



How to File for an Official Business (OB)

Official Business



Official Business (OB) is an authorized work assignment performed outside the office during official working hours. It is commonly used by employees working from home (WFH), remotely, or at an off-site location.



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Via My Requests Tab/ My Stuff Tab



My Requests ▾

- My Leaves
- My Certificate of Attendance
- My Schedule Adjustments
- My Undertimes
- My Official Businesses**

My Stuff Apply ▾

Pending Requests

You have no pending requests

Leave Credits

- Sick Leave
- Vacation Leave
- Authorized Absent
- Excused Absent

Leave

Overtime

Undertime

Official Business

Schedule Adjustment

Certificate Of Attendance

My Official Businesses + Add

Pending/Resubmitted for editing Approved Rejected/Cancelled

My Request - Pending

Click +Add



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An Official Business Form will appear.
Input required details and click **Submit**.

Official Business Form

Date Range (points to Date From and Date To)

Time Range (points to Time From and Time To)

Name: .

Position: |

Account / Department:
HUMAN RESOURCE

Date Filed: 7/22/2026

Location (points to Location field)

Reason (points to Reason field)

Proof of OB, if any (points to Attach supporting document section)

Attach supporting document:
(5MB maximum file size, allowed file types: jpg, png, doc, pdf)
Choose File No file chosen

Submit

Click **SUBMIT**



“Tawid-Araw” Official Business

When Official Business (OB) is "Tawid-Araw" (overnight)



For "Tawid-Araw" Official Business, the Date Range should be based on the employee's scheduled workday only. The Start Date and End Date should be the same, regardless of the actual Time Out.



Example:

Employee Schedule	6:00 AM – 2:00 PM
Official Time In	July 21, 2026 – 5:45 AM
Official Time Out	July 22, 2026 – 3:00 AM
Date Range	July 21, 2026 to July 21, 2026



Although the employee timed out on July 22, the Official Business is considered a continuation of the July 21 workday. Therefore, the transaction is treated as one (1) working day only, and the Date Range should remain:

Expected Filing

Date From:	Date To:	Time From:	Time To:
07/21/2026	07/21/2026	05:45 am	03:00 am

“Consecutive-Day” Official Business



When Official Business (OB) is "consecutive" /multi-day



For Continuous Official Business (OB) ensure that no Overtime (OT) is filed for any day covered by the Continuous OB.



Example:

Date Range

July 21, 2026 to July 23, 2026

Duration

3 days

OT Allowed

✗ No OT on July 21, July 22, or July 23.

Expected Filing

Date From:	Date To:	Time From:	Time To:
07/21/2026	07/23/2026	08:00 am	05:00 pm



Official Business “with Overtime (OT)”

When Official Business (OB) is with Overtime



For Official Business (OB) with approved Overtime (OT), employees must file their OB using the actual start and end time of the shift, including the overtime hours.

If the employee files ONLY their regular work schedule, the system will not recognize the overtime.

Example:

Date	July 21 - 22
Actual OB Time	July 21, 5:45 AM – July 22, 3:00 AM
OB Time From	5:45 AM
OB Time To	3:00 AM 

Expected Filing

Date From:	Date To:	Time From:	Time To:
07/21/2026 	07/21/2026 	05:45 am 	03:00 am 