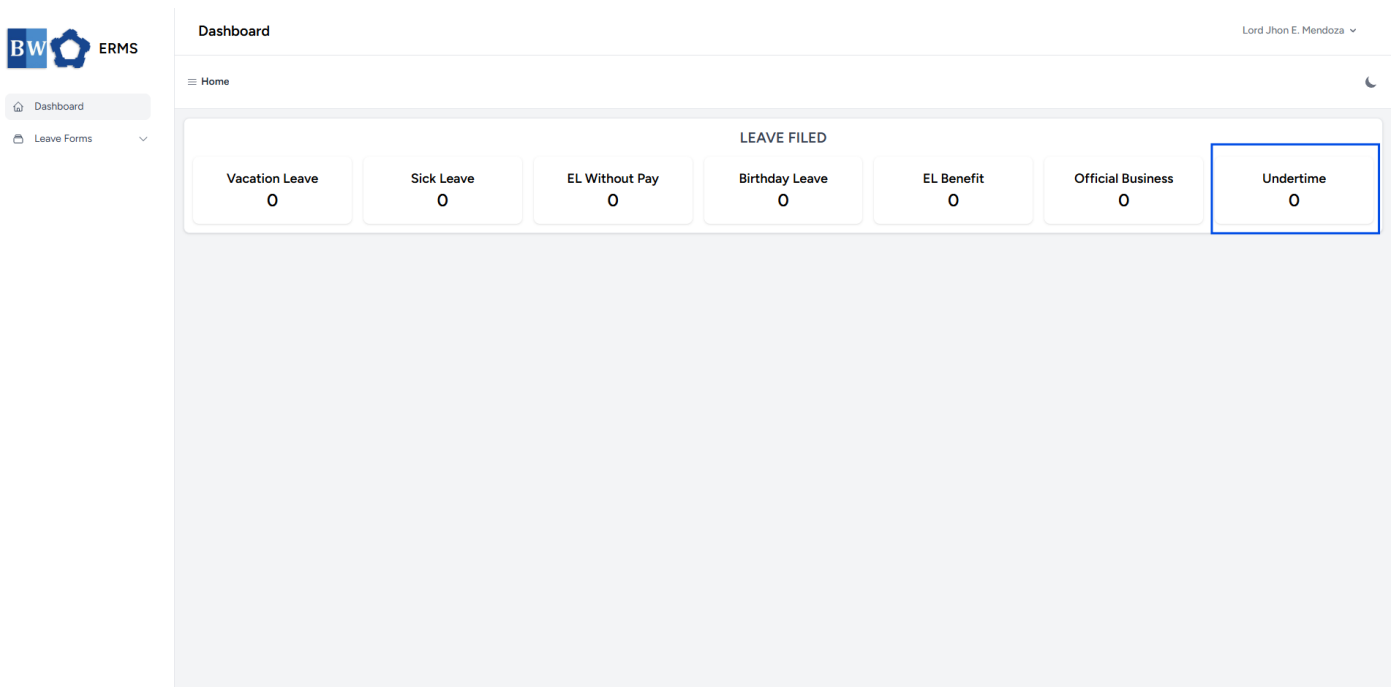


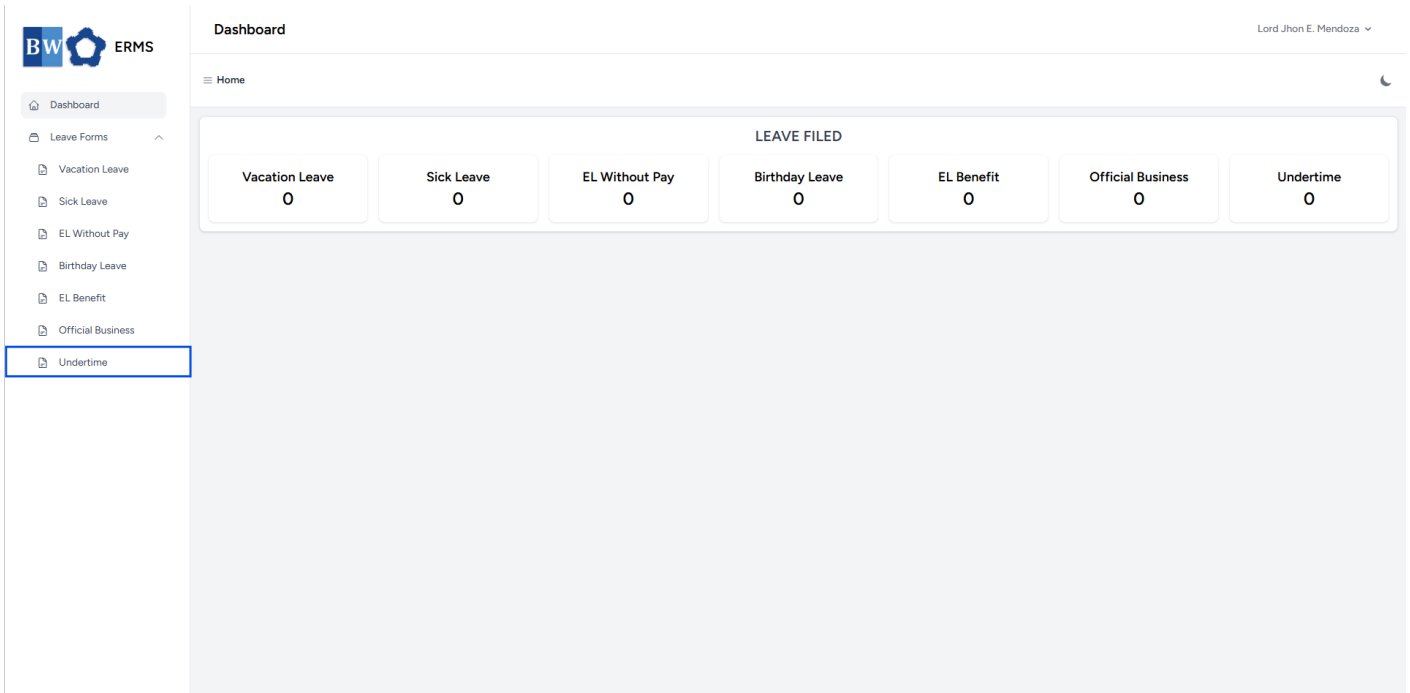
# Employees & Non-Approver Managers/Supervisors Application

To access the Undertime page, you can do either of the following:

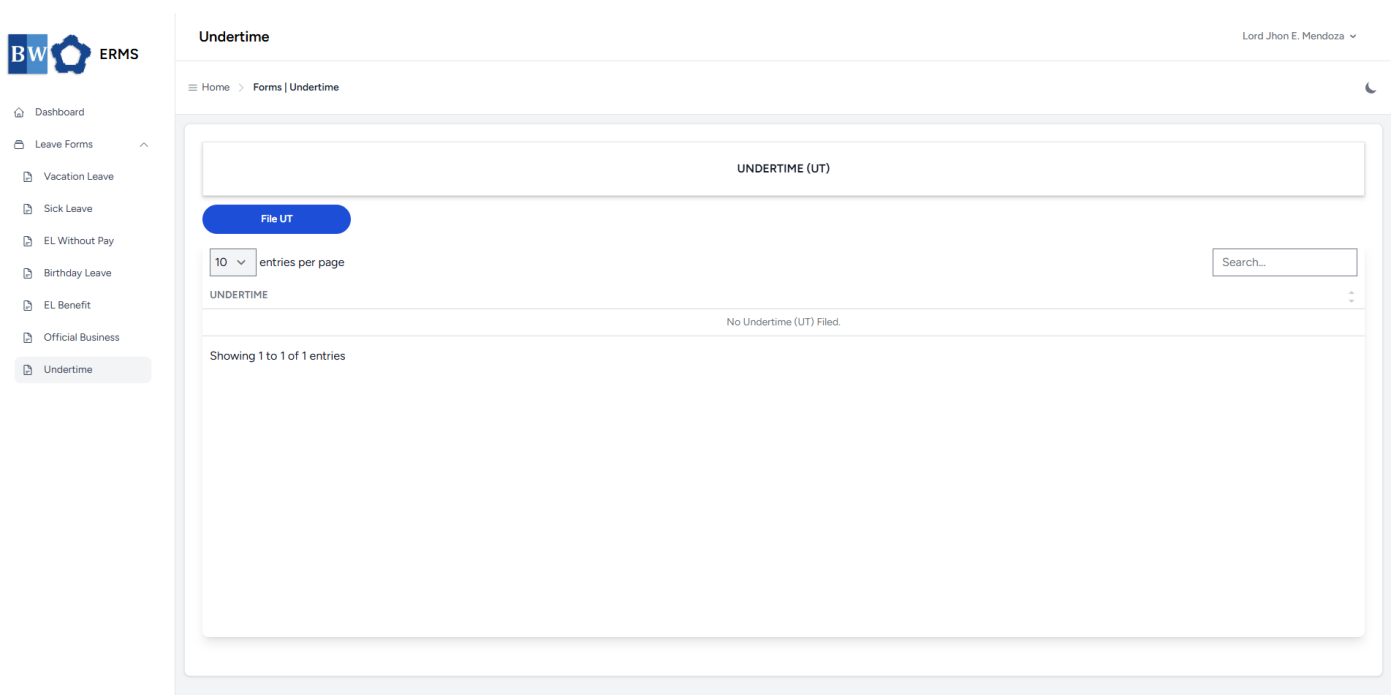
- On your Dashboard, click **Undertime** under the **Leave Filed** section.



- Or, click the **Leave Forms** dropdown in the sidebar, then select **Undertime**.



- It will open the **Undertime** page.



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

Lord Jhon E. Mendoza

Home > Forms | Undertime

**FILE CREATION**

Date:

Department:

From:

Date and Time of Leaving:

Total No. of Undertime (minutes):

Reason:

- 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.

Undertime Created

Home > Forms | Undertime

**UNDERTIME (UT)**

10 entries per page

LEAVE STATUS	For the Month of	Date and Time of Leaving
For Department Head Approval	July	July 16, 2025 03:00 pm

Showing 1 to 1 of 1 entries

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

Revision #2

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