

# WebITR 差勤系統 2.0 版本更新-使用者快速導覽

本府各機關學校目前係使用行政院人事行政總處(以下簡稱人事總處)全國共通版之差勤系統，並搭配本府客製化功能使用，人事總處已參採本府建議開發完成支援手機及平板電腦等行動裝置之新版本(即 2.0 版)，使用者介面亦做微幅調整，以同仁最常使用的差假申請為例，會依照多數同仁經常申請假別排序及調整方塊磚大小，現已排定 **109 年 2 月 26 日進行版本更新作業**。謹就使用率較高且操作介面變動較大部分(其餘操作細節與原版本差異不大或多未變動，不再贅述)，重點整理說明如下：

一、WebITR2.0 依功能別分為【**首頁**】、【**差勤**】、【**費用**】三大頁籤

1. 【**首頁**】頁籤預設顯示有「公告欄」、「最近一周差勤狀況」等區塊，可切換至【**批核案件**】以批核申請及代理案件、【**申請案件**】可查詢、修改或撤銷申請中案件、【**代理案件**】可查看近期代理其他同仁之案件。

The screenshot shows the WebITR Home page. At the top, there are navigation tabs for '首頁' (Home), '差勤' (Attendance), and '費用' (Expenses). Below the tabs, there are buttons for '批核案件 0', '申請案件 1', and '代理案件 0'. The main content area is divided into two sections: '公告欄' (Announcements) on the left and '差勤狀況' (Attendance Status) on the right. The '公告欄' section lists several announcements with dates and titles. The '差勤狀況' section displays a calendar for the week of 11-18 to 11-24, with columns for '日期' (Date), '上班卡' (Work Card), '下班卡' (Off Card), '申請記錄' (Application Record), and '出勤結果' (Attendance Result). The calendar shows various attendance statuses such as '正常' (Normal), '加班' (Overtime), '休息' (Rest), and '例假' (Public Holiday).

2. 【**差勤**】頁籤則包括差假申請、輪值班、個人資料維護、機關差勤管理、線上教學等功能，以同仁最常使用的【**差假申請**】為例，會依照多數同仁經常申請假別排序及調整方塊磚大小(如下方示意圖)。

The screenshot shows the WebITR Attendance page. At the top, there are navigation tabs for '首頁' (Home), '差勤' (Attendance), and '費用' (Expenses). Below the tabs, there are buttons for '差假申請' (Leave Application), '差勤作業' (Attendance Work), '個人資料' (Personal Information), '差勤管理' (Attendance Management), '輪班作業' (Shift Work), '值班作業' (On-duty Work), '機關建置' (Agency Setup), '系統維護' (System Maintenance), and '線上教學' (Online Learning). The main content area is titled '差假申請' (Leave Application) and shows a dropdown menu for '申請人' (Applicant) with '資訊室' and '林' selected. Below this, there is a section for '今日上班卡' (Today's Work Card) with several colored blocks representing different leave types: '加班' (Overtime), '加班補休' (Overtime Make-up), '休假' (Vacation), '出差' (Business Trip), '公出' (Official Business), '公假' (Public Holiday), '病假' (Sick Leave), '忘打卡申請' (Forgot to Clock In Application), and '其他假別' (Other Leave Types). Each block has a corresponding icon and some have additional information like '剩餘' (Remaining) and '小時' (Hours).

3. 【**費用**】頁籤則包括【**費用申請**】(如差旅費、**加班費**、未休假加班費、生活津貼等申請)及【**承辦人作業**】(可執行「費用小幫手」相關功能，如「列印費用申請之單位總表與單位清冊、退回加班費申請...等」)，如下方示意圖。

The screenshot shows the WebITR Expenses page. At the top, there are navigation tabs for '首頁' (Home), '差勤' (Attendance), and '費用' (Expenses). Below the tabs, there are buttons for '費用申請' (Expense Application) and '承辦人作業' (Processor Work). The main content area is titled '費用申請 / 國內差旅費' (Expense Application / Domestic Travel Expenses). It features a form with two steps: '步驟1 請選擇公差月份' (Step 1: Please select the month of the business trip) and '步驟2 請於『申請』欄位勾選欲申請領差旅費的公差單，並填申請資料' (Step 2: Please check the box for applying for domestic travel expenses in the 'Application' field, and fill in the application information). Below the form, there is a table with columns for '申請' (Application), '金額' (Amount), '公差期間' (Business Trip Period), '公差起訖地點' (Business Trip Start/End Location), and '公差事由' (Business Trip Reason). The table shows a total amount of 0元 and a message: '▲本月份無可申請差旅費的差假!' (▲No domestic travel expenses can be applied for this month!). At the bottom, there is a button for '步驟3 列印請領報告表' (Step 3: Print the application report).

二、前述【費用】頁籤功能中，同仁每月上旬經常性執行之上月**加班費請領**，操作步驟順序調整為：點選【送出請領結果給承辦人（即費用小幫手）】或進行【個人列印】前，須先點選【檢查請領上限】（如下方示意圖）。



三、前述【首頁】頁籤功能中，批核案件之【加會簽】功能與現有版本相同，如有經常性須加會簽情形，可使用**新增範本**功能，點選【新增範本】建立常用會簽流程。



四、WebITR2.0 移除原【差假加班撤銷修改】獨立選單功能，請直接於【首頁】頁籤之【申請案件】勾選「申請中」案件，點選【撤銷】或是【修改】。



五、如仍有其他操作問題，建議可查閱【首頁】頁籤之【公告欄】-【WebITR 通用操作手冊】及【差勤】頁籤之【線上教學】，或洽貴機關（學校）人事機構差勤管理人員協處。

WebITR 通用操作手冊

線上教學網站

