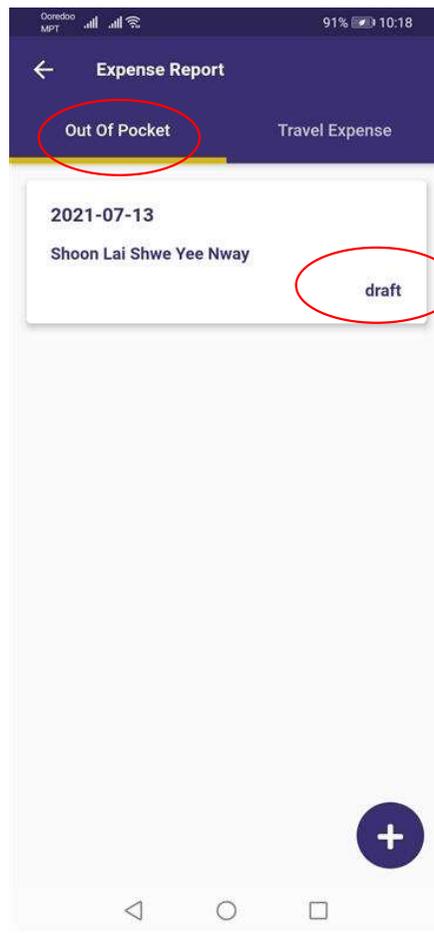
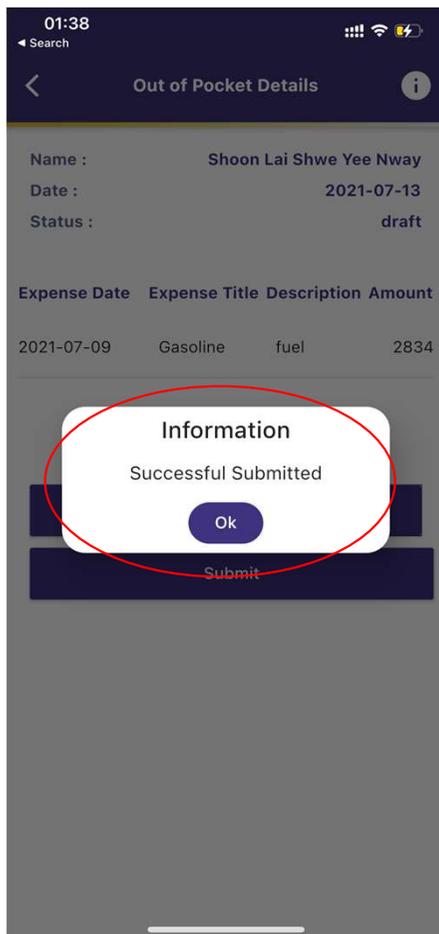
Expense Date	Expense Title	Description	Amount
2021-07-09	Gasoline	fuel	2834

Total Amount : 28,340

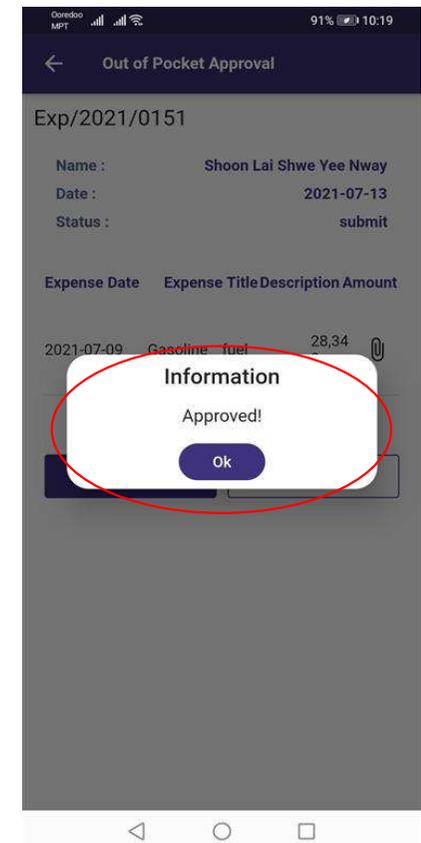
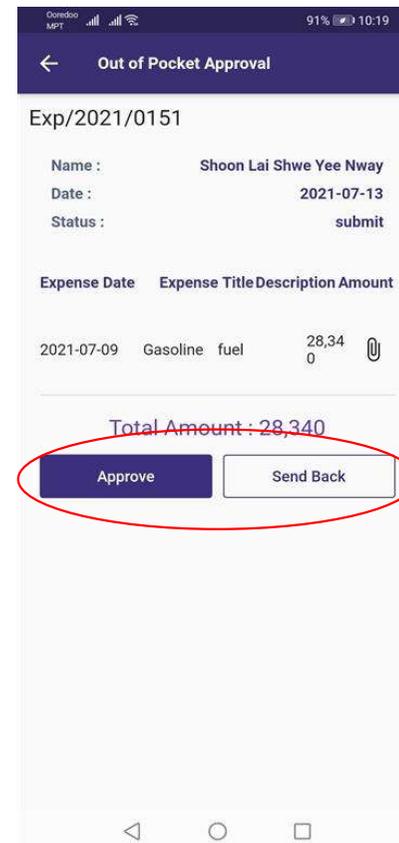
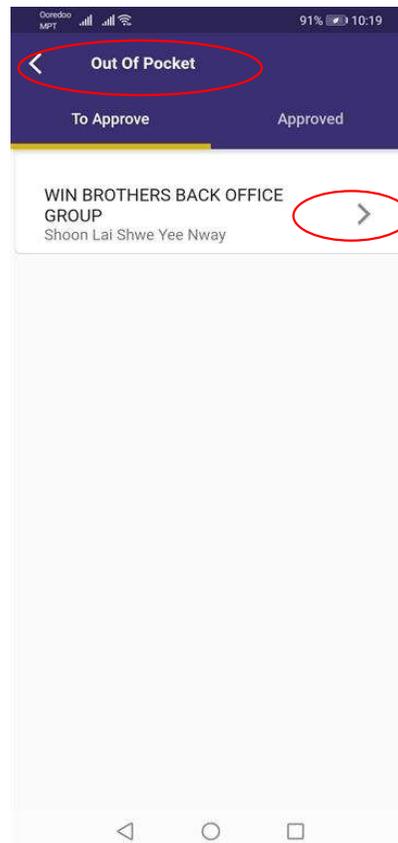
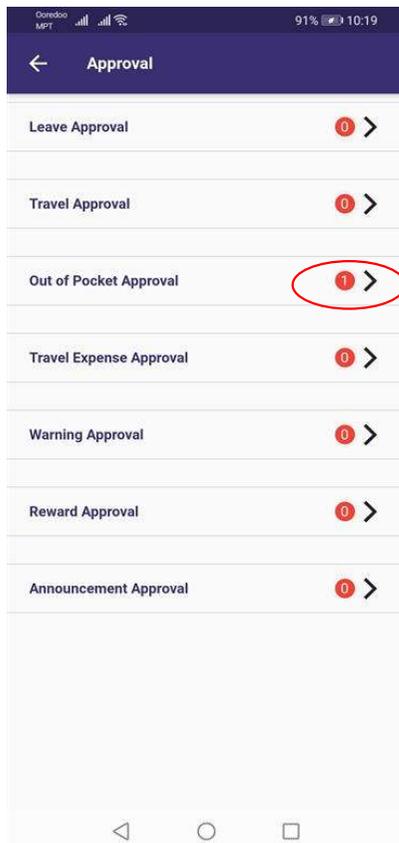
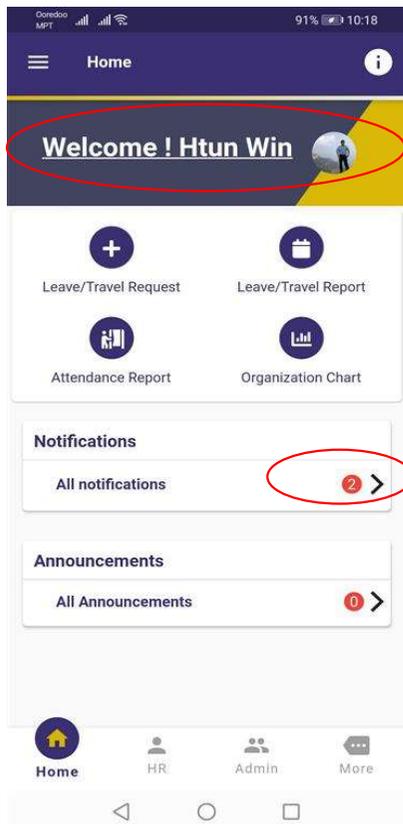
Edit Delete

Submit

Out of Pocket (Employee)

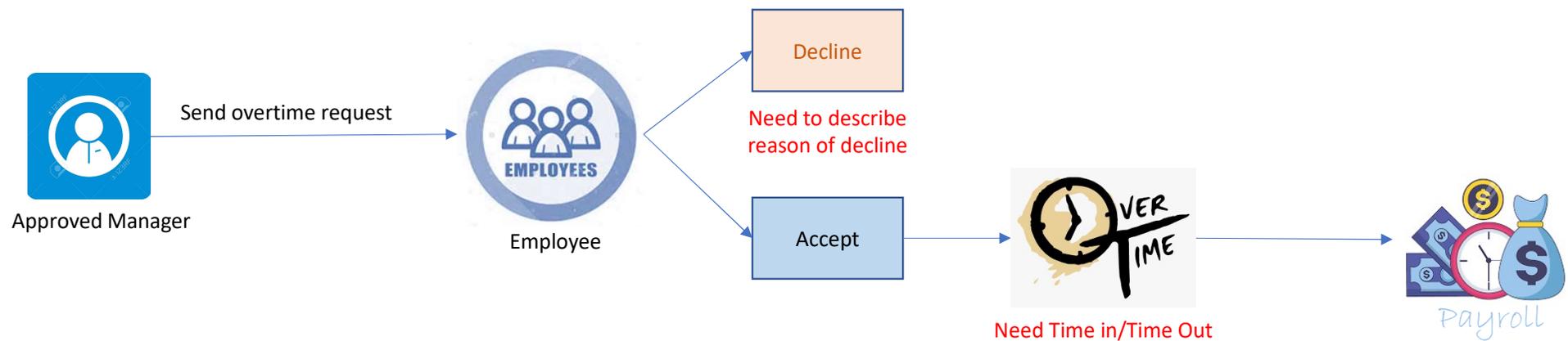


Out of Pocket Approval(Manager)



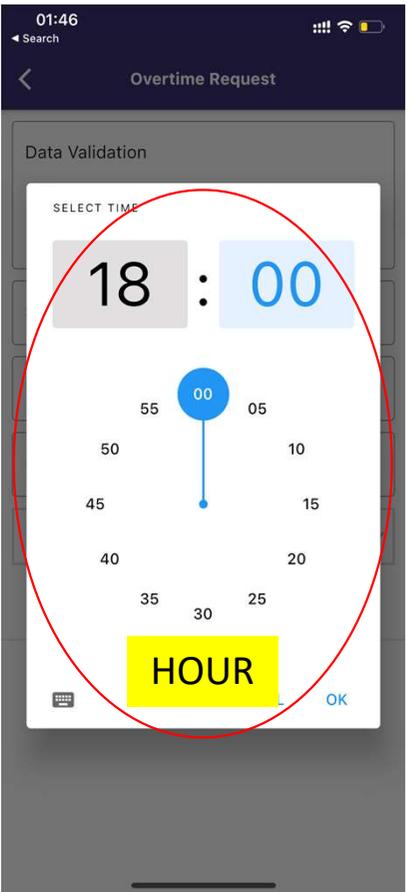
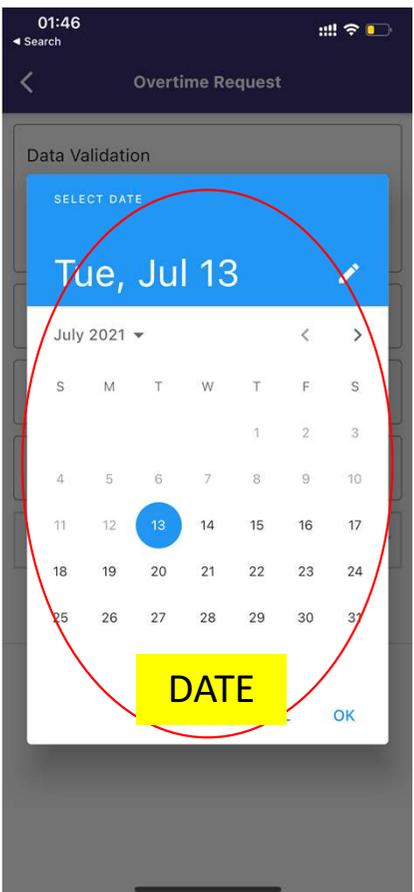
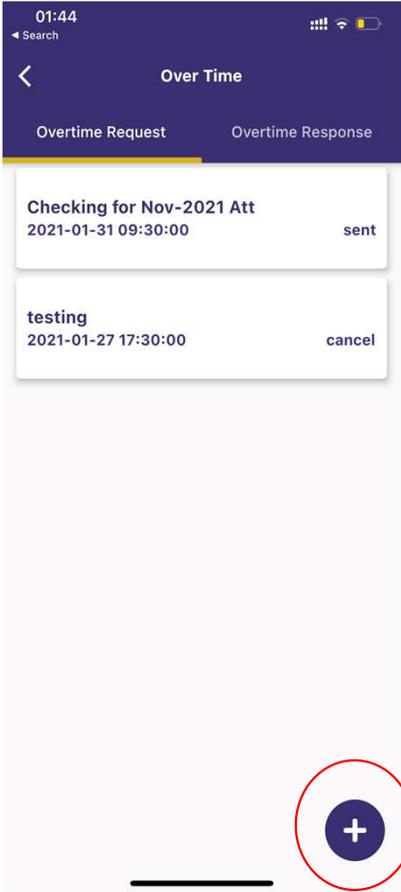
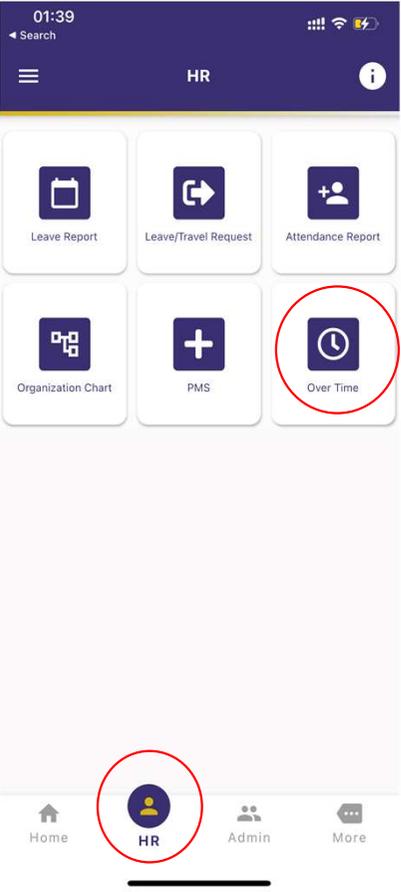
IV. OVER TIME REQUEST & APPROVAL

Overtime



- Manager need to send overtime request to employee in advance (before overtime time)
- Manager need to request Overtime in advance and system not allow to request back date.
- Employee need time in/time out for overtime calculation
- To calculate overtime system will check with approved status, overtime request hours, actual working hours with time in-time out

Request Overtime (Manager)



Request Overtime (Manager)

01:47
Overtime Request

2021-07-13 06:00 PM

2021-07-13 08:00 PM

2.0

Department

COMPENSATION & BENEFIT SECTION

Name/Email

Khin Swe Win
khin.win@winbrothersgroup.com

Shoon Lai Shwe Yee Nway
shoon.nway@winbrothersgroup.com

Save

- မိမိ Departmentတွင် Section တစ်ခုထက်ပိုရှိပါက ရွေးရန်လိုအပ်သည်
- မိမိ အချိန်ပိုခေါ်လိုသောဝန်ထမ်း၏ section ကိုရွေးပါ
- မိမိရွေးထားသော Section ရှိဝန်ထမ်းအမည်များကျလာမည်
- မိမိ အချိန်ပိုခေါ်လိုသောဝန်ထမ်းကိုချန်၍မလိသော ဝန်ထမ်းအမည်ကို delete လုပ်ပါ

01:51
Overtime Request

2021-07-18 09:00 AM

2021-07-18 12:00 PM

3.0

Department

COMPENSATION & BENEFIT SECTION

Name/Email

Shoon Lai Shwe Yee Nway
shoon.nway@winbrothersgroup.com

Save

01:51
Overtime Request

Information

Successfully Saved!

Ok

2021-07-18 09:00 AM

2021-07-18 12:00 PM

3.0

Department

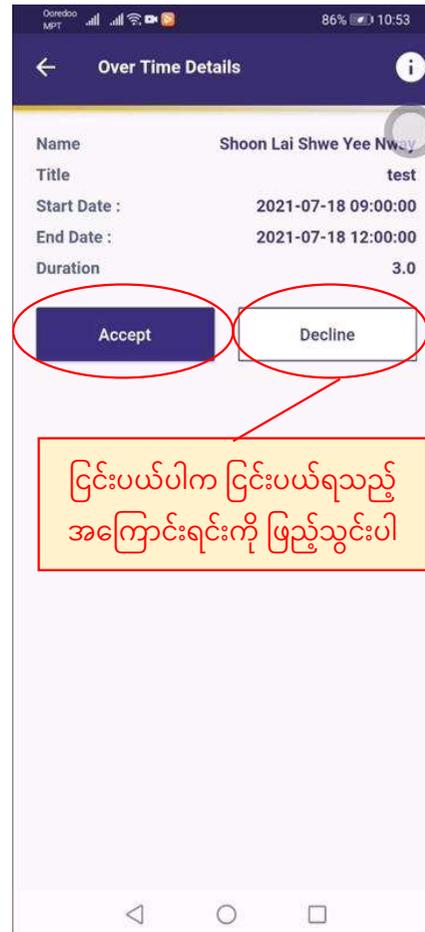
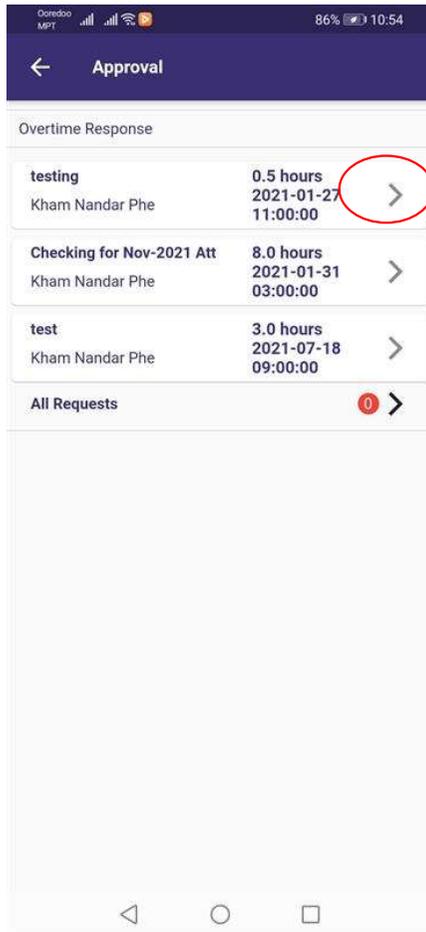
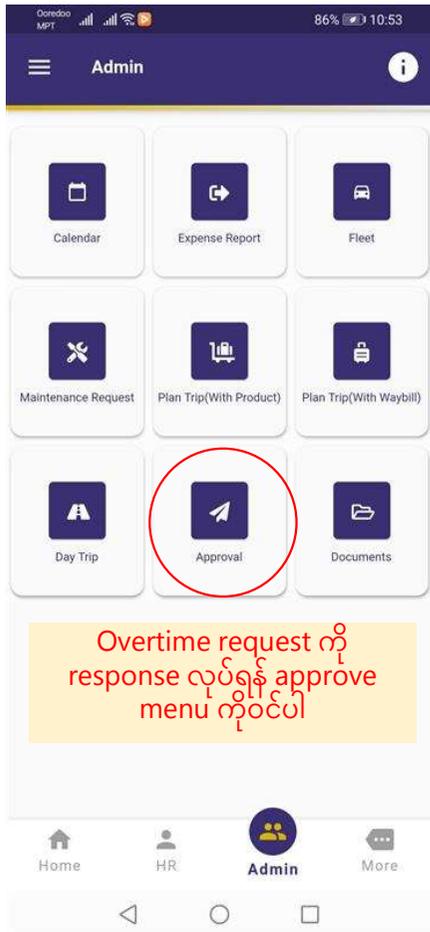
COMPENSATION & BENEFIT SECTION

Name/Email

Shoon Lai Shwe Yee Nway
shoon.nway@winbrothersgroup.com

Save

Overtime Acceptance (Employee)



- မန်နေဂျာမှ ကြိုတင်၍ Overtime Request ကိုအချိန်ပို နေ့ရက်/အချိန် မတိုင်မီ ကြိုတင်၍ request လုပ်ရမည်။
- System တွင် overtime request ကို နေ့ရက် ကျော်လွန်ပြီးမှ request ပြုလုပ်ခြင်းခွင့်မပြုပါ။
- ဝန်ထမ်းမှလည်း response ချက်ချင်းလုပ်ရန်လိုအပ်သည်။
- System တွင် အချိန်ပိုတွက်ချက်ရန် Check in/Check out Time မဖြစ်မနေရှိရန်လိုအပ်သည်။
- Manager request နှင့် employee accepted status ဖြစ်ရန်လိုအပ်သည်။
- Odoo System တွင် Overtime request လုပ်သောအချိန် နှင့် attendance in/out အချိန်၊ အချိန်ပိုလုပ်ကိုင်သော အချိန်များကို ချိန်ညှိ၍ overtime တွက်ချက်သည်။

User Support for any information

Company	HR	Finance
WB BO/Investment	Shoon lai	Thae Su Mon
Shwe Myin Pyan	Sandar Aye	Khin Mar Lin Nyein Lae Phyu Win Lae Lae Myat
SMP Company	Su Su Aung	Zar Chi Min
Aging	Su Su Aung	Nyein Lae Phyu
New Dawn	Su Su Aung	Tin Tin Win
MGF	Nay Kyaw Oo	Nang Hla
TGG/TGVW	Than Zaw Htay	Nyein Ei Phyo
BE (BO, YGN Pro I, Pro II, Mdy Sales) (YGN Sales I, Sales II, Pro, Maupin) (Monywa Sales, Kalay Sales) (TGI Sales, LSO Sales, MKN Sales) (NPT Sales, MLM Sales, MYEIK Sales) (Magway Sales, Pyay Sales, Bago Sales)	Thae Su Aung	Nwe Nwe Moe Thwe Thwe Aung Khin Mar Htwe Thet Su Naing Khine Zin Moe May Thu Zaw

- *Please contact related HR & Finance for WB Work Day if you have any clarification & support.*

