

Work Schedule Guideline

Purpose

This guideline ensures consistency and compliance in logging and executing hybrid work schedules using the Work Schedule module on the HRIS platform.

◆ 1. Weekly Logging Requirement

- Employees must log a minimum of **three (3) in-office days** per week every Friday, all employees would get a notification every Friday and would continue to get hourly reminders till 5pm or up till when you log.
- If a **public holiday** falls within the week, employees may log **a minimum of two (2) in-office days**.

◆ 2. Leave Periods

- If you are proceeding on **leave**, ensure it is **approved on the HRIS** before your scheduled time off.
- Approved leave days will be deducted from your expected hybrid days.
- If your leave spans an **entire work week**, you **will not** be required to log hybrid days for that week.
- **Unapproved leave** will count as a hybrid compliance breach, as the system will still expect you in the office.

◆ 3. Accuracy in Scheduling and Attendance

- Log the **specific days** you intend to be in the office (e.g., Monday, Tuesday, Wednesday).
- You must come in on the **exact days** logged. Substituting other days (e.g., Monday, Thursday, Friday) without updating the system is a **compliance breach**.

◆ 4. Day Remapping

- If there's a change in your availability after logging, use the **Day Remap** feature on HRIS to adjust your in-office days accordingly.
 - Example: If you logged Tuesday but plan to come in Thursday, remap Tuesday → Thursday on HRIS.

◆ 5. Logging More Than 3 Days

- If you log **4 or 5 in-office days**, you are expected to **attend the office all those days**.
- Logging more than 3 days but attending fewer will result in a **hybrid compliance breach**.

◆ 6. Out-of-Office Work

- If assigned to a **client site or an off-site training** on a hybrid day:
 - Log **Out of Office Work** for that day via HRIS.
 - Your line manager must approve it for it to be valid.
 - Without approval, your absence from the regular office will count as a breach.

◆ 7. Remote Work

- If you must **work from home** due to an exceptional reason on a logged in-office day:
 - Log **Remote Work** via HRIS and request line manager approval.
 - For requests exceeding **3 consecutive remote days**, approvals are required from **Line Manager, Chief, & GMD**.

✅ Compliance Reminder

Failure to follow these guidelines (unlogged leave, unremapped days, incomplete attendance) will result in **hybrid compliance breaches**, which may impact performance reviews or disciplinary records.

Hybrid Work Schedule – Frequently Asked Questions (FAQ)

♦ 1. How many days must I log per week?

You are required to log a minimum of **3 in-office days per week**. If a public holiday occurs during the week, only **2 days** are required.

♦ 2. What if I'm going on leave?

Log your leave on HRIS and ensure it is **approved**. Approved leave is automatically considered in your schedule. If the leave is not approved, the system will still expect you in the office, causing a **compliance breach**.

♦ 3. Can I change my logged days after submitting?

Yes. Use the **Day Remap** feature on HRIS to update your schedule. For example, if you logged Tuesday but will be available Thursday instead, remap Tuesday → Thursday to stay compliant.

♦ 4. What happens if I log more than 3 days but come for only 3?

You must come in on **all** the days you log. If you log 4 or 5 days but attend only 3, it counts as a **compliance breach**.

♦ 5. I'm working from a client site. What should I do?

Log it as **Out of Office Work** on HRIS and request approval from your line manager. Without approval, the system will count your absence from the office as a breach.

♦ 6. I need to work from home. How do I log it?

Log **Remote Work** for that day and request approval. For more than 3 consecutive days of remote work, you'll need approval from your:

- Line Manager
- Chief
- Managing Director (MD)

♦ 7. What if I forget to log my hybrid days?

The system will treat the week as non-compliant. Ensure you always log your days **every Friday before COB** or reach out to the HRDX team to help log days.

♦ 8. Who can I contact for technical issues with HRIS?

Please reach out to your **HRBP** or **HRDX** team for help with logging or technical issues.