



KEMENTERIAN KESIHATAN MALAYSIA  
JABATAN KESIHATAN NEGERI PAHANG

**MANUAL PENGGUNA**  
**SISTEM KEHADIRAN (EHADIR)**  
**JABATAN KESIHATAN NEGERI**  
**PAHANG**  
**Versi 1.0**

DISEDIAKAN OLEH  
UNIT TEKNOLOGI MAKLUMAT  
JABATAN KESIHATAN NEGERI PAHANG

## 1. Pengenalan

Sistem Kehadiran JKN Pahang dibangunkan untuk memudahkan pengurusan kehadiran harian semua kakitangan Jabatan Kesihatan Negeri Pahang. Melalui sistem ini, setiap staf boleh merekod kehadiran mereka secara dalam talian dengan lebih cepat, tepat dan teratur.

Tujuan utama sistem ini adalah untuk:

- Membolehkan kakitangan merekod kehadiran harian secara sendiri.
- Memastikan data kehadiran disimpan secara selamat dan mudah diakses.
- Menyediakan laporan kehadiran yang lebih sistematik bagi tujuan pengurusan sumber manusia.

Pengguna Sasaran:

Semua kakitangan di bawah Jabatan Kesihatan Negeri Pahang.

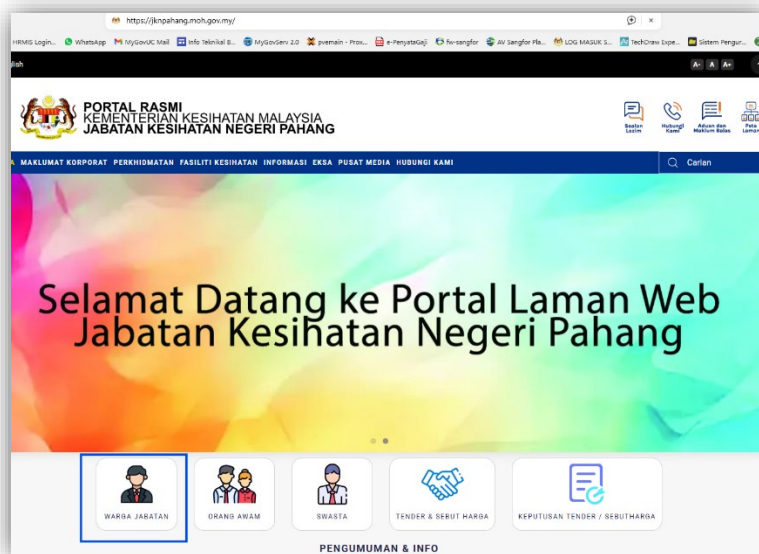
Keperluan Asas untuk menggunakan sistem:

- Sambungan internet yang stabil.
- Peranti dengan pelayar web (contoh: Google Chrome, Microsoft Edge, Mozilla Firefox).
- Akaun pengguna yang telah didaftarkan dalam sistem.

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## 2. Cara Akses Sistem

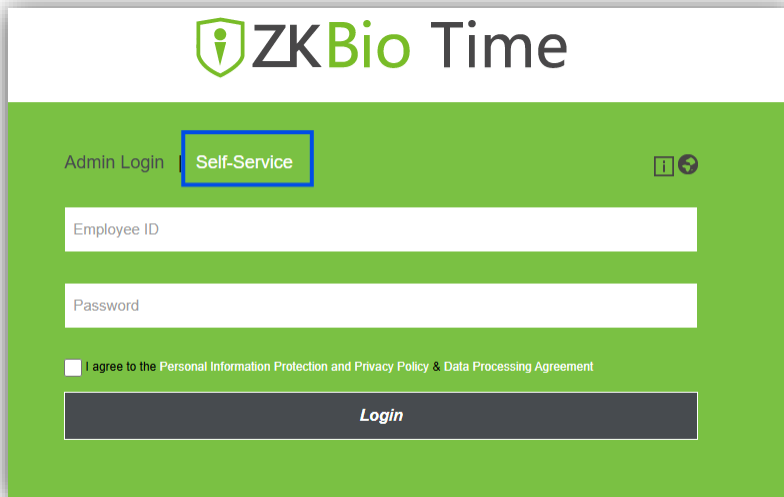
- Langkah 1:** Buka *browser* dan pergi ke alamat: <https://jknpahang.moh.gov.my/>. Klik pada 'WARGA JABATAN'



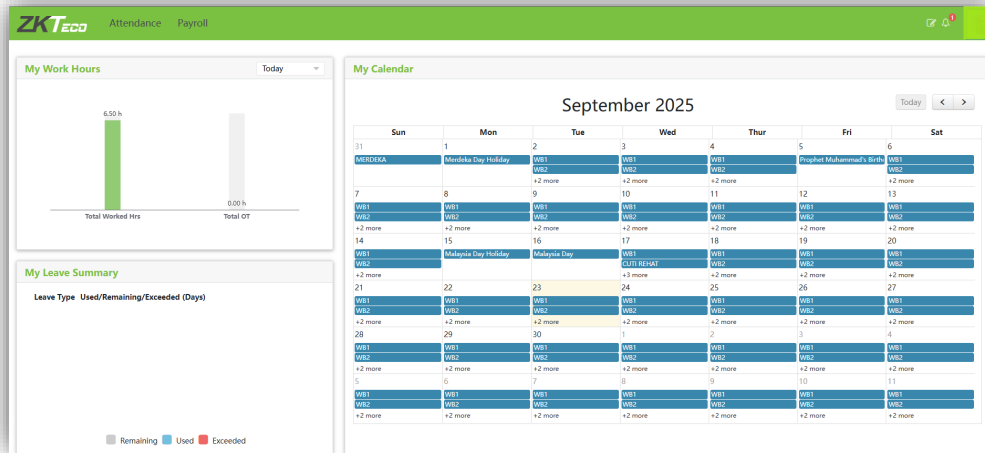
- **Langkah 2:** Pilih Sistem eHadir



- **Langkah 3:** Klik "Self-Service". Masukkan *Employee ID* dan *Password*. Tekan pada kotak "I agree..." dan Klik "Login".



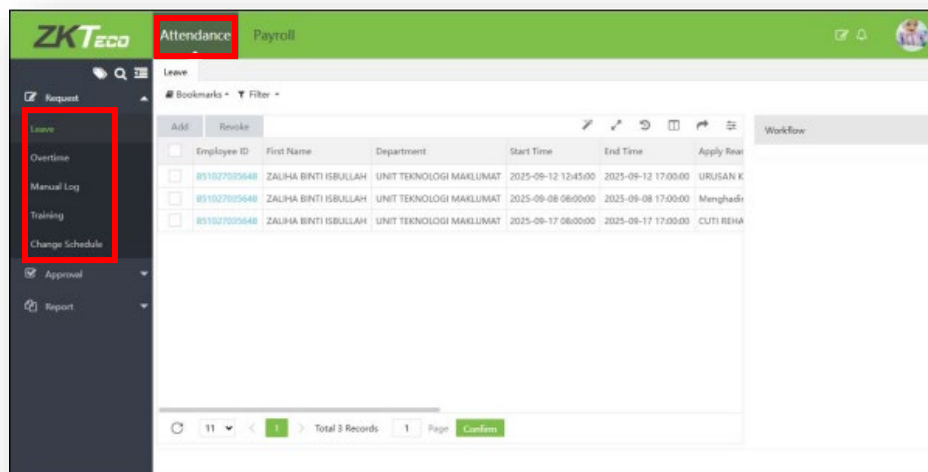
- **Langkah 4:** Pengguna akan di bawa ke muka hadapan (*Dashboard*) sistem.



### 3. Fungsi Utama

#### 3.1 Merekod Ketidakhadiran

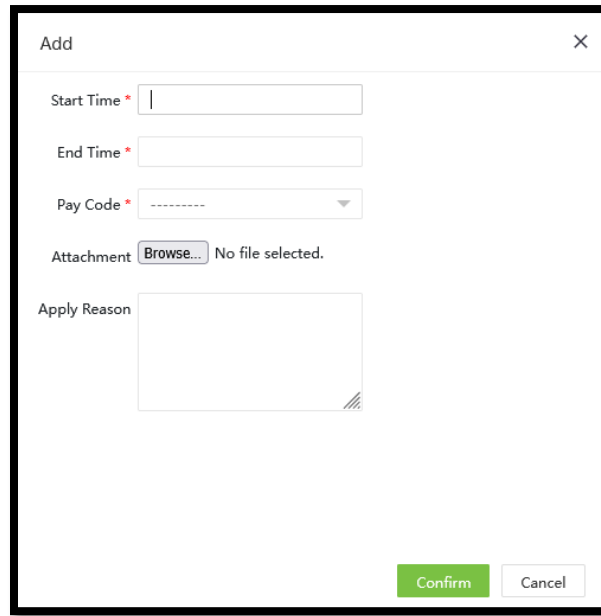
- **Langkah 1:** Klik **Attendance**, kemudian klik **Request** pada paparan menu sebelah kiri.



Pengguna dapat melihat *sub menu (Leave, Overtime, Manual Log dan Training)*

### 3.1.1 Merekod *Leave* (Cutij)

**Langkah 1:** Klik menu *Leave*, kemudian klik *add* dan masukkan semua maklumat yang diperlukan:



The screenshot shows a modal window titled "Add" with a close button (X) in the top right corner. The form contains the following elements:

- Start Time \***: A text input field with a vertical cursor.
- End Time \***: A text input field.
- Pay Code \***: A dropdown menu showing "-----" and a downward arrow.
- Attachment**: A "Browse..." button followed by the text "No file selected."
- Apply Reason**: A large, empty text area with a diagonal line in the bottom right corner.
- Buttons**: A green "Confirm" button and a white "Cancel" button at the bottom right.

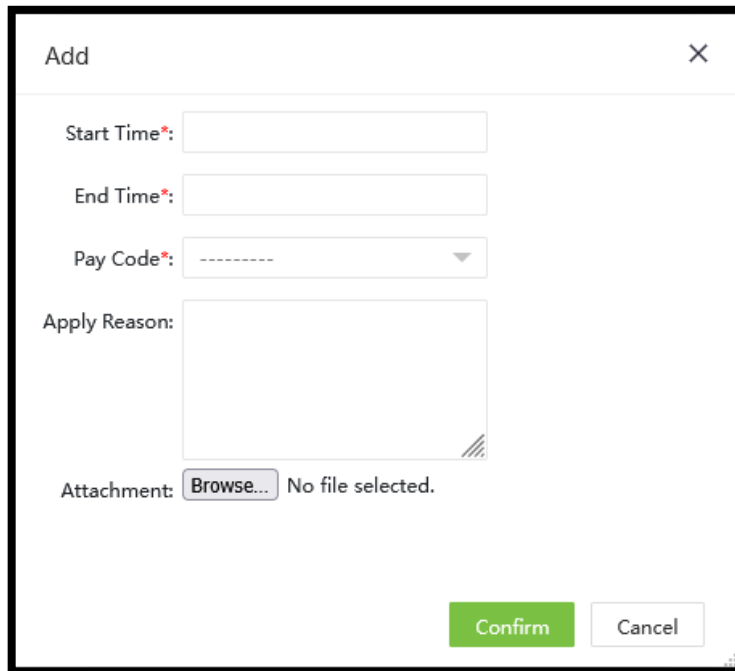
- Start Time – tarikh dan masa mula cuti
- End Time – tarikh dan masa akhir cuti
- Pay Code – jenis cuti
- Attachment – dokumen berkaitan jika ada
- Apply reason

Medan yang bertanda \* adalah wajib diisi

**Langkah 2:** Klik *Confirm*. Permohonan akan disahkan secara automatik.

### 3.1.2 Merekod *Overtime* (Kerja lebih masa)

**Langkah 1:** Klik menu ***Overtime***, kemudian klik ***add*** dan masukkan semua maklumat yang diperlukan:



The screenshot shows a modal window titled "Add" with a close button (X) in the top right corner. The form contains the following fields:

- Start Time\*:** A text input field.
- End Time\*:** A text input field.
- Pay Code\*:** A dropdown menu with a downward arrow and a dashed line indicating a selection.
- Apply Reason:** A large text area for entering the reason.
- Attachment:** A section with a "Browse..." button and the text "No file selected."

At the bottom right of the form are two buttons: a green "Confirm" button and a white "Cancel" button.

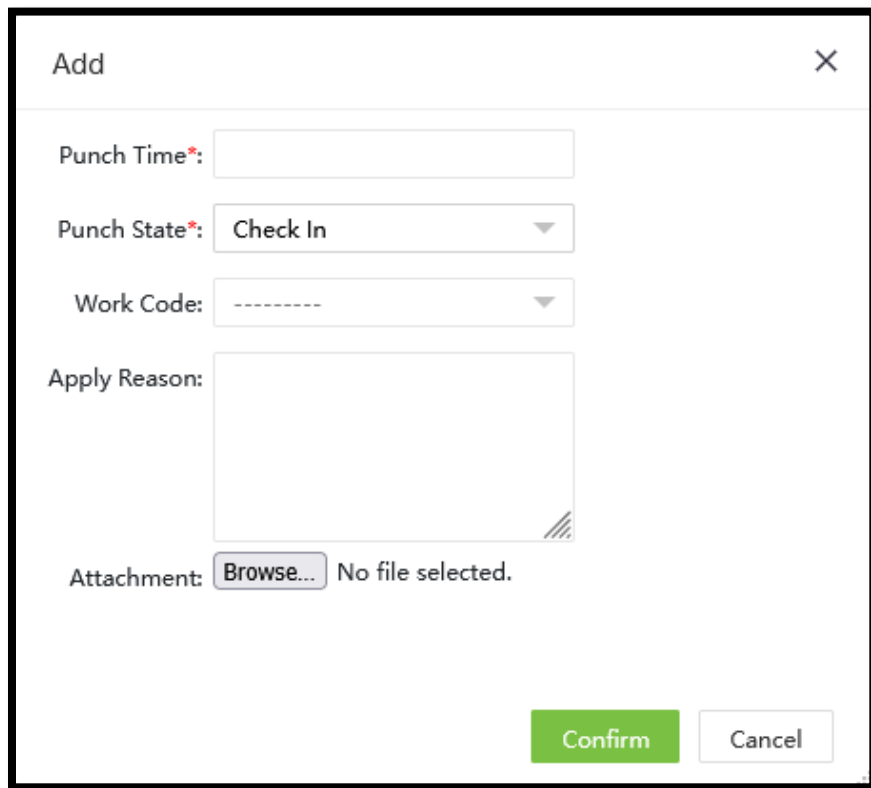
- Start Time – tarikh dan masa mula overtime
- End Time – tarikh dan masa akhir overtime
- Pay Code – jenis overtime
- Apply reason
- Attachment – dokumen berkaitan jika ada

Medan yang bertanda \* adalah wajib diisi

**Langkah 2:** Klik Confirm. Permohonan akan disahkan secara automatik.

### 3.1.3 Merekod *Manual Log*

**Langkah 1:** Klik menu *Manual Log*, kemudian klik **add** dan masukkan semua maklumat yang diperlukan:



The screenshot shows a modal window titled "Add" with a close button (X) in the top right corner. The form contains the following fields:

- Punch Time\*:** An empty text input field.
- Punch State\*:** A dropdown menu currently showing "Check In".
- Work Code:** A dropdown menu currently showing "-----".
- Apply Reason:** A large empty text area.
- Attachment:** A "Browse..." button followed by the text "No file selected."

At the bottom right of the form, there are two buttons: a green "Confirm" button and a white "Cancel" button.

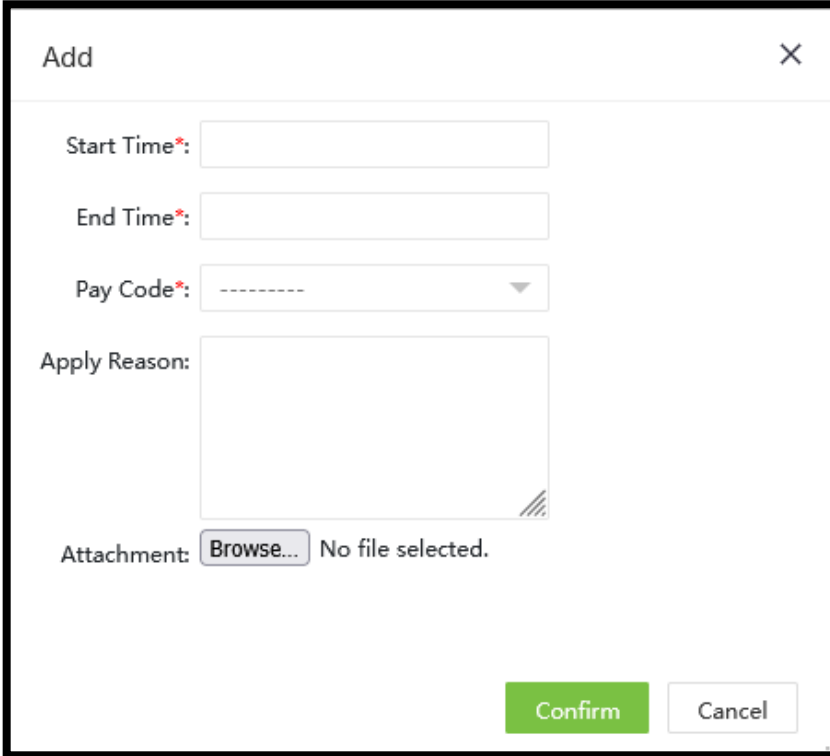
- Punch Time – tarikh dan masa kehadiran
- Punch State – Check In/ Check Out
- Apply Reason
- Attachment – dokumen berkaitan jika ada

Medan yang bertanda \* adalah wajib diisi

**Langkah 2:** Klik Confirm. Permohonan akan disahkan secara automatik.

### 3.1.4 Merekod *Training* (Latihan)

**Langkah 1:** Klik menu *Training*, kemudian klik **add** dan masukkan semua maklumat yang diperlukan:



The screenshot shows a modal window titled "Add" with a close button (X) in the top right corner. The form contains the following fields:

- Start Time\*:** A text input field.
- End Time\*:** A text input field.
- Pay Code\*:** A dropdown menu showing "-----" and a downward arrow.
- Apply Reason:** A large text area for entering details.
- Attachment:** A "Browse..." button followed by the text "No file selected."

At the bottom right of the form, there are two buttons: a green "Confirm" button and a white "Cancel" button with a grey border.

- Start Time – tarikh dan masa mula training
- End Time – tarikh dan masa akhir training
- Pay Code – Berkursus/Seminar
- Apply reason – Nama Kursus/Seminar
- Attachment – dokumen berkaitan jika ada

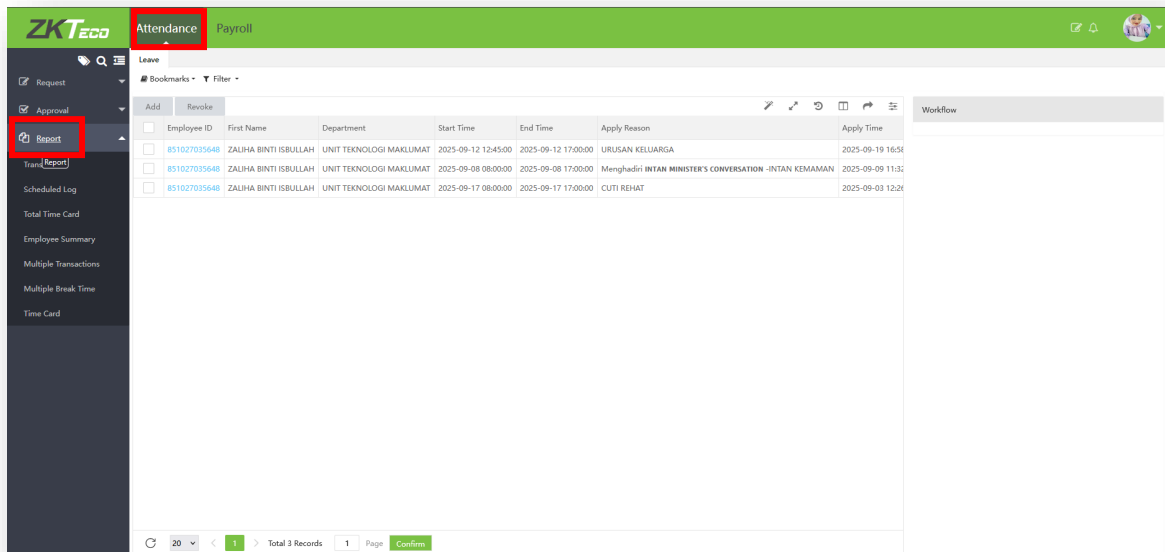
Medan yang bertanda \* adalah wajib diisi

**Langkah 2:** Klik Confirm. Permohonan akan disahkan secara automatik.

### 3.2 Menyemak Rekod Kehadiran

- Cara melihat laporan sendiri

**Langkah 1:** Klik **Attendance**, kemudian klik **Report** pada menu sebelah kiri



**Langkah 2:** Klik **Total Time Card**. Pengguna akan di bawa kepada paparan berikut:

Employee ID	First Name	Department	Date	Weekday	Timetable	Check In	Check Out	Duty Dura...	Break Dur...	Work Day	Clock In	Clock Out	Total Hours	Worked H...	Break Out	Break In	Break Totals
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-01	Monday	WB1	07:30	16:30		01:00	1.0							01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-02	Tuesday	WB1	07:30	16:30	08:00	01:00	1.0	08:05	17:21	09:15	07:25			01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-03	Wednesday	WB1	07:30	16:30	08:00	01:00	1.0	08:12	17:16	09:04	07:18			01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-04	Thursday	WB1	07:30	16:30	08:00	01:00	1.0	08:10	17:28	09:17	07:20			01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-05	Friday	WB1	07:30	16:30		01:00	1.0							01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-06	Saturday	WB1	07:30	16:30	08:00	01:00	1.0							01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-07	Sunday	WB1	07:30	16:30	08:00	01:00	1.0							01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-08	Monday	WB2	08:00	17:00	08:00	01:00	1.0							01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-09	Tuesday	WB1	07:30	16:30	08:00	01:00	1.0	08:11	17:19	09:08	07:19			01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-10	Wednesday	WB1	07:30	16:30	08:00	01:00	1.0	07:56	17:21	09:25	07:34			01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-11	Thursday	WB1	07:30	16:30	08:00	01:00	1.0	08:02	17:03	09:01	07:28			01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-12	Friday	WB2	08:00	17:00	08:00	01:00	1.0	08:00	17:00	08:59	04:45			01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-13	Saturday	WB1	07:30	16:30	08:00	01:00	1.0							01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-14	Sunday	WB1	07:30	16:30	08:00	01:00	1.0							01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-15	Monday	WB1	07:30	16:30		01:00	1.0							01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-16	Tuesday	WB1	07:30	16:30		01:00	1.0							01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-17	Wednesday	WB2	08:00	17:00	08:00	01:00	1.0							01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-18	Thursday	WB1	07:30	16:30	08:00	01:00	1.0	08:10	17:28	09:18	07:20			01:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-19	Friday	WB1	07:30	16:30	08:00	01:00	1.0	08:11	17:39	09:28	08:28			01:00

### Langkah 3: Klik *Columns*

The screenshot shows the ZKTeco Attendance Payroll interface. The main table displays attendance records for employee ZALHA BINTI ISB... from 2025-09-01 to 2025-09-10. The 'Columns' panel on the right is open, and the following items are checked:

- Employee ID
- First Name
- Last Name
- Nick Name
- Gender
- Department Code
- Department
- Position Code
- Position
- Date

Employee ID	First Name	Department	Date	Weekday	Timetable	Check In	Check Out	Duty Dura...	Break Dur...	Work Day	Clock In	Clock Out	Week Total...
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-01	Monday	WB1	07:30	16:30		01:00	1.0			1:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-02	Tuesday	WB1	07:30	16:30	08:00	01:00	1.0	08:05	17:21	1:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-03	Wednesday	WB1	07:30	16:30	08:00	01:00	1.0	08:12	17:16	1:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-04	Thursday	WB1	07:30	16:30	08:00	01:00	1.0	08:10	17:28	1:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-05	Friday	WB1	07:30	16:30		01:00	1.0			1:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-06	Saturday	WB1	07:30	16:30	08:00	01:00	1.0			1:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-07	Sunday	WB1	07:30	16:30	08:00	01:00	1.0			1:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-08	Monday	WB2	08:00	17:00	08:00	01:00	1.0			1:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-09	Tuesday	WB1	07:30	16:30	08:00	01:00	1.0	08:11	17:19	1:00
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-10	Wednesday	WB1	07:30	16:30	08:00	01:00	1.0	07:56	17:21	1:00

Pilih(tick) item-item berikut:

- Employee ID
- First Name
- Department
- Date
- Weekday
- Clock In
- Clock Out
- Total Hours
- Worked Hours
- Cuti Rehat/ Kerja Luar/Mesyuarat dll (mengikut ketidakhadiran pengguna pada bulan semasa)

**Langkah 4:** Klik **Save Layout** untuk menyimpan *layout*.

The screenshot shows the ZKTeco Attendance Payroll interface. The 'Save Layout' button is highlighted with a red box. The interface includes a sidebar with navigation options like Request, Approval, Report, Transaction, Scheduled Log, Total Time Card, Employee Summary, Multiple Transactions, Multiple Break Time, and Time Card. The main area displays a table with columns for Employee ID, First Name, Department, Date, Weekday, Clock In, Clock Out, Total Hours, Worked H..., and Total Le... The table contains data for employee ZALIHA BINTI ISB... from 2025-09-01 to 2025-09-10.

Employee ID	First Name	Department	Date	Weekday	Clock In	Clock Out	Total Hours	Worked H...	Total Le
851027035648	ZALIHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-01	Monday					
851027035648	ZALIHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-02	Tuesday	08:05	17:21	09:15	07:25	
851027035648	ZALIHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-03	Wednesday	08:12	17:16	09:04	07:18	
851027035648	ZALIHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-04	Thursday	08:10	17:28	09:17	07:20	
851027035648	ZALIHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-05	Friday					
851027035648	ZALIHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-06	Saturday					
851027035648	ZALIHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-07	Sunday					
851027035648	ZALIHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-08	Monday					8.0
851027035648	ZALIHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-09	Tuesday	08:11	17:19	09:08	07:19	
851027035648	ZALIHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-10	Wednesday	07:56	17:21	09:25	07:34	

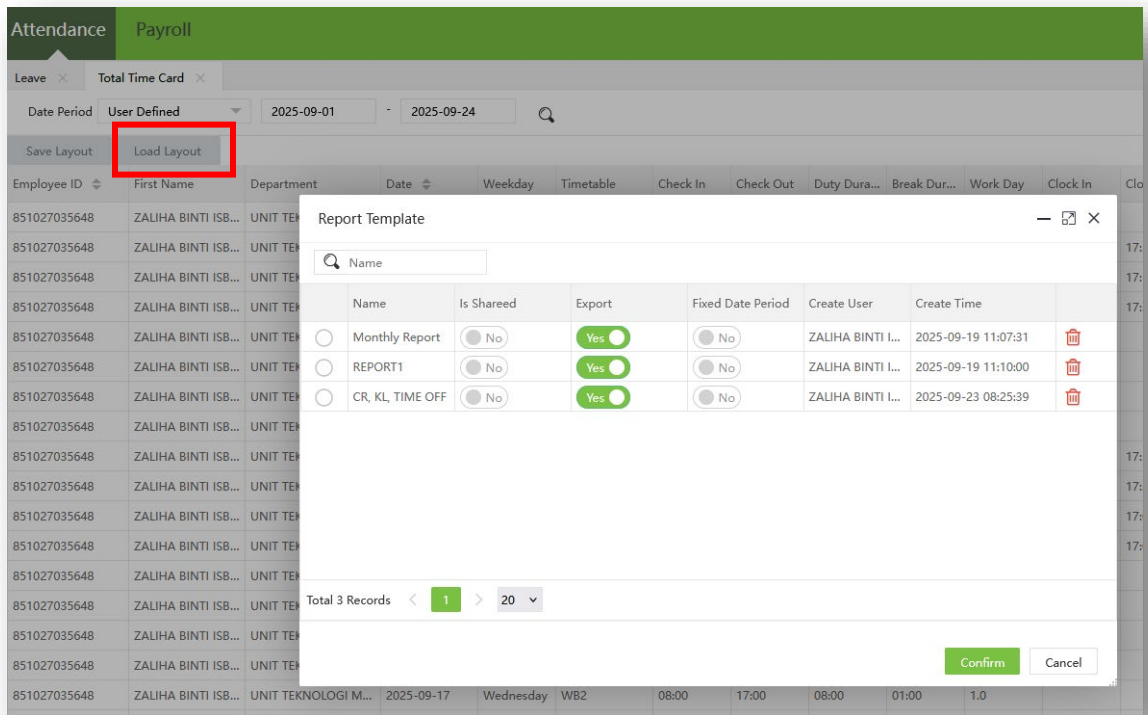
**Langkah 5:** Masukkan nama *layout* dan klik *confirm*.

The screenshot shows the 'Add' dialog box for saving a layout. It contains the following fields and controls:

- Name \***: A text input field.
- Export**: A toggle switch set to 'Yes'.
- Fixed Date Period**: A toggle switch set to 'No'.
- Is Shared**: A toggle switch set to 'No'.
- Confirm**: A green button.
- Cancel**: A white button.

Pengguna boleh menggunakan *layout* yang telah disimpan pada bulan seterusnya jika alasan ketidakhadiran adalah sama. Sekiranya terdapat perubahan alasan ketidakhadiran, sila ulang langkah 1-4 dan simpan *layout* dengan nama baru.

**Langkah 6:** Untuk melihat dan menggunakan *layout* yang telah disimpan, klik Load Layout. Kemudian, klik *layout* yang ingin digunakan dan klik Confirm.



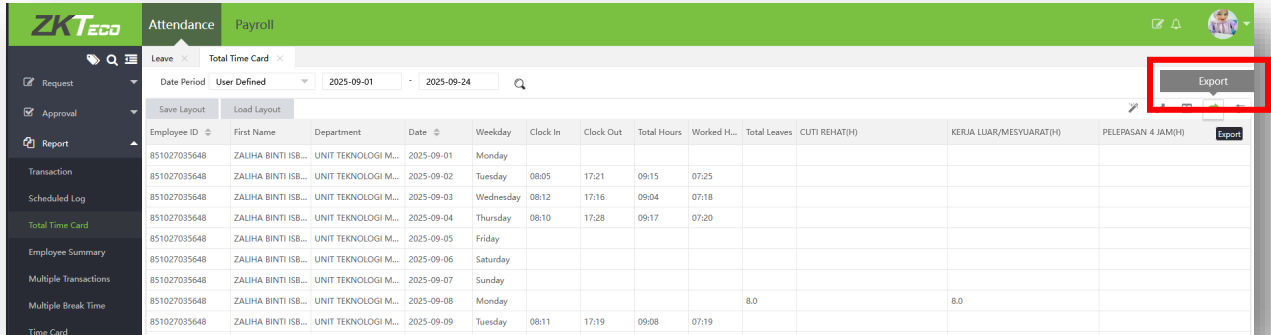
Layout pilihan pengguna akan dipaparkan.

- **Cara cetak / export laporan**

**Langkah 1:** Klik *Attendance* → *Report* → *Total Time Card* (rujuk langkah 1-2 cara melihat laporan sendiri)

**Langkah 2:** Klik *Load Layout* dan pilih *layout*

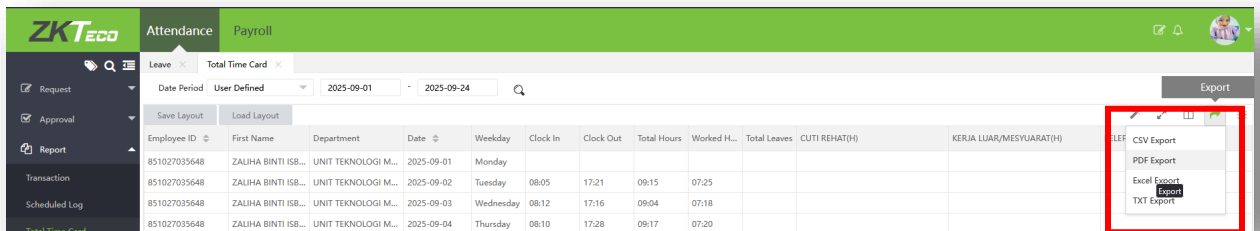
### Langkah 3: Setelah maklumat dipaparkan, klik **Export**



The screenshot shows the ZKTeco Attendance Payroll interface. The 'Export' button is highlighted in a red box in the top right corner. The interface includes a sidebar with navigation options like Request, Approval, Report, Transaction, Scheduled Log, Total Time Card, Employee Summary, Multiple Transactions, Multiple Break Time, and Time Card. The main area displays a table with columns for Employee ID, First Name, Department, Date, Weekday, Clock In, Clock Out, Total Hours, Worked H..., Total Leaves, CUTI REHAT(H), KERJA LUAR/MESYUARAT(H), and PELEPASAN 4 JAM(H). The table contains data for employee ZALHA BINTI ISB... from 2025-09-01 to 2025-09-09.

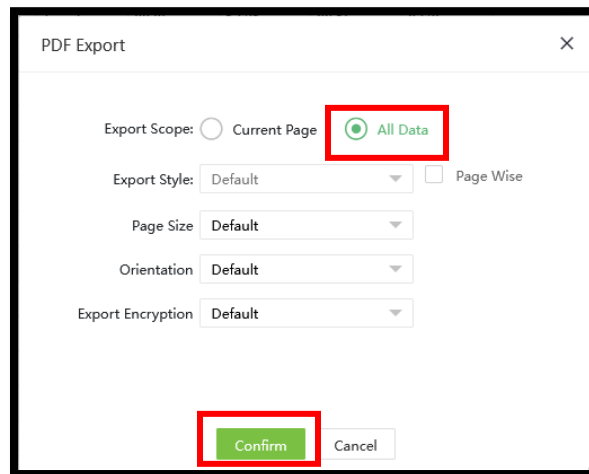
Employee ID	First Name	Department	Date	Weekday	Clock In	Clock Out	Total Hours	Worked H...	Total Leaves	CUTI REHAT(H)	KERJA LUAR/MESYUARAT(H)	PELEPASAN 4 JAM(H)
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-01	Monday								
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-02	Tuesday	08:05	17:21	09:15	07:25				
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-03	Wednesday	08:12	17:16	09:04	07:18				
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-04	Thursday	08:10	17:28	09:17	07:20				
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-05	Friday								
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-06	Saturday								
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-07	Sunday								
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-08	Monday					8.0		8.0	
851027035648	ZALHA BINTI ISB...	UNIT TEKNOLOGI M...	2025-09-09	Tuesday	08:11	17:19	09:08	07:19				

### Langkah 4: Pilih format laporan (pdf)



The screenshot shows the ZKTeco Attendance Payroll interface with the 'Export' dropdown menu open. The 'PDF Export' option is highlighted in a red box. The interface is similar to the previous screenshot, showing the same table of attendance data.

### Langkah 5: Klik **All Data** dan **Confirm**

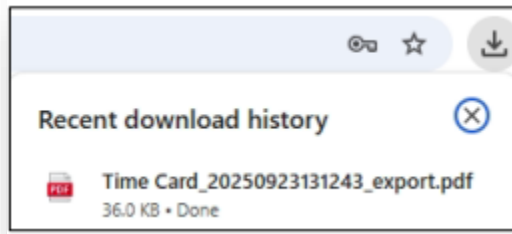


The screenshot shows the PDF Export dialog box. The 'All Data' radio button is selected and highlighted in a red box. The 'Confirm' button is also highlighted in a red box. The dialog box includes the following options:

- Export Scope:  Current Page  All Data
- Export Style: Default (dropdown)  Page Wise
- Page Size: Default (dropdown)
- Orientation: Default (dropdown)
- Export Encryption: Default (dropdown)

Buttons: Confirm, Cancel

**Langkah 6:** PDF file selesai dimuat turun, pengguna boleh cetak laporan.



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#### 4. Soalan Lazim (FAQ)

- **Saya lupa kata laluan, apa perlu buat?**

Hubungi pentadbir Ehadir di samb. 7860 / 7857

- **Kenapa tak boleh log masuk?**

Semak URL Ehadir- pastikan betul (rujuk portal JKNP)

Semak User ID dan password. Jika terlupa, sila hubungi pentadbir Ehadir.

- **Boleh guna sistem di telefon?**

Sistem Ehadir boleh diakses dan digunakan melalui telefon menggunakan desktop view sahaja.

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#### 5. Hubungan & Sokongan

- **Emel sokongan IT**

itjknphg-negeri@moh.gov.my

- **Nombor telefon helpdesk**

09 - 5707860

- **Waktu operasi**

Isnin - Jumaat  
8.00 pagi – 5.00 petang