



HRDB Web - Online Bundy Clock Frequently Asked Questions (FAQ)



ACCESS/GETTING STARTED

1. What devices are compatible in using the HRDB Web - Online Bundy Clock?

A: You can use any laptop/ desktop/tablet/ mobile phone as long as it has an updated web/mobile browser.

2. What will I use in the username and password field?

A: Use your Infonet account to login.

3. I tried accessing the Online Bundy Clock but cannot log in, what shall I do?

A: Please ensure that you follow the steps indicate in our quick guide:

- Log in to this site: <https://apps1.benilde.edu.ph/hrdbweb>
- Enter your Benilde Infonet account.
- Click the "Menu" on the upper right side of your screen and select "Attendance".
- Record the "Activity Details" before clicking the "Time In" button. Limit your answers up to 100 characters only. The "Activity Details" portion records your daily tasks and deliverables. This will help the immediate heads in monitoring the associate's activities written in the work plans.
- To record your time out, just click the "Time Out" button, no need to fill in the "Activity Details".

4. I am not comfortable putting in Activity Details, can I skip it?

A: No. The system is designed to request Activity Details from all associates/faculty. This serves as additional information for the Immediate Head to determine your task for the day.

VIEWING ATTENDANCE RECORDS



5. How will I know that I have successfully completed my time-in and time-out?

A: You can check your time-in or time-out by selecting OBC from your attendance dropdown menu. Then input "Date From" and "Date To" and select Search.

Your actual "Time in" or "Time out" will be displayed on the screen with the activity details.

6. Can I see my attendance real-time?

A: Yes. You can view both On Campus and Online Bundy Clock real-time.

7. How do I check my attendance?

A: At the right panel, there are options to choose which attendance to check. Option 3 is an additional option only for the Immediate Heads.

Option 1: On Campus - Allows an associate to view TIME IN and TIME OUT when the ID is tapped On Campus.

Option 2: Online Bundy Clock (OBC) -

Allows an associate to view the TIME IN and TIME OUT log while working from home.

Option 3: View Associate Attendance (OBC) -

Allows an Immediate Head to see the attendance of his/her subordinates who Time In/Time Out using the OBC. Please note that this is only available for viewing of Immediate Heads with assigned subordinates in OLPS.

The screenshot shows the 'Online Bundy Clock' web application. The header includes 'De La Salle-College of Saint Benilde HRDB Web' and 'Welcome: SUCILLA Today is 3/8/2021'. The main display shows the current time '11:49:42 PM' and the date 'Monday, March 08, 2021'. On the right, there are search filters for 'Attendance' (set to 'View Associate Attendance (OBC)'), 'Associate Name' (set to 'S'), 'Date From' (03/01/2021), and 'Date To' (03/08/2021). Below these are 'Time In' and 'Time Out' buttons, and a 'Search' button. The 'Activity Details' section shows a list of activities with columns for Date, Gate, Time In, Time Out, and Activity Details.

Date	Gate	Time In	Time Out	Activity Details
2021-03-01	ONLINE BUNDBY CLOCK	09:37 AM		asdf
2021-03-01	ONLINE BUNDBY CLOCK		03:24 PM	
2021-03-02	ONLINE BUNDBY CLOCK	08:40 AM		http://10.5.2.122 /hrdbweb /EmailNoOut
2021-03-02	ONLINE BUNDBY CLOCK		05:48 PM	

VIEWING ATTENDANCE RECORDS



8. As Office/Center Head, I can view the attendance logs of some of my direct reports but not all. How can I view all of them?

A: As Head, in order to view the attendance logs of all your direct reports and their associate-subordinates, you need to be assigned as the Office/Center approver in the OLPS.

With the above assignment, all filed leaves/OB of the staff will be coursed through the Office/Center Head.

9. How can I be sure that the day and time of Time In/Time Out are correct?

A: The date and time are based on our Server which is the source of Time In/Time Out for the Online Bundy Clock and On Campus tapping of ID.



ADVANCED FILING OF OFFICIAL BUSINESS

10. I already filed my OB today and in the succeeding days, does it mean I cannot log in through my OBC?

A: If you already filed an Official Business (OB) through OLPS for the day and the succeeding days, you will not be able to log in using the Online Bundy Clock (OBC).

The system recognizes that you have already filed your "Time In" since the OBC is connected to our OLPS.

Do not cancel your filed OB, as it will already serve as your "time in." If you cancel your filed OB, you will still be unable to access the OBC.

11. I already canceled my OB but I still cannot access my OBC, can I still re-file my OB?

A: Yes. Ask your immediate head for approval to re-file your OB. **Take note that this will only be allowed until March 31, 2021, only.**

All OB shall be applied for valid reasons only, such as attendance to Training or Workshop whether physical or online, or any work-related assignments performed outside the campus or are not covered by Work from Home Arrangement. (*Please refer to Interim Guidelines on the Use of the Online Bundy Clock, item # 8*).

TROUBLESHOOTING



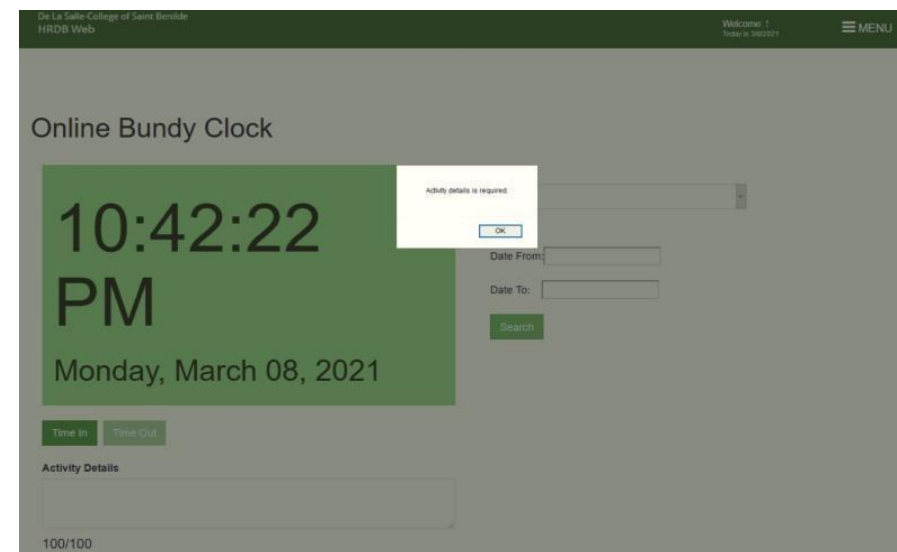
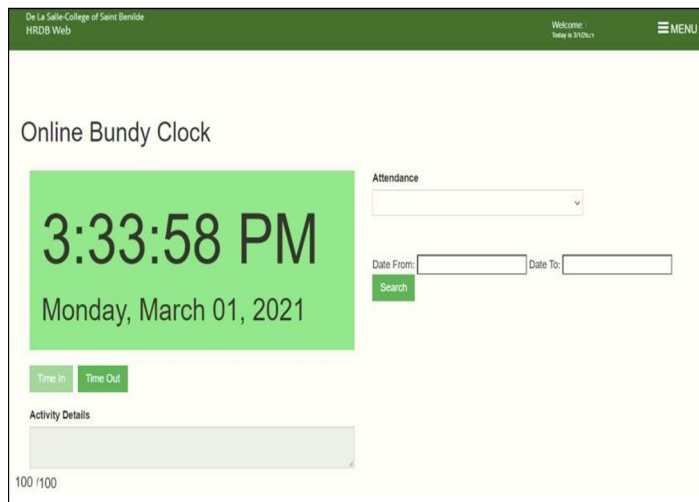
12. I haven't filed my OB for the day but still, I cannot access my OBC. What do I do?

A: Take a screenshot of the error that captures the date and time of time-in or time-out and email it to your immediate head and PODO Helpdesk.

The error will be reported to our HRIS team.

13. The system does not allow me to Time In, what do I do?

A: It is possible that you have not inputted any information on the Activity Details. Write details of your task for the day. A dialog box will also appear if this is the case.



TROUBLESHOOTING

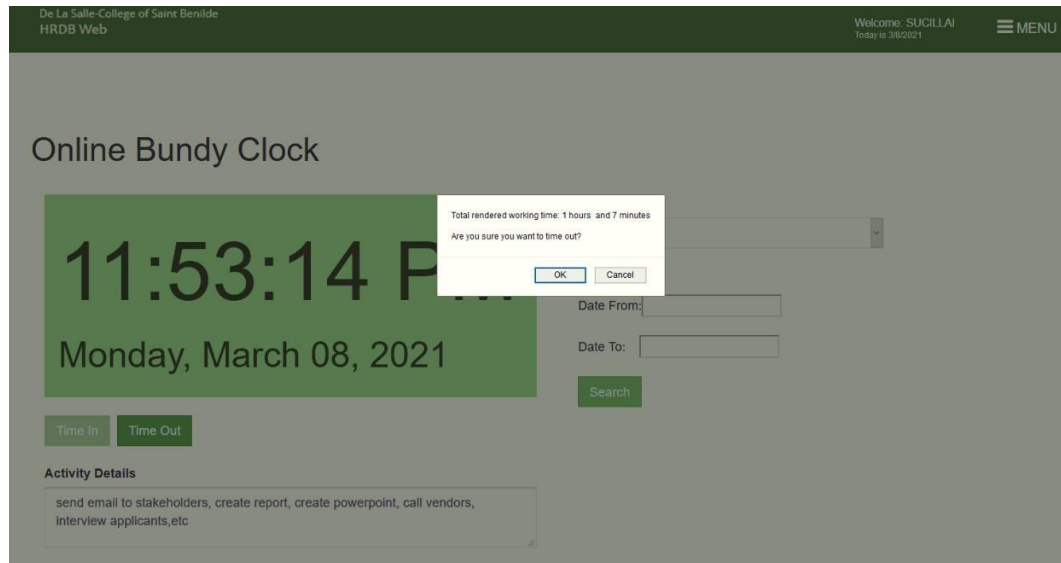


14. I want to put more in the “Activity Details” but the system does not allow me to add more characters, what do I do?

A: The character limit of the Activity Details is up to 100. Kindly summarize your activity details.

15. I pressed “Time Out” accidentally but I did not intend to Time Out yet, what do I do?

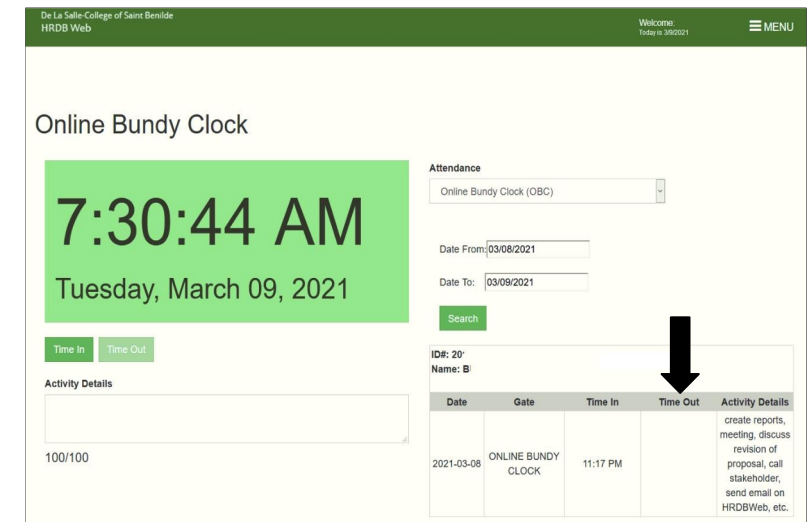
A: The system is designed to accept one Time In and one Time Out per day. Please be reminded that the working hours you have rendered are displayed through a dialog box prior to your confirmation that you want to Time Out.



16. I forgot to Time Out yesterday, why can't I Time Out now?

A: The system only accepts one Time In and one Time Out per day. If you experience this, seek approval from your Immediate Head to confirm your attendance. Once approved, forward it to podohelpdesk@benilde.edu.ph.

Note: If you forgot to Time Out the previous day, the Time Out record would be blank.



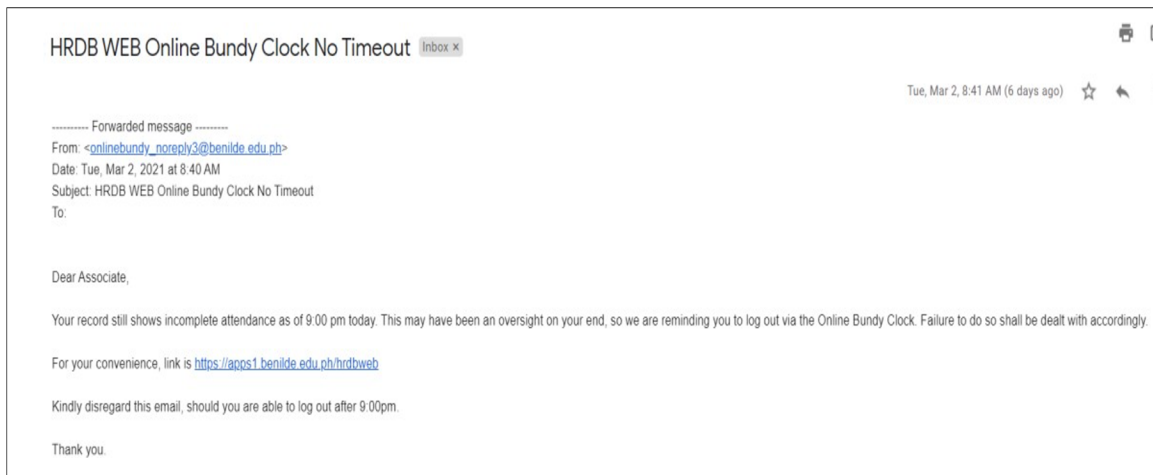


OTHERS

17. I was suddenly Signed Out from the System, what happened?

A: The system will automatically Sign Out after thirty (30) minutes of inactivity.

18. When I received an email like this, what does it mean?



A: In the event that you forgot to Time Out by 6:30 pm, the system sends out an auto-generated message to your Benilde email. This serves as a reminder that a Time Out needs to be done.

19. I work from home and timed-in using the OBC but I suddenly need to go to the campus for some errands, do I still need to Time Out using OCB since I already tapped in/out my ID via the turnstile?

A: Yes, once you Time In from the OCB, your Time Out should be via the OCB too.

The turnstile will record your in/out, but to “close” your entries during that day, you need to time out using OBC.

20. I have questions on the Data Privacy Notice, who can I talk to?

A: Any queries and concerns on data privacy can be directed to the DLS-CSB Data Protection Officer at dpo@benilde.edu.ph