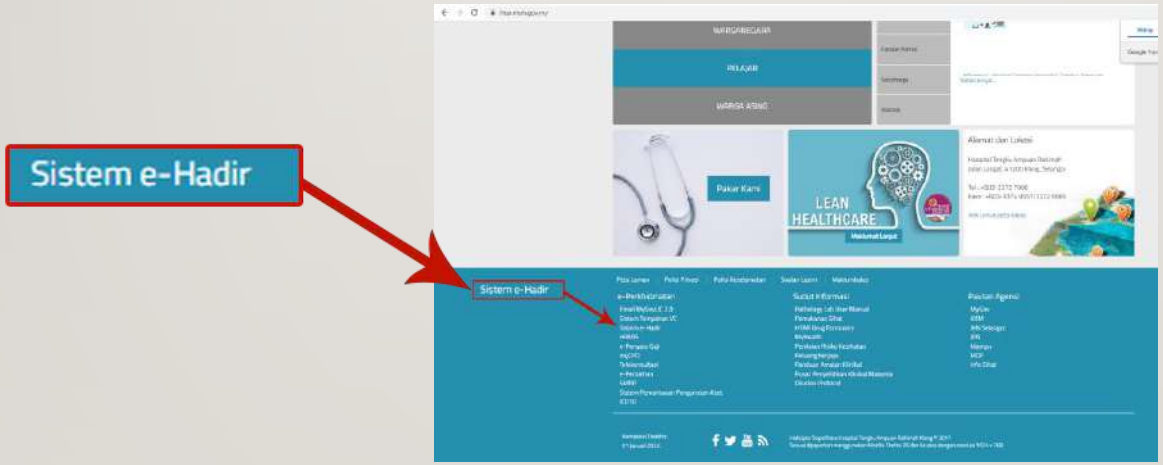
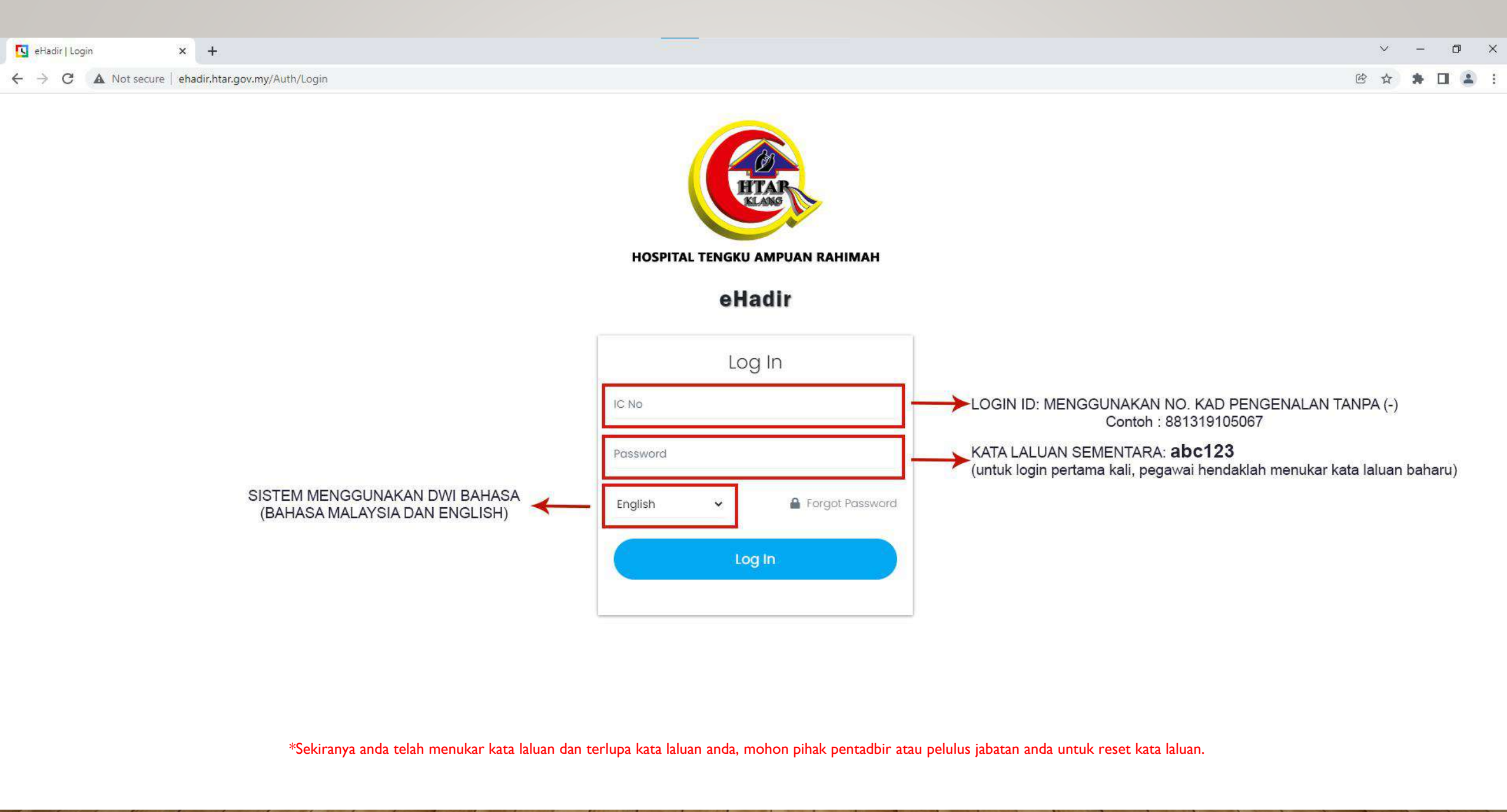
CARA UNTUK LOGIN SISTEM

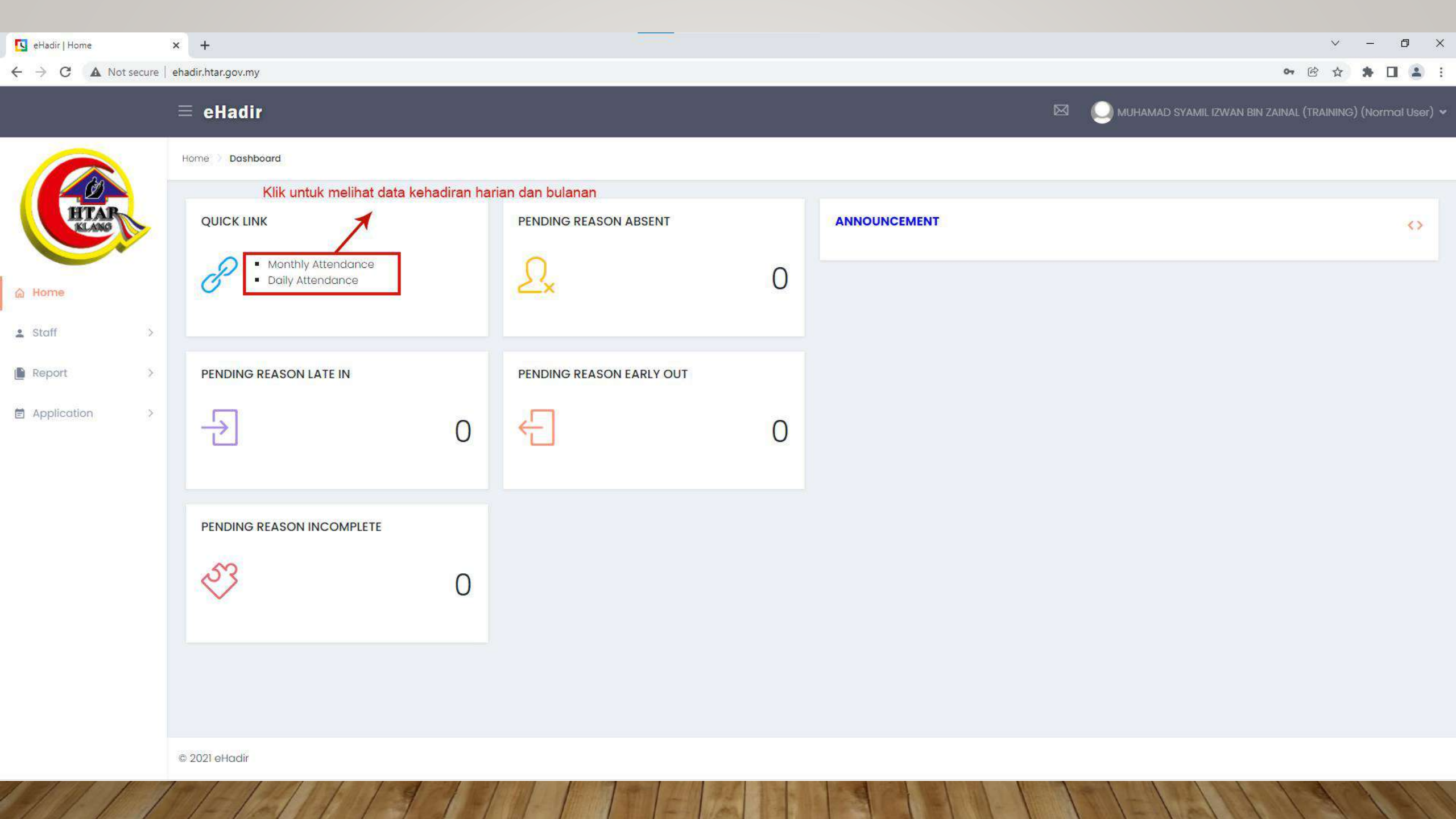
1. Buka browser dan type dibahagian url : http://ehadir.htar.gov.my/Auth/Login
2. Atau klik link eHadir didalam website HTAR

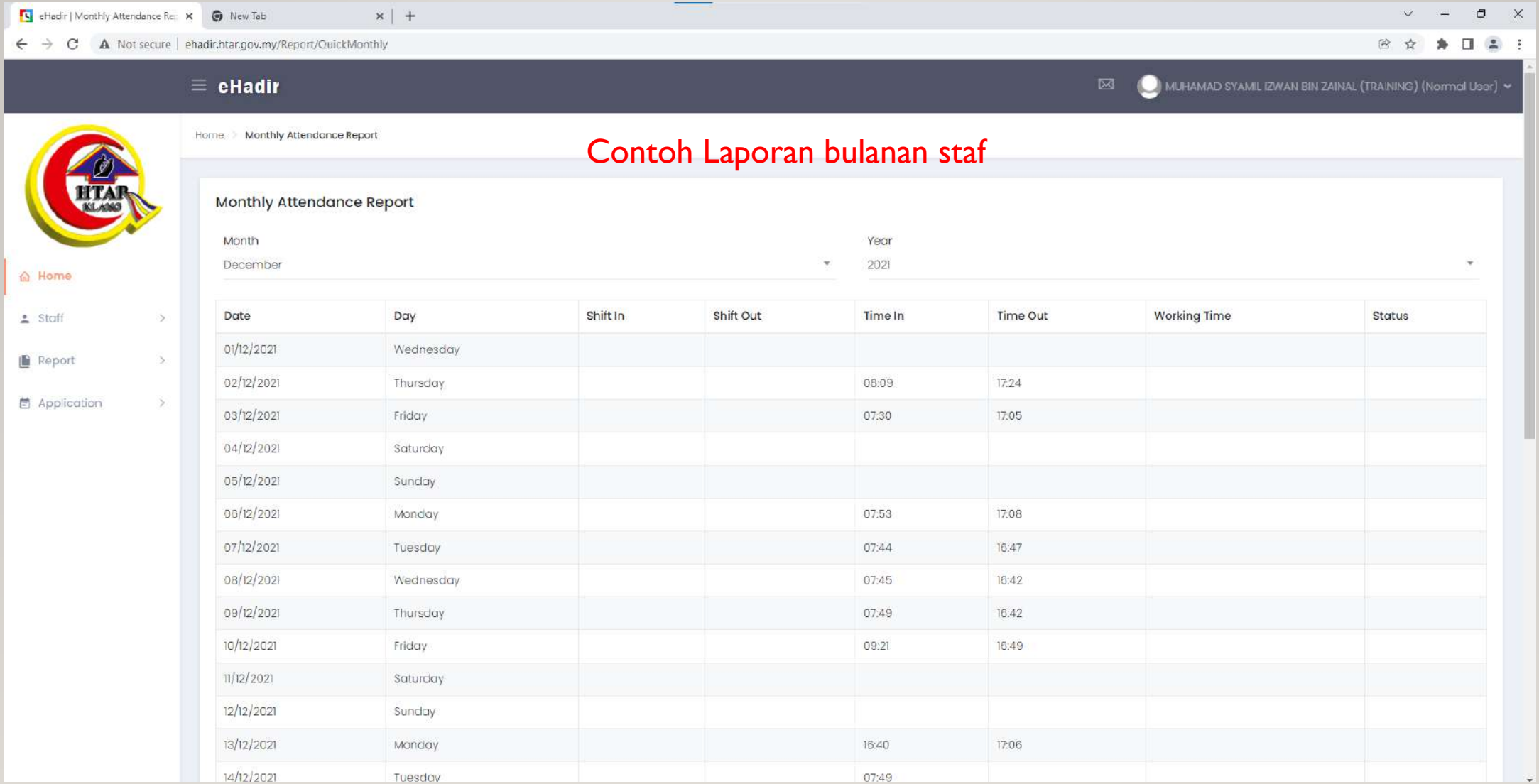




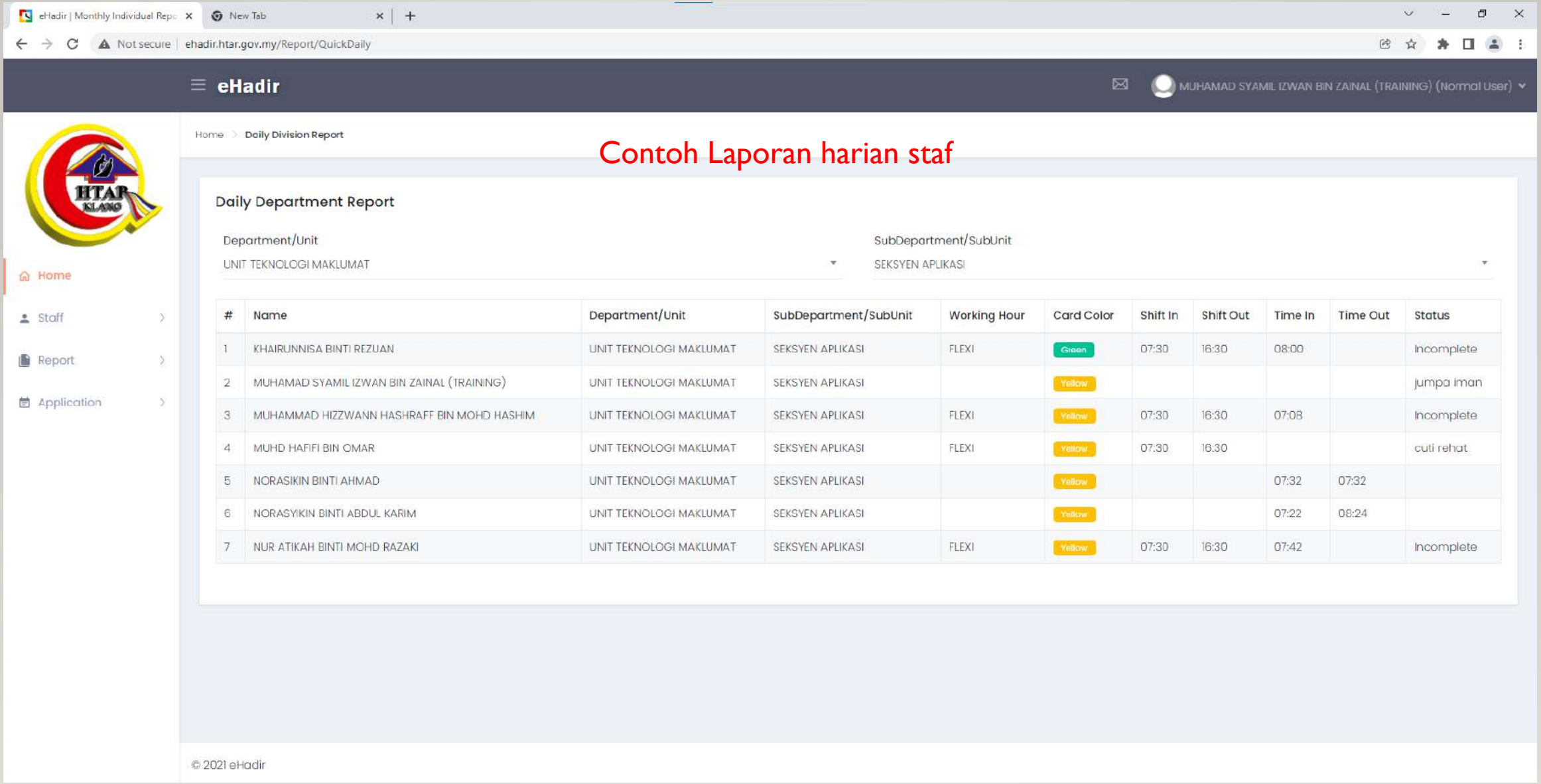
*Sekiranya anda telah menukar kata laluan dan terlupa kata laluan anda, mohon pihak pentadbir atau pelulus jabatan anda untuk reset kata laluan.

CAPAIAN PANTAS UNTUK MELIHAT LAPORAN KEHADIRAN

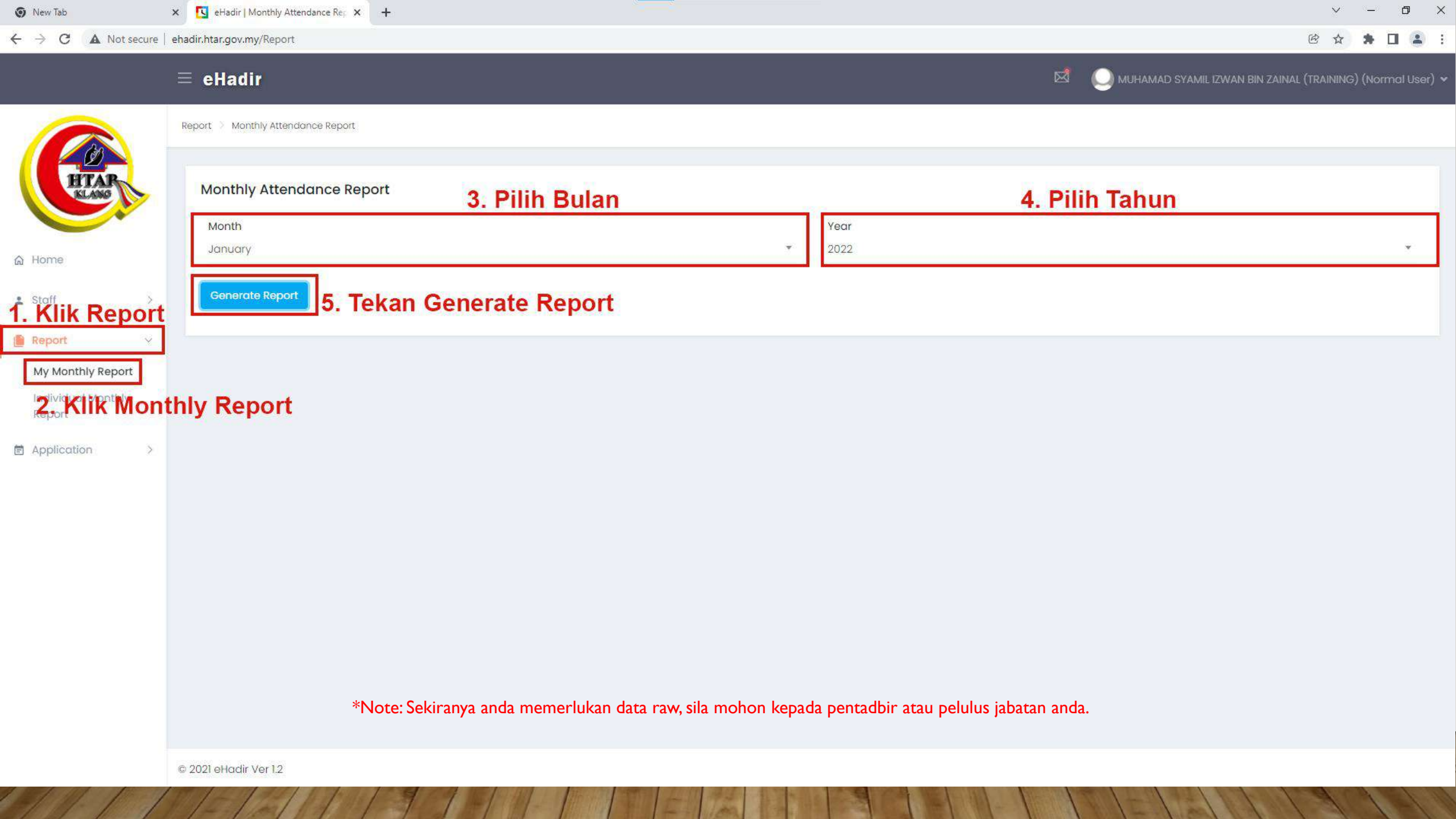

eHadir | Home
Not secure | ehadir.htar.gov.my
eHadir
MUHAMAD SYAMIL IZWAN BIN ZAINAL (TRAINING) (Normal User)
Home
Dashboard
Klik untuk melihat data kehadiran harian dan bulanan
QUICK LINK
Monthly Attendance
Daily Attendance
PENDING REASON ABSENT
0
ANNOUNCEMENT
Home
Staff
Report
Application
PENDING REASON LATE IN
0
PENDING REASON EARLY OUT
0
PENDING REASON INCOMPLETE
0
© 2021 eHadir



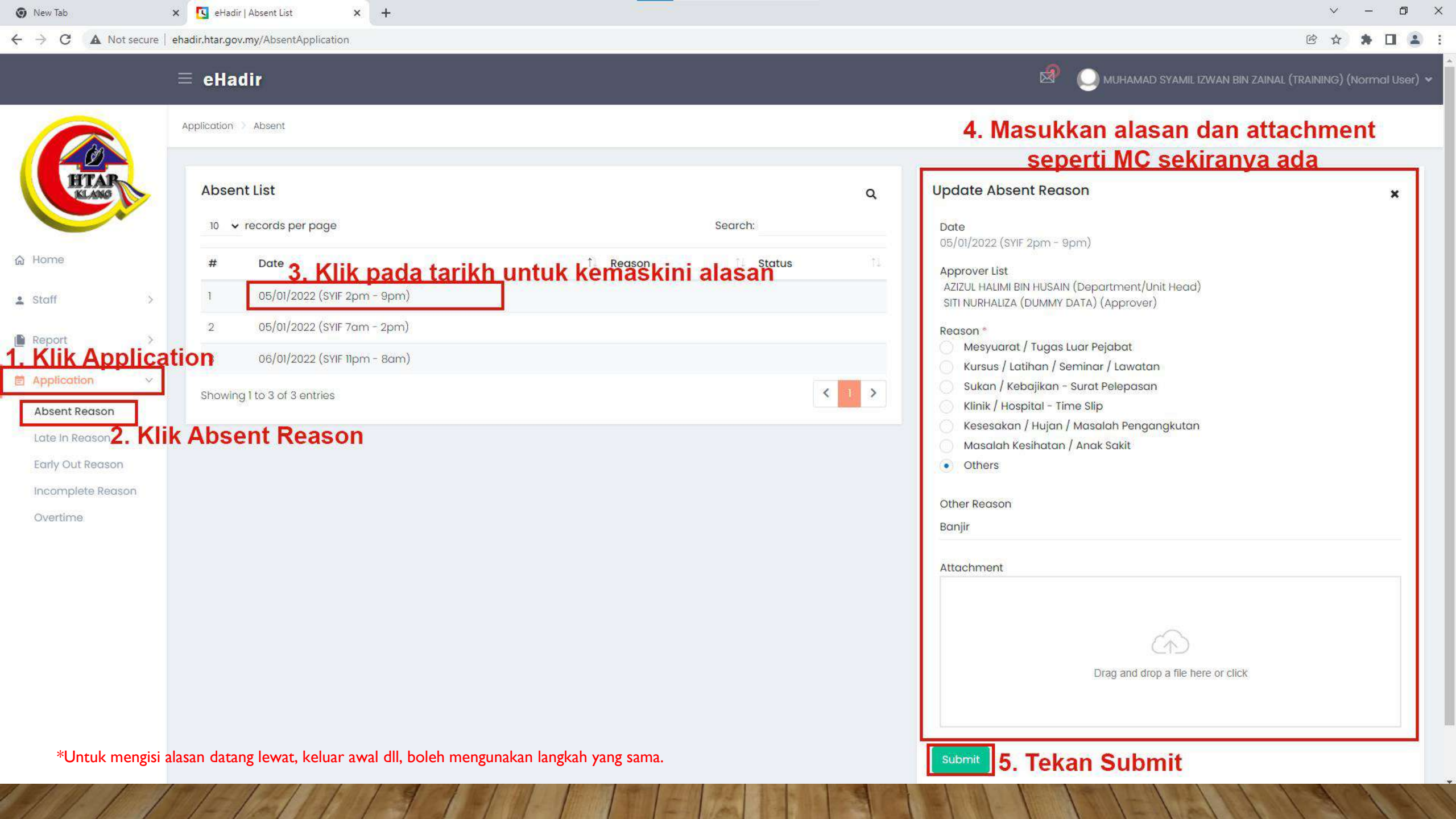
Contoh Laporan bulanan staf


eHadir | Monthly Individual Repo
New Tab
Not secure
ehadir.htar.gov.my/Report/QuickDaily
eHadir
MUHAMAD SYAMIL IZWAN BIN ZAINAL (TRAINING) (Normal User)
Home
Staff
Report
Application
Home
Daily Division Report
Contoh Laporan harian staf
Daily Department Report
Department/Unit
UNIT TEKNOLOGI MAKLUMAT
SubDepartment/SubUnit
SEKSYEN APLIKASI
Name Department/Unit SubDepartment/SubUnit Working Hour Card Color Shift In Shift Out Time In Time Out Status
1 KHAIRUNNISA BINTI REZUAN UNIT TEKNOLOGI MAKLUMAT SEKSYEN APLIKASI FLEXI Green 07:30 16:30 08:00 Incomplete
2 MUHAMAD SYAMIL IZWAN BIN ZAINAL (TRAINING) UNIT TEKNOLOGI MAKLUMAT SEKSYEN APLIKASI Yellow jumpa iman
3 MUHAMMAD HIZZWANN HASHRAFF BIN MOHD HASHIM UNIT TEKNOLOGI MAKLUMAT SEKSYEN APLIKASI FLEXI Yellow 07:30 16:30 07:08 Incomplete
4 MUHD HAFIFI BIN OMAR UNIT TEKNOLOGI MAKLUMAT SEKSYEN APLIKASI FLEXI Yellow 07:30 16:30 cuti rehat
5 NORASIKIN BINTI AHMAD UNIT TEKNOLOGI MAKLUMAT SEKSYEN APLIKASI Yellow 07:32 07:32
6 NORASYIKIN BINTI ABDUL KARIM UNIT TEKNOLOGI MAKLUMAT SEKSYEN APLIKASI Yellow 07:22 08:24
7 NUR ATIKAH BINTI MOHD RAZAKI UNIT TEKNOLOGI MAKLUMAT SEKSYEN APLIKASI FLEXI Yellow 07:30 16:30 07:42 Incomplete
© 2021 eHadir

CARA UNTUK CETAK LAPORAN KEHADIRAN BULANAN


New Tab
eHadir | Monthly Attendance Re
Not secure | ehadir.htar.gov.my/Report
eHadir
MUHAMAD SYAMIL IZWAN BIN ZAINAL (TRAINING) (Normal User)
Report > Monthly Attendance Report
Monthly Attendance Report
3. Pilih Bulan
4. Pilih Tahun
Month
January
Year
2022
Generate Report
5. Tekan Generate Report
1. Klik Report
Home
Staff
Report
My Monthly Report
2. Klik Monthly Report
Application
*Note: Sekiranya anda memerlukan data raw, sila mohon kepada pentadbir atau pelulus jabatan anda.
© 2021 eHadir Ver 1.2

CARA UNTUK MENGEMASKINI ALASAN TIDAK HADIR BEKERJA / DATANG LEWAT / KELUAR AWAL DAN LAIN-LAIN


New Tab
eHadir | Absent List
Not secure | ehadir.htar.gov.my/AbsentApplication
eHadir
MUHAMAD SYAMIL IZWAN BIN ZAINAL (TRAINING) (Normal User)
Application > Absent
4. Masukkan alasan dan attachment seperti MC sekiranya ada
Absent List
10 records per page
Search:
Date Reason Status
3. Klik pada tarikh untuk kemaskini alasan
1 05/01/2022 (SYIF 2pm - 9pm)
2 05/01/2022 (SYIF 7am - 2pm)
06/01/2022 (SYIF 11pm - 8am)
Showing 1 to 3 of 3 entries
Home
Staff
Report
1. Klik Application
Application
Absent Reason
Late In Reason
2. Klik Absent Reason
Early Out Reason
Incomplete Reason
Overtime
Update Absent Reason
Date
05/01/2022 (SYIF 2pm - 9pm)
Approver List
AZIZUL HALIMI BIN HUSAIN (Department/Unit Head)
SITI NURHALIZA (DUMMY DATA) (Approver)
Reason *
Mesyuarat / Tugas Luar Pejabat
Kursus / Latihan / Seminar / Lawatan
Sukan / Kebajikan - Surat Pelepasan
Klinik / Hospital - Time Slip
Kesesakan / Hujan / Masalah Pengangkutan
Masalah Kesihatan / Anak Sakit
Others
Other Reason
Banjir
Attachment
Drag and drop a file here or click
Submit
5. Tekan Submit
*Untuk mengisi alasan datang lewat, keluar awal dll, boleh mengunakan langkah yang sama.

CARA UNTUK TUKAR KATA LALUAN (PASSWORD) SEDIA ADA

New Tab | eHadir | Home

Not secure | ehadir.htar.gov.my

eHadir

MUHAMAD SYAMIL IZWAN BIN ZAINAL (TRAINING) (Normal User)

1. Klik pada bahagian nama

My Profile

Logout

2. Klik My Profile

Home > Dashboard

- Home
- Staff
- Report
- Application

QUICK LINK

- Monthly Attendance
- Daily Attendance

PENDING REASON ABSENT

3

ANNOUNCEMENT

PENDING REASON LATE IN

0

PENDING REASON EARLY OUT

0

PENDING REASON INCOMPLETE

0

© 2021 eHadir Ver 1.2

New Tab | eHadir | My Profile

Not secure | ehadir.htar.gov.my/Home/MyProfile

eHadir

MUHAMAD SYAMIL IZWAN BIN ZAINAL (TRAINING) (Normal User)

- Home
- Staff
- Report
- Application

Home > My Profile

My Profile

Change Password

3. Klik pada simbol untuk tukar kata laluan

Name
MUHAMAD SYAMIL IZWAN BIN ZAINAL (TRAINING)

IC No
950222106687

Department/Unit
UNIT TEKNOLOGI MAKLUMAT

Designation
PEGAWAI TEKNOLOGI MAKLUMAT

Working Hour Type
Shift

User Type
Normal User

Email
syamilizwan@moh.gov.my

SubDepartment/SubUnit
SEKSYEN APLIKASI

Gender
Male

Role
Normal User

© 2021 eHadir Ver 1.2