Attendance Configuration Guide

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Introduction

The Attendance module is designed to help you keep track of the attendance of your employees. This setup guide will show you how to setup the Attendance module while a separate guide will show you how to administer to the Attendance system as an administrator.

Configuration

Configuration Tab

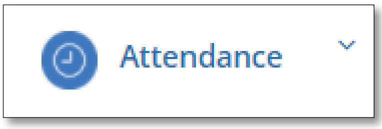
This is general configuration and is divided into six different sections which are discussed in detail below. Any settings indicated here will affect all users in the system.

Working Hours

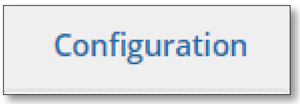
The Working Hours portion is the Default working shift. Employees will automatically use the default if they are not assigned to other shifts.

Step 1: Login to the account

Step 2: Click on

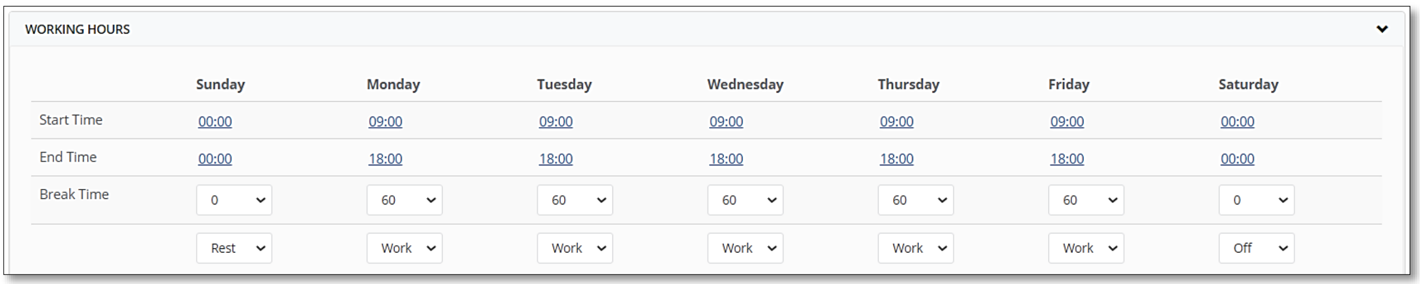


Step 3: Go to



this should bring you to the Configuration Tab at the top

Step 4: Set up the working hours, minutes of breaktime, as well as the rest day/off day



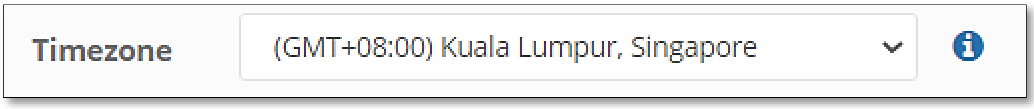
WORKING HOURS

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time	00:00	09:00	09:00	09:00	09:00	09:00	00:00
End Time	00:00	18:00	18:00	18:00	18:00	18:00	00:00
Break Time	0	60	60	60	60	60	0
	Rest	Work	Work	Work	Work	Work	Off

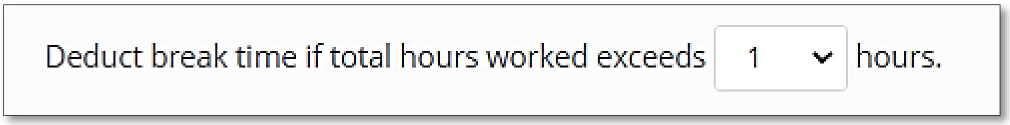
Step 5: Set up the number of hours the staff must fulfil for a full day and half-day. This is to be used by the system when the staff is on leave or when staff works on their Rest Day

Step 6: If this option is ticked, the system will automatically add in the standard hours to the staff's actual hour when the staff is on full day or half day leave

Step 7: You can indicate the time zone into this field



Step 8: Show how many hours the staff must work before break time will be automatically deducted.



Step 9: Click on 

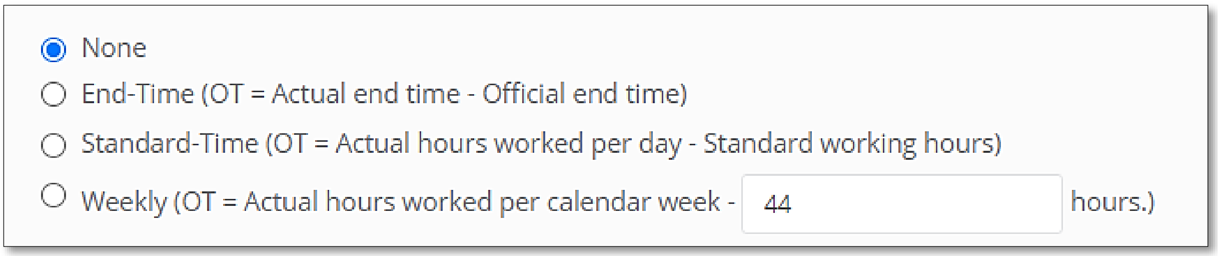
to save the changes

OT Calculation Method

This is where you can setup the OT calculation method for your company.
NOTE: This is a generic setting for all staff, but you can make changes later at the Employee Setup if some staff follow a different OT calculation method from the rest.

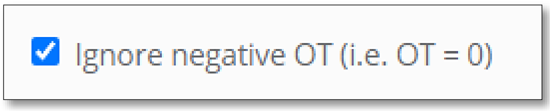
Step 1: Click on 

panel to expand the section.
Step 2: Choose the OT Calculation method you want to use:

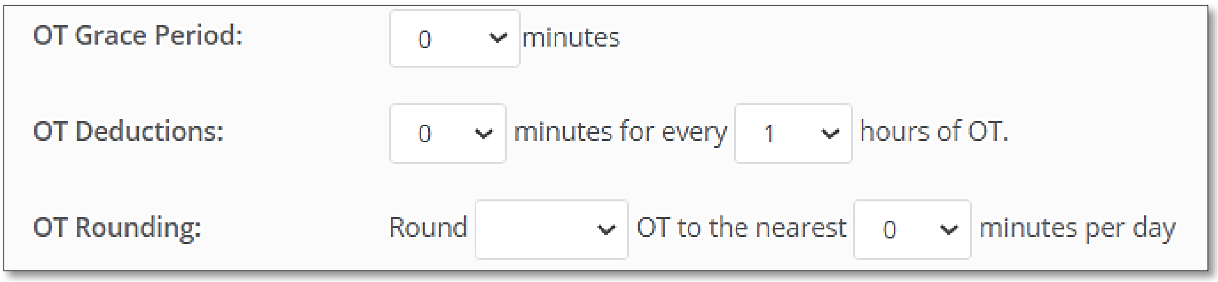


A. None - This option meant that no OT Calculation will be considered.
B. End-Time - The OT calculation is based on the end time. For example, a staff worked till 10 pm but her official end time is 8 pm, the system will consider that the staff has worked 2 hours of OT.
C. Standard-Time - The OT calculation is based on the number of hours worked for the entire day. So, if a staff is supposed to work for 8.5 hours and the staff worked 10 hours, the staff would have clocked 1.5 hours of OT.
D. Weekly - The OT calculation is based on the number of hours the company stipulated. In this example, the total hours that a staff is expected to work 44 hours. So, if for an entire week, the staff worked for 48 hours, the OT will be 4 hours.

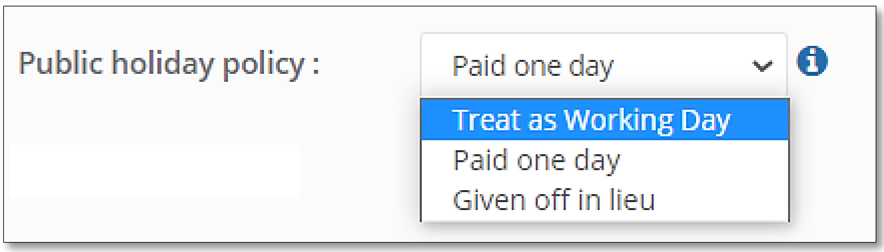
Step 3: If this option is ticked, the system will ignore if the staff did not fulfil the number of working hours.



Step 4: Indicate any OT Grace Period, Deductions and Rounding. The OT Grace Period allows you to state when the system should start counting OT. If set at 15 min, the system will calculate the OT 15 minutes later from the official end time. You can also set any deductions or rounding up or down at the respective parameters

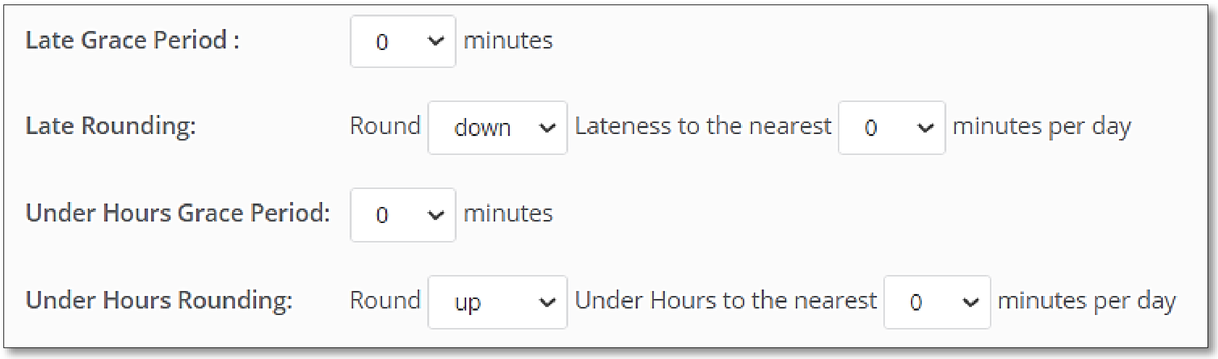


Step 5: Indicate PH Policy. This policy allows you to specify what is the general rule if the staff comes to work on Public holidays. There are 3 options to choose from
Note: This is pure remarks only and any change needed to be done will have to go through the respective module (leave or payroll).



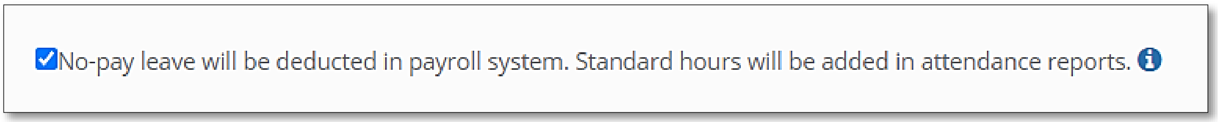
A. Treat as Working Day – PH is treated as normal working day, OT hours to be computed by the system will be based on the OT policy set
B. Paid one Day – Hours worked by the staff on a PH will be reflected under OT1
C. Given off in lieu – Time off will be credited separately by the Leave Admin to the staff who work on PH. No OT1 will be calculated by the system in this case.

Step 6: Set up Late and Under Hours. This section allows you to specify the late period and the under hours which will appear in the report.

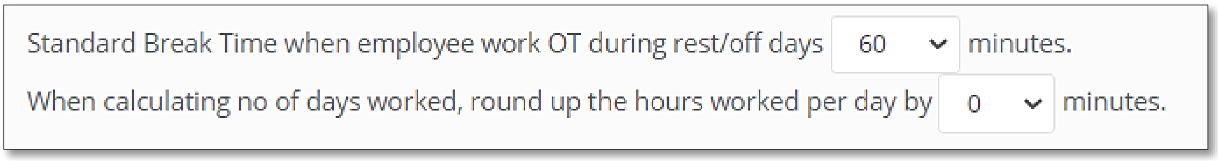


A. Late Grace Period allows you to specify the number of minutes before staff will be considered late.
B. Under Hours Grace Period allows you to specify the number of minutes before the system will consider that the staff did not fulfil the number of hours worked.

Step 7: Set whether No-Pay leave will be deducted from the attendance reports. If ticked, the standard hours will be the same when staff takes a No Pay Leave, if unticked, standard hours will be deducted.



Step 8: Define the minutes of break time during off day and rounding up the hours



A. You can set the break time during Off Days.
B. You can set the rounding up policy to round up the hours if you want.

Step 9: Click on 

to save the changes

Clocking Preferences

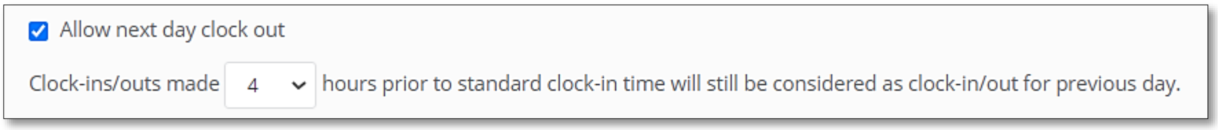
The clocking preference allows you to configure the following:

- next day clocking
- users' ability to edit their clock-in and clock out time
- single or multiple clock-in and clock-out
- whether the staff needs to enter remarks
- Set up location, client, or project

Step 1: Click on 

panel to expand the section.

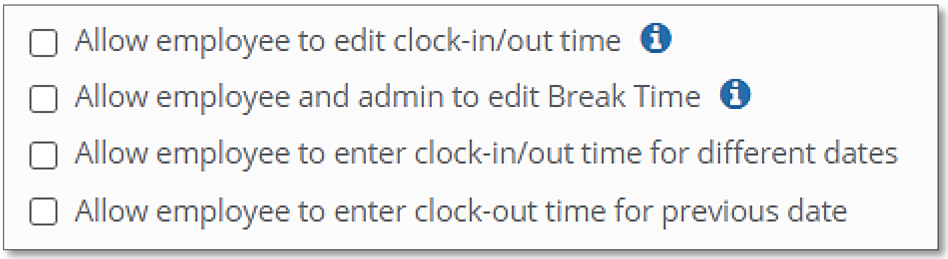
Step 2: : If staff needs to work beyond one day, you can allow next day clock out.



The X hours allow you to specify until what time is considered a clock in/out for the previous day. In the setting above, if the official start time is 9:00 am, any clock in/out 4 hours prior (until 5:00 AM) will be considered for the previous day. But if staff clocked in/out at 8:00 am (within 4hrs from start time), this will already be considered the next day.

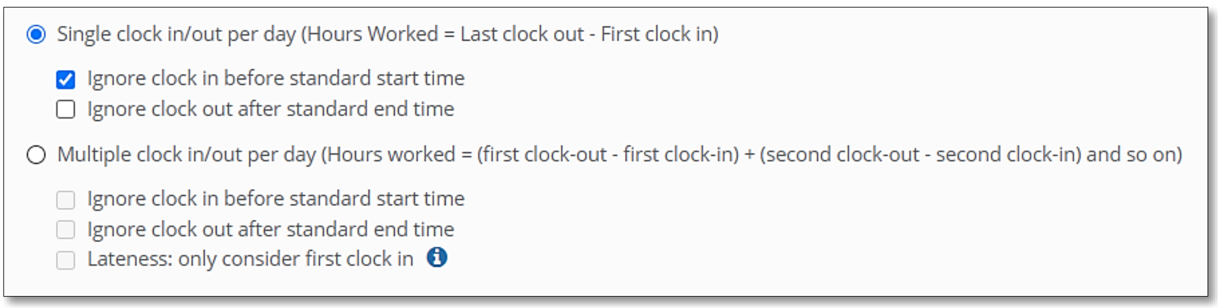
NOTE: The recommended hours set in this field is not less than 4 hours to avoid triggering unnecessary notifications.

Step 3: Permission for users to edit their clock-in/out time



A. Allow employee to edit clock-in/out time - Employee can edit his clock time for the current day.
B. Allow Employee and Admin to Edit Break time - Employee can edit their break time if needed.
C. Allow employee to enter clock-in/out time for different dates - If this is enabled, the Employee can update their clock time for different dates using the Classic version only. In Express, you can only update the clock time for the current date.
D. Allow employees to enter clock-out time for previous dates. - If this is enabled, the system will not allow the editing of clock time if there's existing data. It'll only allow you to add a new record (enter) for a previous date.

Step 4: Set whether your company is using single or multiple clock-in/out



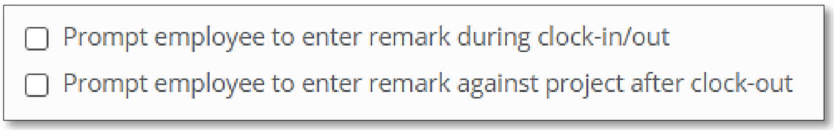
A. Single clock in/out - the staff is only needed to clock-in/out once.

B. Multiple clocks in/out - the staff can clock in/out multiple times.

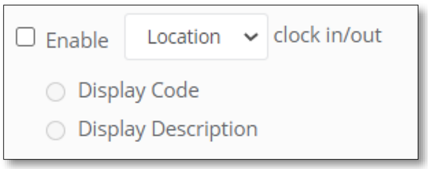
There are several sub-options for these 2 options:

a. If <u>Ignore clock in before standard start time</u> is ticked, it means that if the staff clocks in early, the system will not consider the earlier time. It will only consider the official start time.
b. If <u>Ignore clock out after standard start time</u> is ticked, it means the system will not take into consideration the overtime even if staff clocked out beyond their official end time. The system will only use the official end time as the basis on the reports
c. If <u>Lateness: only consider first clock in</u> is ticked, it means the system will only consider the calculation of lateness based on the first clock in and not the succeeding ones (available only for Multiple Clock in option)

Step 5: Prompt for remarks. If ticked, the system will prompt them to enter the remark when they clock in/out.



Step 6: Enter client, location, or project. In Attendance, you can specify client, project, or location clocking in/out. This can then be used by staff when they clock in or out from a client, project, or location.

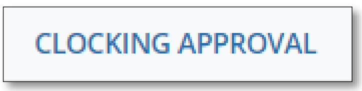


Step 7: Click on 

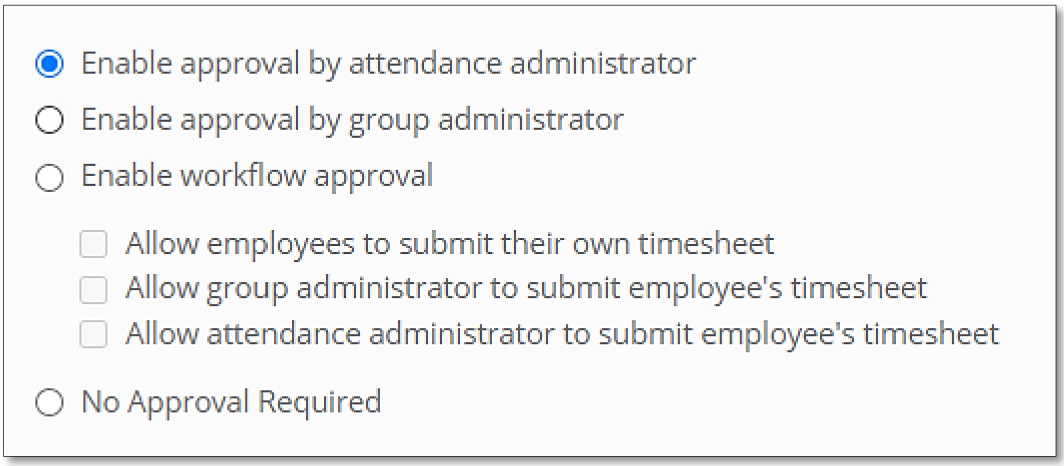
to save the changes

Clocking Approval

The Clocking Approval is the part in which you can specify who can manage and approve the attendance record.

Step 1: Click on 

panel to expand the section



A. Enable approval by attendance administrator - only the attendance administrator can approve and manage the attendance record

B. Enable approval by group administrator - group administrator can manage attendance record. We will cover how to set up the group in a different section

C. Enable workflow approval - allow the attendance records to go through a workflow from employees to the administrator.

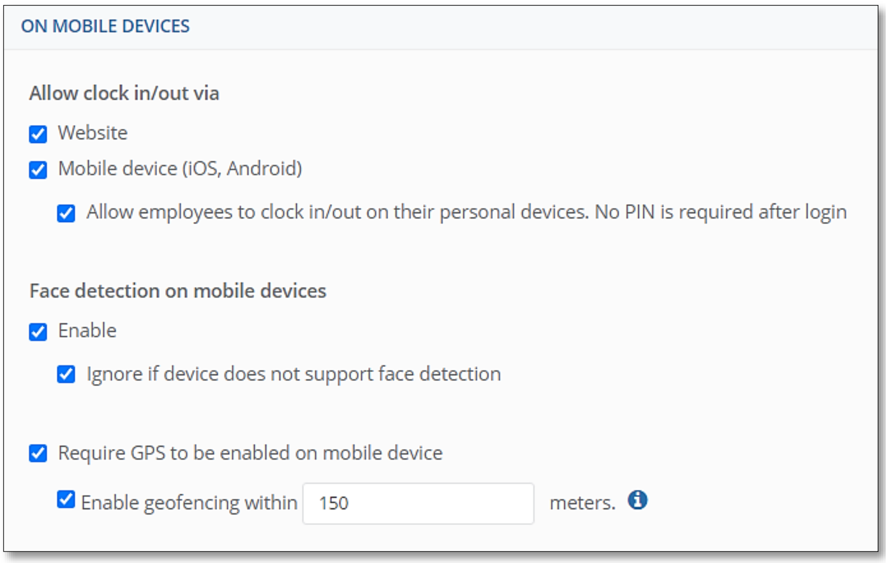
D. No Approval Required – this option will not require any approval from group or attendance administrators.

On Mobile Devices

The options that can be seen here are all related to how you want the users to be clocking in/out and the setting to enable GPS on mobile devices.

Step 1: Click on 

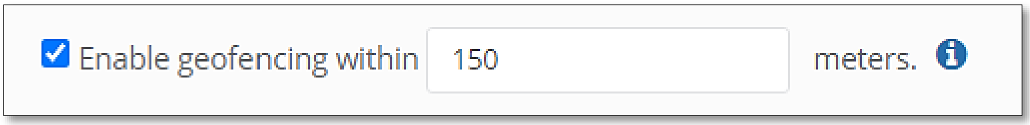
panel to expand the section.



A. Allow clock in/out via - this allows you to specify whether the users can login via laptop or via mobile devices.
NOTE: Mobile device indicated is Kiosk device, a central device that the staff can use to clock in/out from with their PIN. If you want to allow staff to clock in/out using their personal devices, put a tick on the option under Mobile device (Allow employees to clock in/out on their personal devices. No PIN is required)

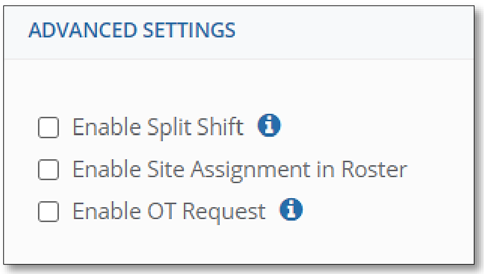
B. Face detection on mobile devices - If enabled, the system will only allow staff to clock in when the handphone or the device detected the face.
-- Ignore if device does not support face detection allow staff to login even if their devices do not support face detection. (Can be enabled especially if the mobile phones of some staff do not have the face detection function)

C. Require GPS to be enabled on mobile device, the staff must enable GPS on their handphone before they can clock in/out.
-- Geofencing is basically a technology that allows you to set a virtual boundary set up around a geographical location in which your staff can login. If you want to have geofencing enabled, click on the checkbox on



Kindly note that 150 meters in radius is the effective range for geofencing. We would recommend that you use Kiosk mode for any range smaller than 150 meters.

Advanced Settings



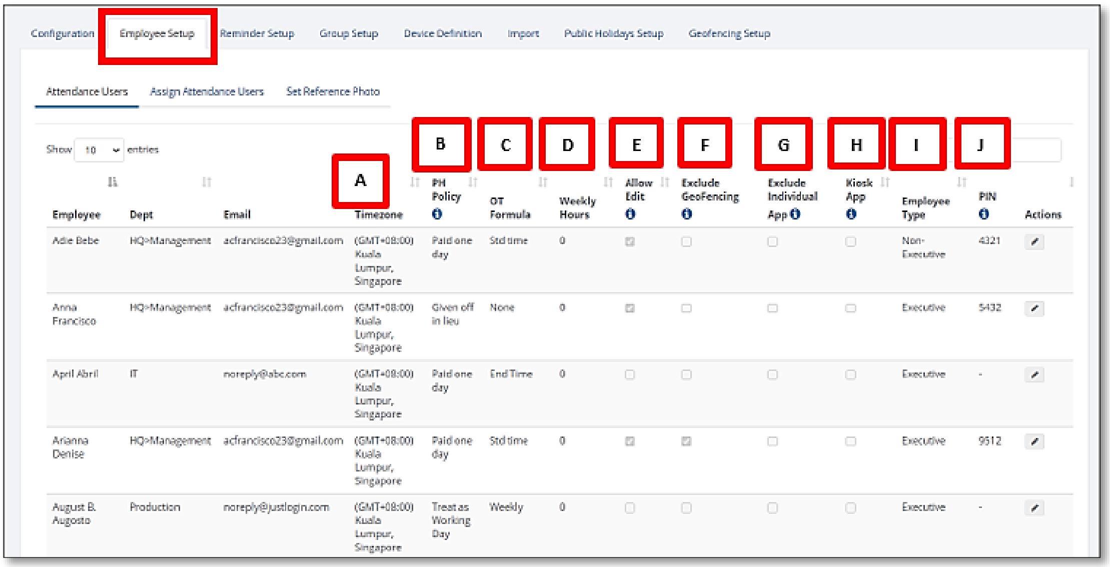
A. Enable Split Shift - Split shift feature allows you to set 2 different Work Time each day for each staff in the Roster. This is extremely useful in the F&B and Security industries where staff sometimes need to perform 2 different shifts on a single day.
B. Enable Site Assignment in Roster – This can be enabled so you can assign different sites that the staff will be working at for a particular shift that they are assigned to.
C. Enable OT Request - The OT Request feature allows staff to put in the request for any OT rendered to be converted into cash via Payroll module or a leave type via the Leave module. Request submitted by the staff will need to go through the approval process. NOTE: This needs to be enabled along with the Approval Workflow method to function correctly

IMPORTANT: Every time you make changes on the configuration of your account, please do not forget to click on 

to save the changes.

Employee Setup Tab

The Employee Setup page allows you to specify attendance policies based on individual users. Some of the policies in which you can manage include the staff's Public Holiday, OT Formula as well as PIN that is used for kiosk access.



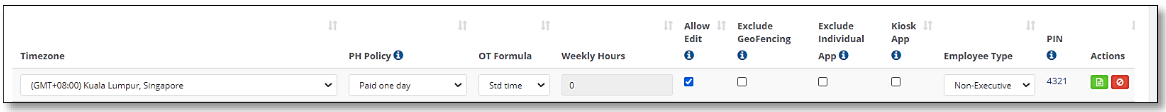
Employee	Dept	Email	Timezone	PH Policy	OT Formula	Weekly Hours	Allow Edit	Exclude GeoFencing	Exclude Individual App	Kiosk App	Employee Type	PIN	Actions
Adie Bebe	HQ>Management	acfrancisco23@gmail.com	(GMT+08:00) Kuala Lumpur, Singapore	Paid one day	Std time	0	☑	☐	☐	☐	Non-Executive	4321	
Anna Francisco	HQ>Management	acfrancisco23@gmail.com	(GMT+08:00) Kuala Lumpur, Singapore	Given off in lieu	None	0	☑	☐	☐	☐	Executive	5432	
April Abril	IT	noreply@abc.com	(GMT+08:00) Kuala Lumpur, Singapore	Paid one day	End Time	0	☐	☐	☐	☐	Executive	-	
Arianna Denise	HQ>Management	acfrancisco23@gmail.com	(GMT+08:00) Kuala Lumpur, Singapore	Paid one day	Std time	0	☑	☑	☐	☐	Executive	9512	
August B. Augosto	Production	noreply@justlogin.com	(GMT+08:00) Kuala Lumpur, Singapore	Treat as Working Day	Weekly	0	☐	☐	☐	☐	Executive	-	

Attendance Users

To Edit Individual Settings:

Step 1: Click on the  icon under the Actions column

Step 2: Each field will be editable:



A. Time zone – allows you to change the time zone which the staff is in

B. PH Policy – Allows you to specify the PH Policy for the staff:
Paid One Day – staff is not expected to work on PH. If staff works, system tags the hours under OT1
Given Off-in-Lieu – staff is expected to work on PH. System will calculate OT based on OT setup. Admin will need to credit additional Leave to staff on the Leave module

Treat as working day – staff is expected to work on PH. System will calculate OT based on OT setup.

C. OT Formula – You can assign different OT formula for the staff (None, End Time, Standard Time, Weekly)

D. Weekly Hours – if on column "C" you chose Weekly OT formula for the staff, column D will be enabled. This is where you can indicate the number of hours that the staff must satisfy on a weekly basis before the system starts calculating for OT

E. Allow Edit – if this is ticked, staff will be able to edit their clock in/out data

F. Exclude Geofencing – if ticked, the staff will not be included in the Geofencing validation

G. Exclude Individual App – To exclude staff from the use of the individual app to clock in/out

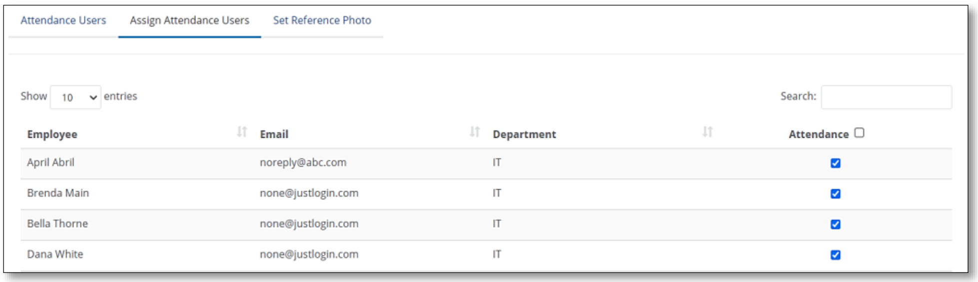
H. Kiosk App – to exclude staff from the use of the Kiosk app to clock in/out

I. Employee Type – Employee Type is an indicator of whether the staff is an executive and non-executive

J. PIN – You can assign a unique PIN to each employee so that the system will identify who is who when the employee clocks in/out via the Kiosk App

Assign Attendance Users

This page is where you can see the list of Attendance module users in your system:



Employee	Email	Department	Attendance
April Abril	noreply@abc.com	IT	☑
Brenda Main	none@justlogin.com	IT	☑
Bella Thorne	none@justlogin.com	IT	☑
Dana White	none@justlogin.com	IT	☑

If the box is ticked, it means the staff is an Attendance user.

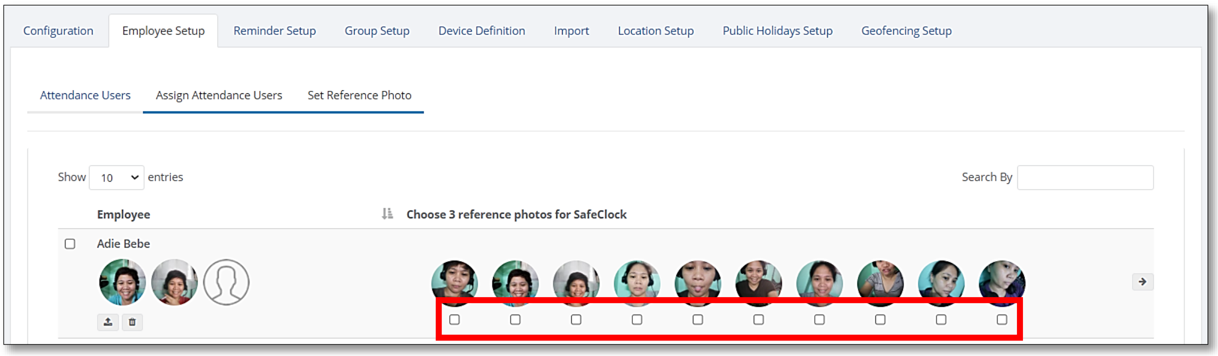
Set Reference Photo

Reference photos is used by the Attendance module for SafeClock and AVA (Attendance Verification Alert). You can assign reference photos which will be used by the system to countercheck the details of the staff who is clocking in/out.

It is recommended that you use reference photos taken when staff has clocked in/out as opposed to uploading images from your computer. It is also best to use two masked and 1 unmasked image for reference.

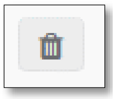
To Assign Photos taken from the Staff's clock in/out:

On Set Reference Photo page, this is what you will see:

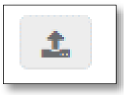


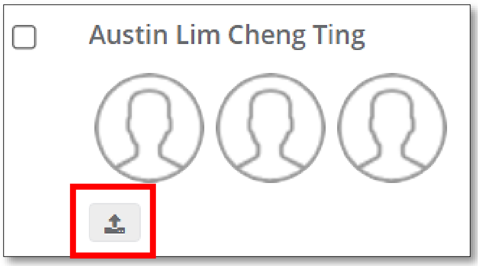
Put a tick under the image that you would like the system to use as reference photo. You can do this for several employees and then click on 

at the bottom of the page.

*To Remove a Reference Photo, you have saved for a staff, click on the  icon under the employee's name.

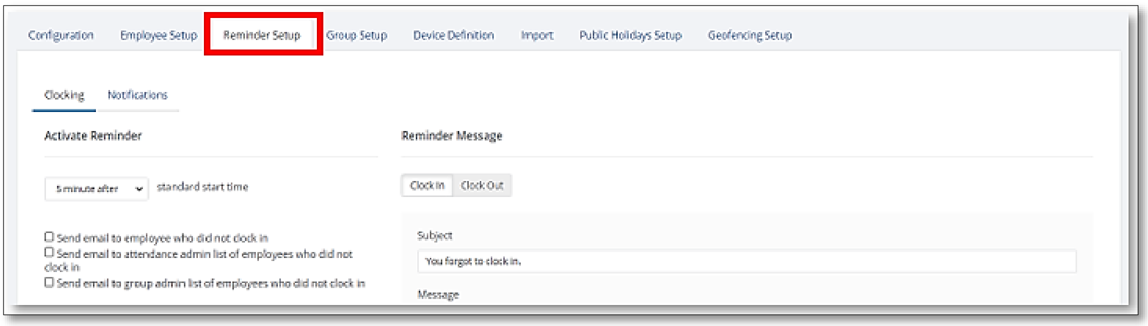
To Upload a Photo from files taken from your computer

Click on the  icon under the staff's name. You will then be able to choose from file images in your computer.



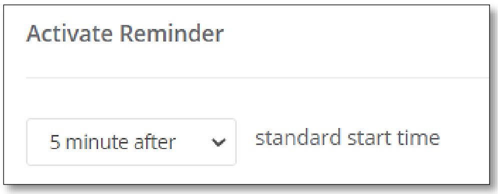
Reminder Setup

The reminder setup tab is where you can configure the different reminder notifications that can be received by administrators, group administrators and/or users

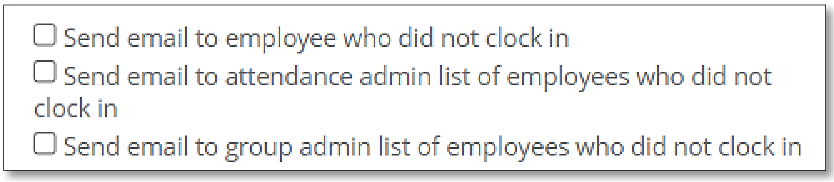


Clocking

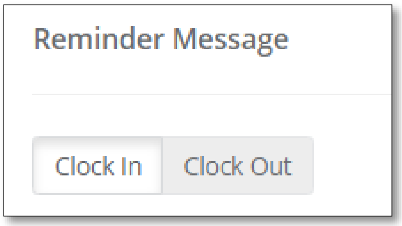
Step 1: State when the reminder will be sent to the employees if they did not clock in by the stipulated time



Step 2: You can indicate whether the attendance admin, employee and/or group admin will receive the reminder.

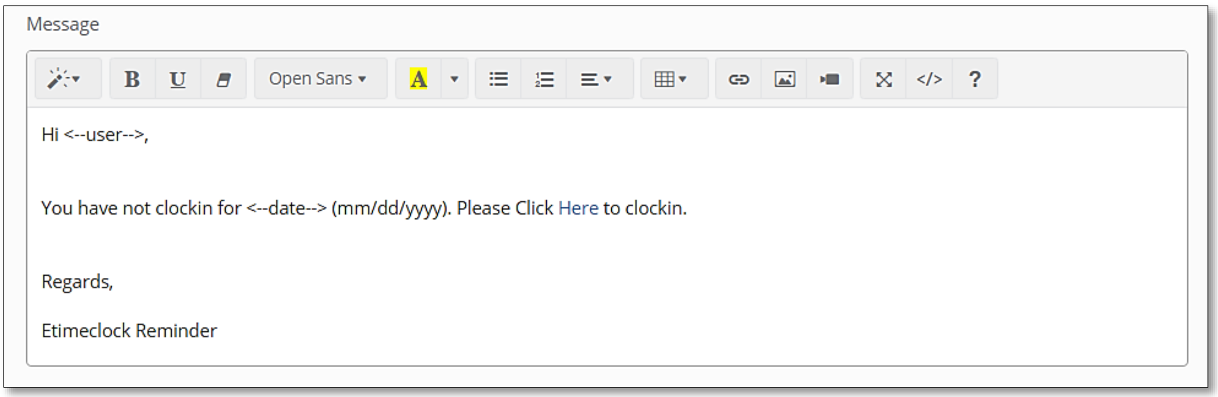


Step 3: Select whether is the reminder message is for clocking in or clocking out.



Step 4: Indicate the Reminder subject header in which the employee/administrator/group administrator will see when the email is sent to them.

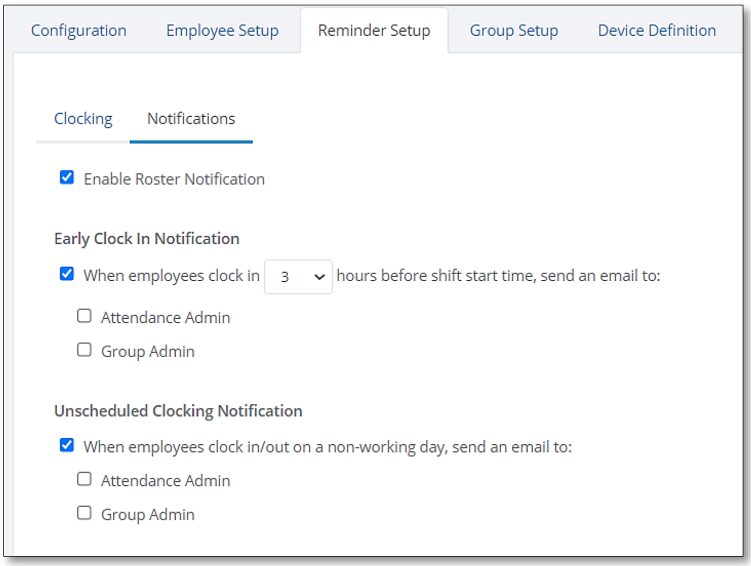
Step 5: Enter the message that will be seen by the recipients



Step 6: Click on  to save changes

Notifications

This is where additional notifications can be enabled for your account

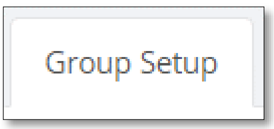


A. Enable Roster Notification – if a shift is assigned to the staff, a notification will be sent out to the staff if this option is ticked.
B. Early Clock In Notification – If you want to the administrator and/or group administrator to be notified when staff clocks in a certain hours set here before the staff's scheduled shift start time, put a tick into this option.
C. Unscheduled Clocking Notification – You can put a tick into this option if you want the administrator and/or the group administrator to be notified if the staff clocks in on a day that they are not expected to work.

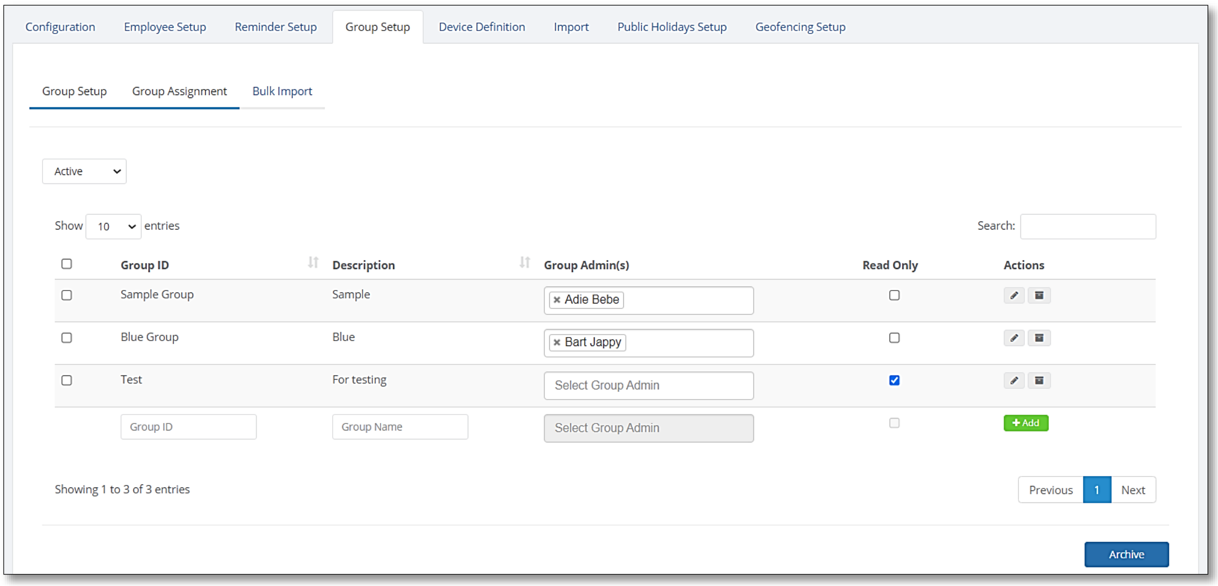
Once you have chosen the notifications you want to enable, please do not forget to click on the  button.

Group Setup

Group setup allows you to separate the employees into specified groups managed by different managers. For example, if you have multiple branches, each with their own manager, you can use this to delegate administrative work such as the updating of time clock or approval of attendance records to these administrators.

Step 1: Click on 

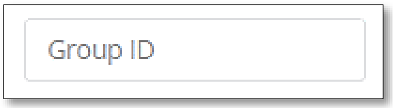
Step 2: This is the page you will see:



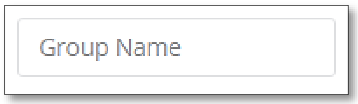
Group Setup

This page is where you can create/add new groups as well as delete any groups you do not need.

To create/add a new group

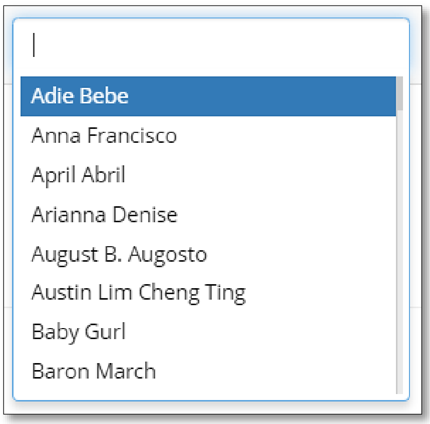


Step 1: Give a Group ID in the field



Step 2: Enter the description of the group in the field

Step 3: Select the Administrator by clicking on the field and a list of users like below will appear. Just select the person/persons in charge:



Step 4: State whether the administrator can read only, or they can perform editing. If read-only click on the checkbox

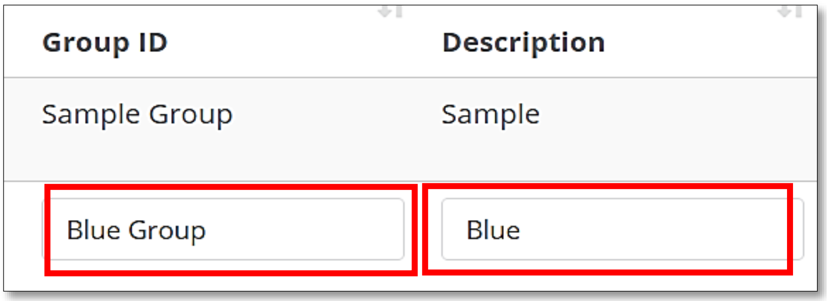
Step 5: Click on 

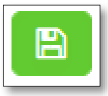
to complete the setup

To edit an existing group's details

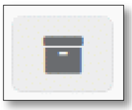
Step 1: Look for the group you want to edit and click on the  icon on the Actions column

Step 2: You will see that the Group ID and Description fields will be enabled for editing:

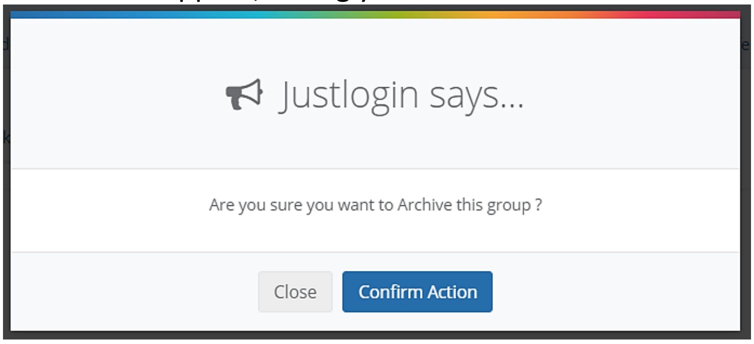


Step 3: Once done, click on the  icon under the Actions column

To archive an existing group

Step 1: Look for the group you want to archive and then click on the  icon under the Actions column

Step 2: A pop up window will appear, asking you to confirm the action:



Step 3: Click on 

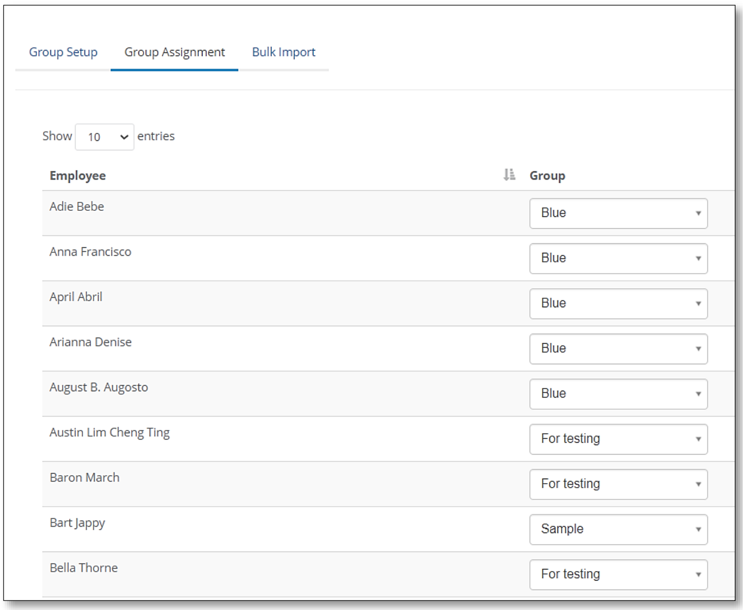
The group will not appear in the list anymore.

NOTE: You can also archive several groups at a time by putting a tick beside the names of the group and then click on the 

button on the lower right corner of the screen.

Group Assignment

After creating the groups, you can then move on to Group Assignment to assign the users to the respective groups. The group administrators can then assist employees with attendance related issues as well as to approve timesheets for those who are reporting to this group.

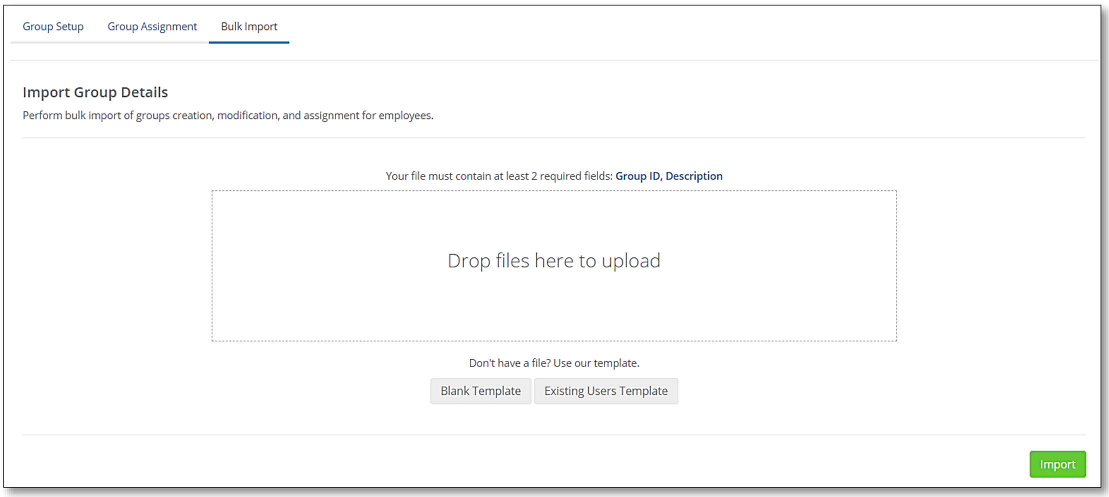


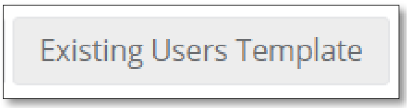
Employee	Group
Adie Bebe	Blue
Anna Francisco	Blue
April Abril	Blue
Arianna Denise	Blue
August B. Augosto	Blue
Austin Lim Cheng Ting	For testing
Baron March	For testing
Bart Jappy	Sample
Bella Thorne	For testing

To assign the staff to different groups, click on the field under the Group column, and then choose from the groups in the list. The system will automatically save the choices for you. Please note that you can only assign a staff to one group.

Bulk Import

If you have a lot of users and groups, you can utilize the Bulk Import Function on this page. This will allow you to create groups, assign users to the different groups by completing the template.

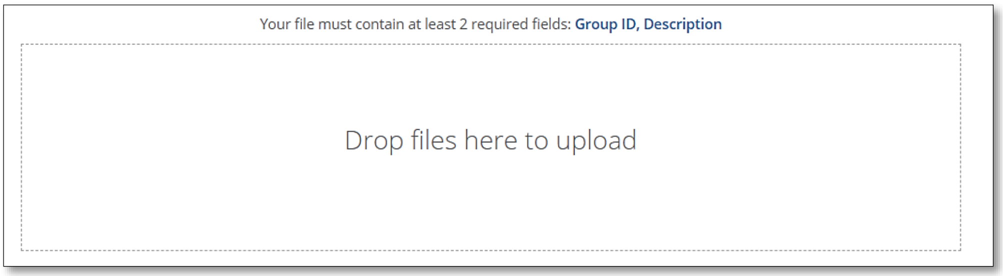


Step 1: Click on 

You will then get an Excel file that includes the existing groups in your system.

Step 2: Complete the required details and then save the file.

Step 3: Drop the file in the field

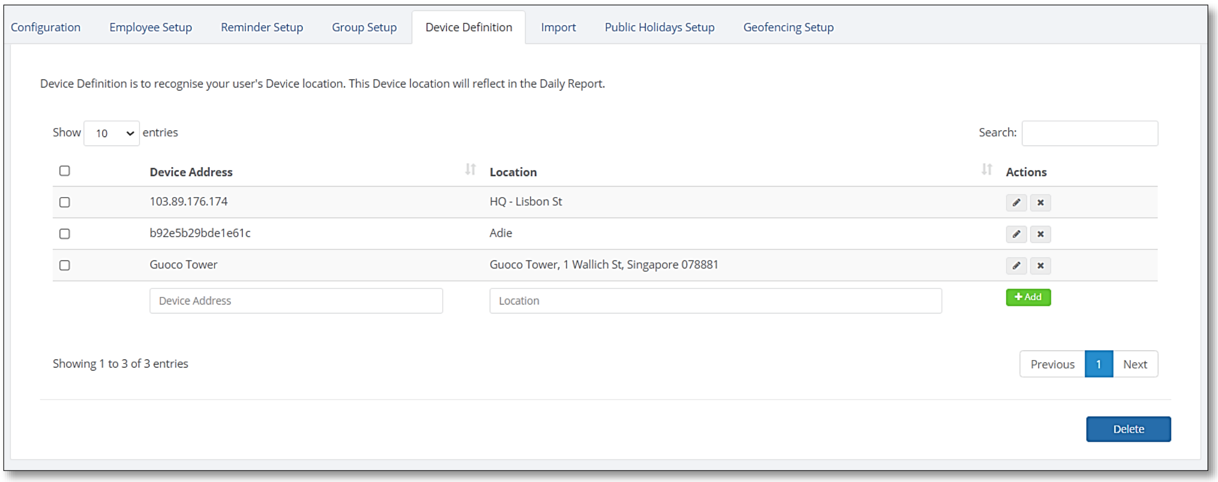


Step 4: Click on 

The data included in the Excel file will be imported into the system.

Device Definition

The device definition allows you to tag device address or IP address to a specific location. The system will use this location information in the report.



Before setting up, please make sure you have IP addresses of the devices you want to input on this page.

Step 1: Enter the IP Address in the field as shown below:

Step 2: Enter the Location of that particular device into the field:

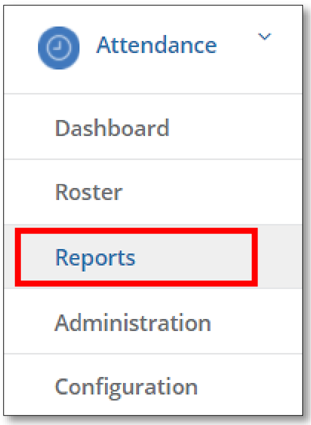
Step 3: Click on 

to save the information

How to get Device IP Address?

We can get the device address through the report in Attendance. To do that, do the following:

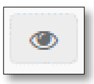
Step 1: Click on Reports



Step 2: Click on 

Step 3: Make sure that the checkbox next to Show Address is checked

Step 4: To generate the report, click on 

Step 5: To view the report, click on the  under the Actions column

Step 6: The report will show you the address of the mobile device. It will only show the IP address if the users clocked in using a laptop or enter manually by the administrator.

Daily Report

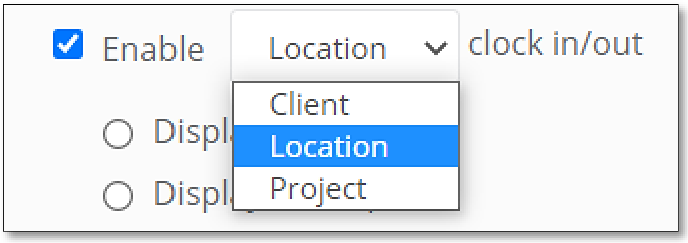
Run Date: 21-04-2021 Period: 25-08-2020 Employee Type: All

Employee Name	Action	IPAddress	Clock Time	Actual Time
Bart Jappy	Clock-Out	103.91.141.128	19:16	18:35
Billy Jean	Clock-Out	103.91.141.157	19:16	08:10

Step 7: Copy the address then put it into the Device Address as instructed in Step 2 of Setting Up Device Definition.

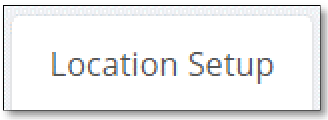
Client/Location/Project Setup - Client/Location/Project Setup

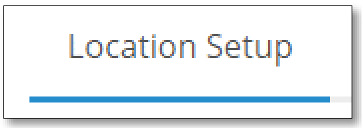
This setup is useful when you have staff going around to different client/location/project and you want to know precisely where they are when they clock-in/out.
Whether it be client/location/project would depend on what you had defined in the Configuration - Configuration - Clocking Preference (page 8, step 6)



Note that the label depends on what you have chosen. So, if you chose location, then the header will be reflected as location accordingly. If you used client, the header would then appear as Client Setup.

Step 1: Click on the Location Setup tab at the top

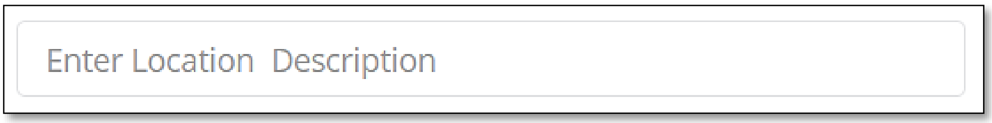


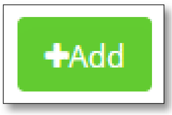
Step 2: The 1st page you will see is the 

sub-tab

Step 3: Enter the Location ID into the field:

Step 4: Enter the Location Description into the field:

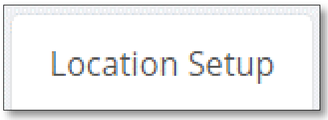


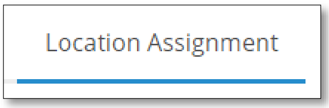
Step 5: Click on 

Assigning Staff to Location/Client/Project

This is where you can assign the users to the location/Client/Project that was set up in the previous section.

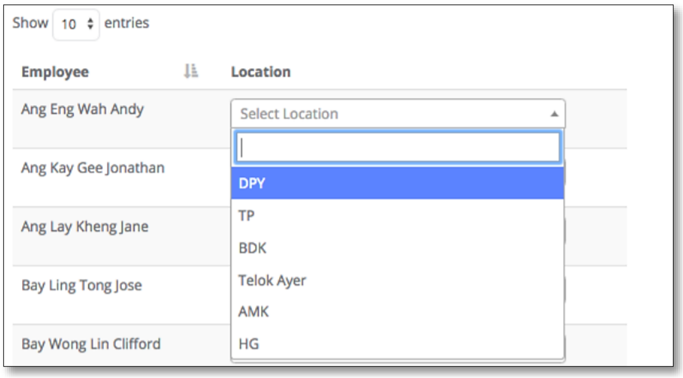
Step 1: Click on the Location Setup tab at the top



Step 2: Go to 

sub-tab

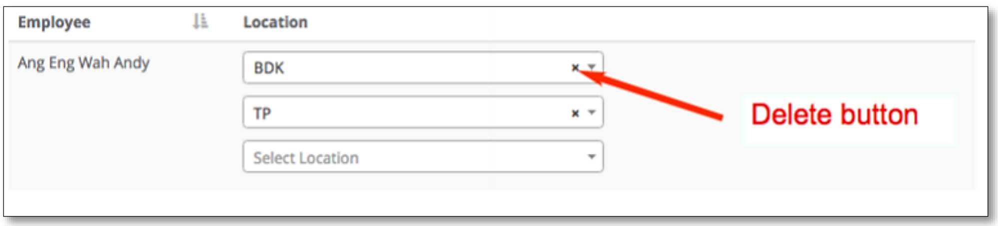
Step 3: At each employee, you can select the client/location/project they can see when they clock-in/clock-out:



You can define multiple client/location/projects if you want.

Note: If we do not assign the staff to any client/location/project, the staff basically can see all the location.

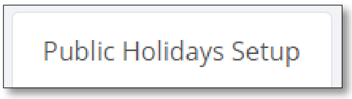
Deleting a Location/Client/Project assigned to the staff:



Public Holidays

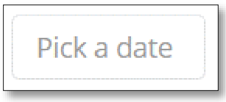
You can edit or add additional public holidays in Attendance.

Step 1: Go to 

Step 2: Look for the 

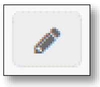
tab at the top. You will see the Public Holidays list.

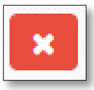
Step 3: You can add Public Holidays by entering the name of the Public Holiday into this field:

Step 4: Click on the 

field to choose the date from the calendar

Step 5: Don't forget to click on 

*To Edit a Public Holiday, you may click on 

*To Delete a Public Holiday, click on the  button

Geofencing Setup

To use the geofencing, you will need to set up the virtual boundaries in which you allow the staff to clock-in/out without sending a violation email to you.

Step 1: Go to 

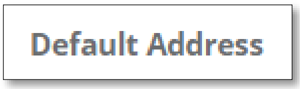
Step 2: Click on the 

tab at the top

Step 3: Enter the Location name into this field:

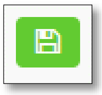
Step 4: Enter the 

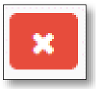
. The system will use Google Map to search for possible places based on what you keyed in.

Step 5: The 

acts as a label for you to use to label a particular place (e.g., HQ as the default address).

Step 6: Click on 

*To Edit a Geofencing Address, you may click on  , you will be able to modify and then click on  to save the changes

*To Delete a Geofencing Address, click on the  button