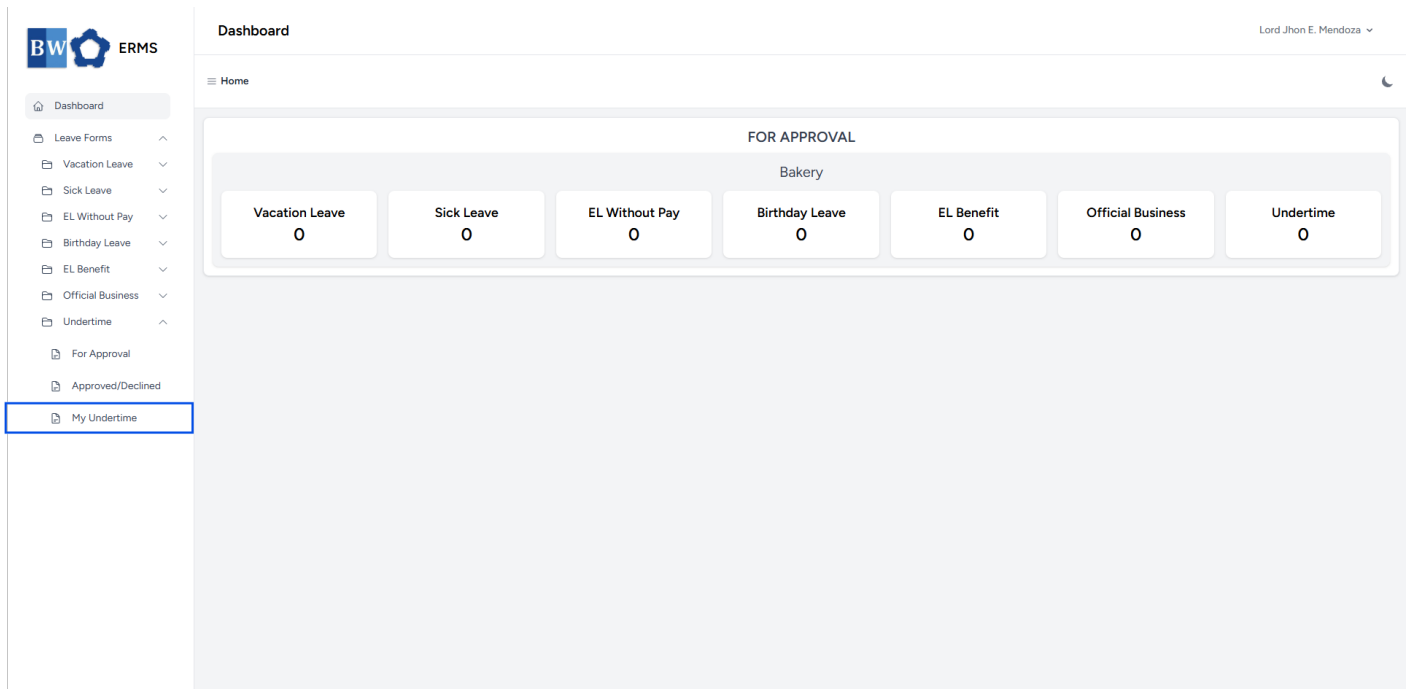


Approver Managers/Supervisors Application

To access the Undertime page:

- In the **Sidebar**, click the **Leave Forms** dropdown.
- From the list that appears, select **Undertime**.
- Then, click **My Undertime** to view your filed undertime.



The screenshot shows the BW ERMS dashboard. The sidebar on the left contains a 'Leave Forms' dropdown menu with 'Undertime' selected. The main content area displays a 'FOR APPROVAL' section for 'Bakery' with the following leave types and counts:

Leave Type	Count
Vacation Leave	0
Sick Leave	0
EL Without Pay	0
Birthday Leave	0
EL Benefit	0
Official Business	0
Undertime	0

- It will open the **Undertime (My Undertime)** page.

- Dashboard
- Leave Forms
 - Vacation Leave
 - Sick Leave
 - EL Without Pay
 - Birthday Leave
 - EL Benefit
 - Official Business
 - Undertime
- For Approval
- Approved/Declined
- My Undertime

Home > Forms | Undertime | My Undertime

UNDERTIME (UT)

File UT

10 entries per page Search...

UNDERTIME

No Undertime (UT) Filed.

Showing 1 to 1 of 1 entries

- On the **Undertime (My Undertime)** page, click the **File UT** button to open the form.

- Dashboard
- Leave Forms
 - Vacation Leave
 - Sick Leave
 - EL Without Pay
 - Birthday Leave
 - EL Benefit
 - Official Business
 - Undertime
- For Approval
- Approved/Declined
- My Undertime

Home > Forms | Undertime | My Undertime

FILE CREATION

Date:

Department:

From:

Date and Time of Leaving:

Total No. of Undertime (minutes):

Reason:

Close
Submit

- Fill out the required fields, then click **Submit**.
- After submitting, a notification will appear saying that the Undertime has been created. The filed leave will be added to the list

- Dashboard
- Leave Forms
- Vacation Leave
- Sick Leave
- EL Without Pay
- Birthday Leave
- EL Benefit
- Official Business
- Undertime
- For Approval
- Approved/Declined
- My Undertime

Home > Forms | Undertime | My Undertime

UNDERTIME (UT)

File UT

10 entries per page

Search...

LEAVE STATUS	For the Month of	Date and Time of Leaving
For HRD Approval	July	July 22, 2025 03:00 pm

Showing 1 to 1 of 1 entries

- You can also use this page to check the status of your leave.

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