

How to apply Outdoor?

You can follow the below steps to apply Outdoor on Zing HR :

1. Log in to your Zing HR account.
2. On the Attendance dashboard you can apply Outdoor. You can apply multiple days of Outdoor as well.

My Time And Attendance

● Absent ● Leave Applied ● Half Day ● Leave Approved ● Present ● Outdoor Approved ...

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Regularize Outdoor

Absence in current month

0.0

Paternity Leaves (NA)

Paid Leave (47.00)

CompOff Leaves (0.00)

BirthDay Leaves (0.00)

Other Leaves ▾

3. Select the date and time you want to apply a outdoor. (If you want to apply multiple days Outdoor, select proper Start Date and End Date.
4. Enter the Remarks.

Apply Outdoor ✕

Choose Type
Outdoor

From Date: 08/10/2018 To Date: 08/10/2018

OD In: 10:00 OD Out: 18:30


Remarks: Work From home

1
No. of Days Applied

08:30 hrs
No. of Hours Worked

Apply

Approval Process for this Outdoor / Work from Home / Short Leave



5. Click Apply and you are done!

Outdoor has been Applied Successfully. ✕

OK