



# Attendance Administration Guide



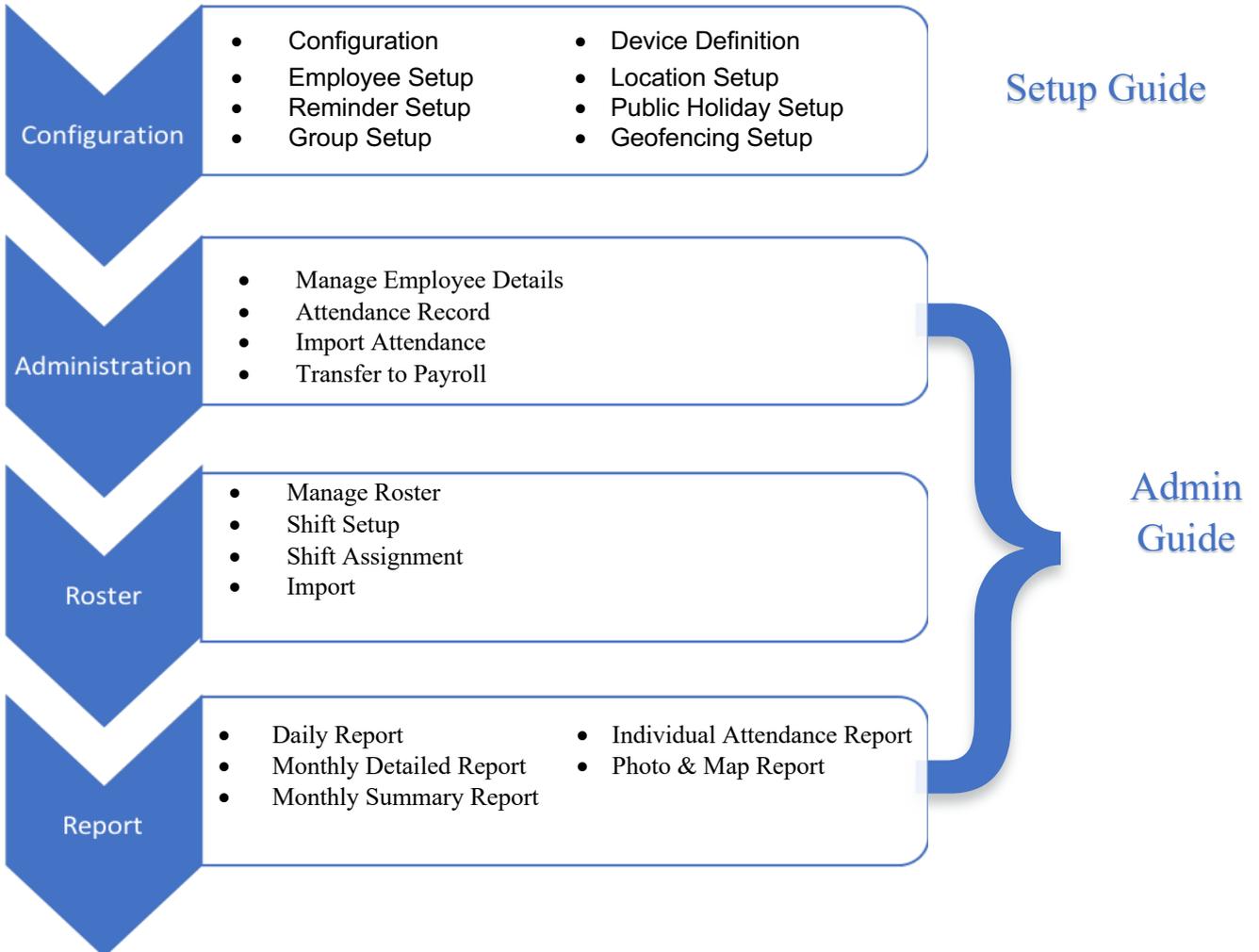


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## Introduction

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.

### Workflow



## Administration

### Manage Employee Attendance

You can manually manage employee attendance via the Manage Employee Attendance tab.

**Step 1: Click on Administration under Attendance**

Manage Employee Attendance

**Step 2: Click on**

Date: 25/03/2019 

**Step 3: Select the date**

Apply

**Step 4: Click on the** and the system will redirect the page to that date



**Step 5: Click on the** at the Action column

**Step 6: Select whether the change is for clocking in or clocking out**

Action

In 

**Step 7: (Optional) If you have client/location/project enabled, you can define where the staff is at**

Client

 BDK  
TP

**Step 8: Enter the time accordingly**

Clock Time	Comment
00:00	

00 : 00



**Step 9: (Optional) Enter a reason for manually adjusting the time**

**Comment**

Forgot to bring handphone|

**Update**

**Step 10: Click on the**

Once you clicked on Update, the system will accept the entry and would show when and who made the changes.

Actual Date Time	Modified Date Time	Modified By
25/03/2019 08:52:35 AM	25/03/2019 08:52:35 AM	jason

**Update**

## Attendance Record

### Fetching Single User Attendance Record

**Step 1: Click on Administration under Attendance**

**Step 2: Click on [Attendance Record](#)**

**Step 3: Select the query of either Single User or All Users**

Query By

✓ Single User

All Users

a. Single User allows you to see the Attendance Record of a single staff for the entire month.

b. All Users option allows you to see the Attendance Record of all users for a particular day.

**Step 4: Select the month you want to see.**

Period

< March-2019

>

**Step 5: Select the staff concerned at the**

User

Tay Lee Hong Jack

**field.**

**Step 6: Click on the**

Fetch

The system will generate the attendance record of the staff

Date	Shift Name	Work Time	Clock In	Clock Out	Break Time	Actual Hrs	Standard Hrs	OT1 (Hrs.)	OT2 (Hrs.)	OT3 (Hrs.)	Remarks
01/03/2019	0900-1800		09:30	18:45	1.00	8.25	8.00	0.00	0.00	0.00	
02/03/2019	0000-0000				1.00	0.00	0.00	0.00	0.00	0.00	
03/03/2019	0000-0000				1.00	0.00	0.00	0.00	0.00	0.00	
<b>Weekly Total</b>					<b>3.00</b>	<b>8.25</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
04/03/2019	0900-1800		09:10	18:10	1.00	8.00	8.00	0.00	0.00	0.00	
05/03/2019	0900-1800		09:03	19:00	1.00	8.95	8.00	0.00	0.95	0.00	
06/03/2019	0900-1800		09:12	19:20	1.00	9.13	8.00	0.00	1.13	0.00	
07/03/2019	0900-1800		09:17	21:00	1.00	10.72	8.00	0.00	2.72	0.00	

**Step 7: (Optional) As the administrator, you can change the Clock In and Clock Out field.**

**Calculate & Save**

**Step 8: Click on the**

**Step 9:** If you want to approve the attendance record for the whole month, you can click on the checkbox at the top as indicated in the arrow below. Alternatively, you can click on the checkbox on those dates you want to approve.

>

<input checked="" type="checkbox"/>	Date	Shift Name	Work Time	Clock In	Clock Out	Break Time	Actual Hrs	Standard Hrs	OT1 (Hrs.)	OT2 (Hrs.)	OT3 (Hrs.)	Remarks
<input checked="" type="checkbox"/>	01/03/2019	0900-1800		09:30	18:45	1.00	8.25	8.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	02/03/2019	0000-0000				1.00	0.00	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	03/03/2019	0000-0000				1.00	0.00	0.00	0.00	0.00	0.00	
<b>Weekly Total</b>							<b>3.00</b>	<b>8.25</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Approve**

**Step 10: Click on the**

Undo Approval

If you made any error, you can undo the approval by

**Step 1: Select the date that you want to undo the approval.**

**Undo Approve**

**Step 2: Click on the** button

**Step 3: Amend the information.**

**Calculate & Save**

**Step 4: Click on the**

**Approve**

**Step 5: Select that date again and then click on the**

## Fetching All Users Attendance Record

All Users Attendance Record is used to fetch all the users' attendance record for one specific day. Administrators may use this if they want to update all.

**Step 1: Click on Administration under Attendance.**

**Step 2: Click on [Attendance Record](#).**

**Step 3: Select the query of either Single User or All Users.**

**Query By**

Single User

All Users

**Step 4: Select All Users.**

**Period**

27/03/2019 

**Step 5: Select the date**

**Fetch**

**Step 6: Click on the **Fetch** button.**

The Attendance Record for all the staff for that day will appear. Update as required.

<input type="checkbox"/>	Name	Shift Name	Work Time	Clock In	Clock Out <small>(i)</small>	Break Time	Actual Hrs	Standard Hrs	OT1 (Hrs.)	OT2 (Hrs.)	OT3 (Hrs.)	Remarks
<input type="checkbox"/>	Ang Eng Wah Andy		0000-0000	<input type="text"/>	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	0.00	<input type="text"/>
<input type="checkbox"/>	Ang Kay Gee Jonathan	Testing 1 Shift	0900-1800	<input type="text"/>	<input type="text"/>	1.00	0.00	8.00	-8.00	0.00	0.00	<input type="text"/>
<input type="checkbox"/>	Bobby Ang	Tampines Opening Shift	1000-2000	<input type="text"/>	<input type="text"/>	1.00	0.00	9.00	-9.00	0.00	0.00	<input type="text"/>
<input type="checkbox"/>	Chan Siew Siew Catherine	Ang Mo Kio Opening Shift	1000-1900	<input type="text"/>	<input type="text"/>	1.00	0.00	8.00	-8.00	0.00	0.00	<input type="text"/>
<input type="checkbox"/>	Chan Woo Kung James	Closing Shift for Hougang	1400-2200	<input type="text"/>	<input type="text"/>	1.00	0.00	7.00	0.00	0.00	0.00	<input type="text"/>
<input type="checkbox"/>	Deng Lee Meng Douglas		0900-1800	<input type="text"/>	<input type="text"/>	1.00	0.00	8.00	-8.00	0.00	0.00	<input type="text"/>
<input type="checkbox"/>	jason		0900-1800	<input type="text" value="09:00"/>	<input type="text" value="18:00"/>	1.00	8.00	8.00	0.00	0.00	0.00	<input type="text"/>
<input type="checkbox"/>	Tay Lee Hong Jack		0900-1800	<input type="text" value="09:20"/>	<input type="text" value="17:45"/>	1.00	7.42	8.00	-0.58	0.00	0.00	<input type="text"/>

**Step 7: Click on the **Calculate & Save** button to save changes.**

If your company subscribe to Payroll, you may transfer all the Overtime calculation over to the Payroll module.

### Import Attendance

You can through the Import Attendance feature in Attendance Administration to import attendance information for the staff.

To import the attendance information, do the following:

**Step 1: Click on**  **Attendance**

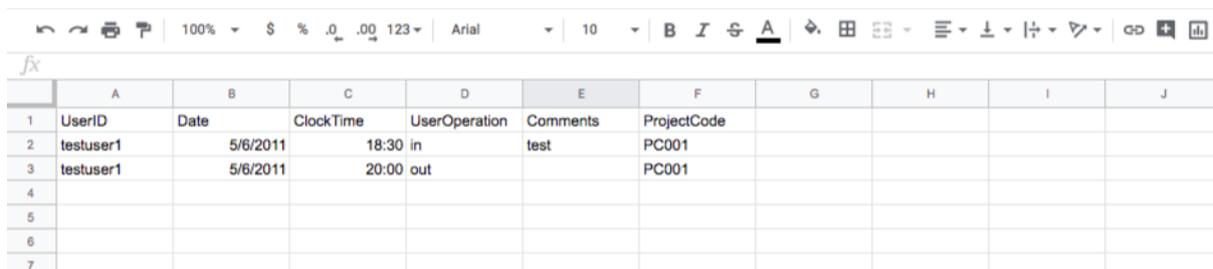
**Step 2. Select** **Administration**

**Step 3. Click on** 

**Step 4. Click on** 

**Step 5. The system will download a csv file onto your computer.**

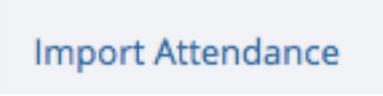
**Step 6. Open the template and it should look like this:**



	A	B	C	D	E	F	G	H	I	J
1	UserID	Date	ClockTime	UserOperation	Comments	ProjectCode				
2	testuser1	5/6/2011	18:30	in	test	PC001				
3	testuser1	5/6/2011	20:00	out		PC001				
4										
5										
6										
7										

**Step 7. At the UserID, enter the information you wish such as the userid, date, clock time, user operation (only In or Out), comments (optional), ProjectCode/ClientCode/LocationCode.**

**Step 8. Save the file.**

Step 9. Go back to the  page

Step 10. Click on the Drop files here to upload

Import only accepts CSV (Comma-separated values) file format (.csv).

Upload file

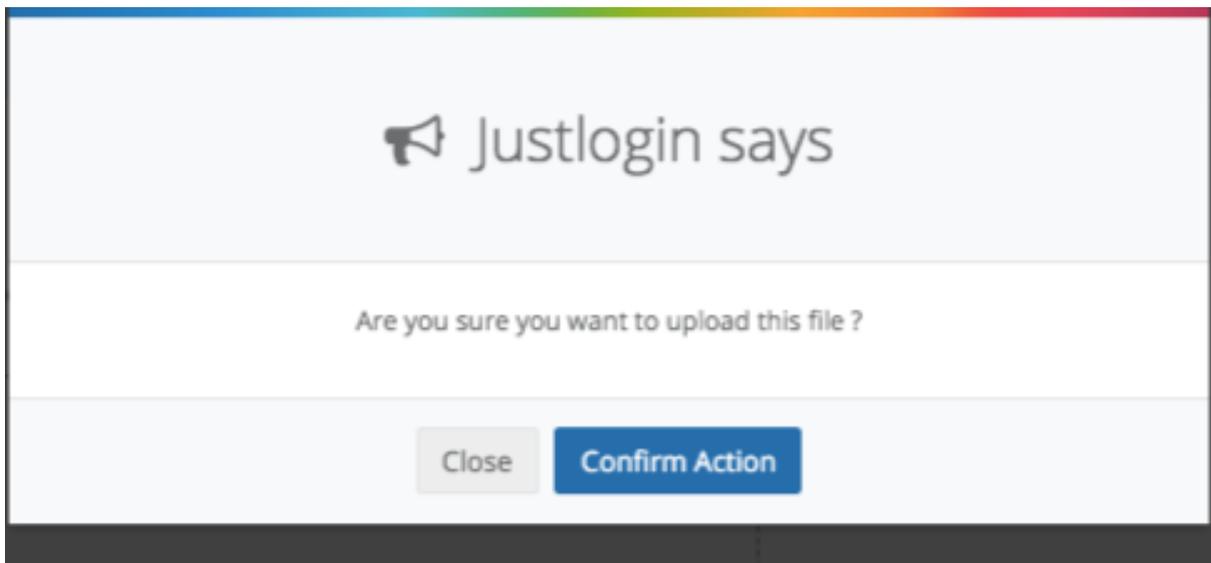


Step 11. Select the csv file you had modified.



Step 12. Click on

Step 13. This pop-up message will appear

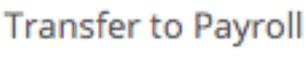


Step 14. Click on the

Step 15. You can check the imported attendance by going to the [Manage Employee Attendance](#) tab and select the date and you should be able to see the imported attendance.

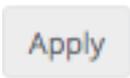
## Transfer to Payroll

**Step 1: Click on Administration under Attendance**

**Step 2: Click on** 

**Step 3: Select the period**   to  

**Step 4: (Optional) Select the Client/Location/Project**

**Step 5: Click on**  . The system will pull out all the attendance records that you have approved.

<input type="checkbox"/>	Employee Name	Department	Employee Type	Hrs Worked	OT1 (Hrs)	OT2 (Hrs)	OT3 (Hrs)	Incomplete Hrs
<input type="checkbox"/>	Tay Lee Hong Jack	Sales	Non-Executive	186.38	0.00	9.76	0.00	49.24

**Step 6: Select those that you want to transfer to Payroll**

**Step 7: Click on** 

## Extracting the information in Payroll

After you have done the required transfer of the OT information to Payroll, you need to populate that information into the respective OT fields in Payroll.

**Step 1: Click on Payrun under Payroll**

**Step 2: Click on**  . This page does not allow you to edit the timing.

Pending OT (eTimeclock) [Process OT](#)

\*\* The following OT information is transferred from eTimeClock module.

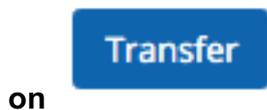
\*\* Once the OT hours have been transferred, they will be displayed in the next tab (Process OT tab).

Show  entries Search:

<input type="checkbox"/>	Employee Name	OT1 (Hrs.) (Amt.)	OT2 (Hrs.) (Amt.)	OT3 (Hrs.) (Amt.)	Incomplete (Hrs.) (Amt.)	Actual Hr. (Hrs.) (Amt.)	OT Hourly Rate	Actual Hour Formula	Action
<input type="checkbox"/>	Tay Lee Hong Jack	0.00 0.00	9.76 0.00	0.00 0.00	49.2 0.00	186.31 0.00	BasicPay*12/52*	BasicPay	Delete

Showing 1 to 1 of 1 entries

**Step 3: Check the staff on which you want to transfer the OT to and then click**



Alternatively, you may click on the  to transfer the OT of all the staff.

**Step 4: Click on the [Process OT](#)**

**Step 5: (Optional) Edit the timing of the staff(s) if required**

**Step 6: Select the staff(s) that you want to transfer the OT information to the pay**

by selecting them and then click on . Alternatively, you may click on

the  to update the OT of all the staff.

## Roster

Roster is useful allowing you to create different working time and assigning them to the users so as to ensure correct tabulation of their working time. In this section, we will cover how to create shift, assigning the shift to the users and how to change the roster should the need arises.

### Create New Shift

**Step 1: Click on Roster under Attendance**

**Step 2: Click on** [Shift Setup](#)

**Step 3: Click on** [Create new shift](#)

**Step 4: Provide a Shift ID in**

Shift ID

**Step 5: Provide a Shift Name in**

Shift Name

**Step 6: Put in the date where the shift will start in**

Start Date



**Step 7: Put the number of days per shift (going up to 49 days) in the**

No Of Day



**Step 8: State the number of hours per day the staff must fulfill**

Hours per day ?  .

**Step 9: State the number of hours for a half-day the staff must fulfill**

Hour per Half Day ?  .

**Step 10: State whether staff need to work on PH by select the relevant radio button**

Work on Public Holiday ?  Yes  No

**Step 11: Configure the start time and end time for each day of the week. Note you must at least a Rest Day. Or else the system would not know when to stop. Incidentally, in accord with MOM regulation, you need to provide at least 1 day of rest.**

Day	Shift Day	Start Time	End Time	Break Time	Total Hour	Rest Day	Off Day
1	Monday	<input type="text" value="9"/> <input type="text" value="0"/>	<input type="text" value="18"/> <input type="text" value="0"/>	<input type="text" value="60"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
2	Tuesday	<input type="text" value="9"/> <input type="text" value="0"/>	<input type="text" value="18"/> <input type="text" value="0"/>	<input type="text" value="60"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
3	Wednesday	<input type="text" value="9"/> <input type="text" value="0"/>	<input type="text" value="18"/> <input type="text" value="0"/>	<input type="text" value="60"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
4	Thursday	<input type="text" value="9"/> <input type="text" value="0"/>	<input type="text" value="18"/> <input type="text" value="0"/>	<input type="text" value="60"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
5	Friday	<input type="text" value="9"/> <input type="text" value="0"/>	<input type="text" value="18"/> <input type="text" value="0"/>	<input type="text" value="60"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
6	Saturday	<input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Sunday	<input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="0"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Step 12: Click on Calculate Working Hours and you see that the system will calculate the Shift Total Hour  for you.**



**Step 13:** Click on **Save Shift** to save the shift.

## Editing Shift

We can edit existing shifts.

**Step 1:** Click on Roster under Attendance

**Step 2:** Click on **Shift Setup**

**Step 3:** Click on  button to preview the shift information

Shift ID	ShiftName	Shift Start Date	Actions
CHOS	City Hall Opening Shift	25/03/2019	 
Working Days	Working Hrs	Break Time	Shift Hrs
Mon 09:00 - 18:00	8	60	40
Tue 09:00 - 18:00	8	60	
Wed 09:00 - 18:00	8	60	
Thu 09:00 - 18:00	8	60	
Fri 09:00 - 18:00	8	60	
Sat 00:00 - 00:00	0	0	
Sun 00:00 - 00:00	0	0	

**Step 4:** To collapse the view, click on the  button.

**Step 5:** Unassigned the shift from any staff before editing

**Step 6:** Click on the Edit  icon to edit



**Step 7:** Click on **Save Shift** once the modification is completed.

**Step 8: Note that when you edit a roster, the system will automatically deactivate the roster. Click on the  to re-activate the roster.**

## Shift Assignment

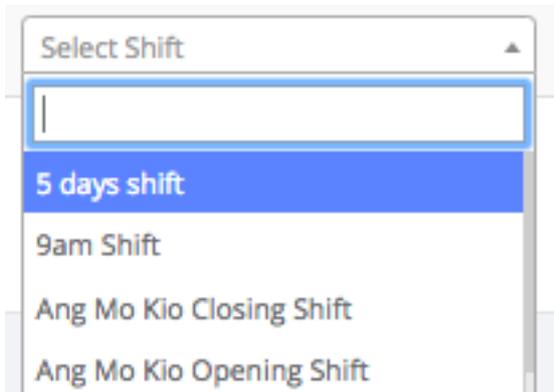
Upon the creation or the joining of a new employee, you can assign the relevant shift to them.

**Step 1: Click on Roster**

**Step 2: Click on  Shift Assignment**

**Step 3: Click on **

**Step 4: Click on Select Shift and you will see a list of shift you have created**



**Step 5: Select the desired shift**

**Step 6: Click  to add the shift**

## Import Shift

Instead of assigning shifts to your employees one at a time, you may use the Import feature in the Attendance Configuration.

### Download existing employees listing

The steps are as follow:

**Step 1: Click on  Attendance**

Step 2: Click on

Roster

Step 3: At the

Manage Roster

, click on the

Download Current Roster

Step 4: The system will download the roster unto your computer as a CSV file. We will use that later for the importation of shift.

### Shift Creation

Step 5: Click on Roster under Attendance

Step 6: Click on

Shift Setup

Step 7: Click on

Create new shift

Step 8: Provide a Shift ID in

Shift ID

Enter shift ID

Step 9: Provide a Shift Name in

Shift Name

Enter shift name

Step 10: Put in the date where the shift will start in

Start Date

25/03/2019



Step 11: Put the number of days per shift (going up to 49 days) in the

No Of Day

7



**Step 12: State the number of hours per day the staff must fulfill**

Hours per day ?  .

**Step 13: State the number of hours for a half-day the staff must fulfill**

Hour per Half Day ?  .

**Step 14: State whether staff need to work on PH by select the relevant radio button**

Work on Public Holiday ?  Yes  No

**Step 15: Configure the start time and end time for each day of the week.**

Note you must at least a Rest Day. Or else the system would not know when to stop. Incidentally, in accord with MOM regulation, you need to provide at least 1 day of rest.

Day	Shift Day	Start Time	End Time	Break Time	Total Hour	Rest Day	Off Day
1	Monday	<input type="text" value="9"/> : <input type="text" value="0"/>	<input type="text" value="18"/> : <input type="text" value="0"/>	<input type="text" value="60"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
2	Tuesday	<input type="text" value="9"/> : <input type="text" value="0"/>	<input type="text" value="18"/> : <input type="text" value="0"/>	<input type="text" value="60"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
3	Wednesday	<input type="text" value="9"/> : <input type="text" value="0"/>	<input type="text" value="18"/> : <input type="text" value="0"/>	<input type="text" value="60"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
4	Thursday	<input type="text" value="9"/> : <input type="text" value="0"/>	<input type="text" value="18"/> : <input type="text" value="0"/>	<input type="text" value="60"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
5	Friday	<input type="text" value="9"/> : <input type="text" value="0"/>	<input type="text" value="18"/> : <input type="text" value="0"/>	<input type="text" value="60"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
6	Saturday	<input type="text" value="0"/> : <input type="text" value="0"/>	<input type="text" value="0"/> : <input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Sunday	<input type="text" value="0"/> : <input type="text" value="0"/>	<input type="text" value="0"/> : <input type="text" value="0"/>	<input type="text" value="0"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Step 16: Click on **Calculate Working Hours** and you see that the system will calculate the **Shift Total Hour**  for you.



**Step 17: Click on**  **to save the shift.**

**Enter Shift Name in the Downloaded Roster**

**Step 18: Open up the CSV file you downloaded in Step 3.**

**Step 19: Enter the shift names into the respective days you wish to assign the staff to.**

If it is off-day, use the word **off**. If it is rest day, use the word **rest**.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Employee	userid	1	2	3	4	5	6	7	8	9	10	11
2	Daniel	Daniel	1000-1500(	1000-1500(	Amshift	Pmshift	off	rest	Amshift	Amshift	Pmshift	Pmshift	Amshift
3	david	david	0900-1800(	0900-1800(	Pmshift	Pmshift	off	rest	Amshift	Amshift	Pmshift	Pmshift	Pmshift
4	Jeannie	Jeannie	1000-1500(	1000-1500(	Amshift	Amshift	rest	rest	Pmshift	1000-1500(	1000-1500(	1000-1500(	1000-1500(
5	Nathaniel	Nathaniel	0900-1800(	0900-1800(	0900-1800(	0900-1800(	off	rest	0900-1800(	0900-1800(	0900-1800(	0900-1800(	0900-1800(

**Step 20: Delete Column A**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Employee	userid	1	2	3	4	5	6	7	8	9	10	11
2	Daniel	Daniel	1000-1500(	1000-1500(	Amshift	Pmshift	off	rest	Amshift	Amshift	Pmshift	Pmshift	Amshift
3	david	david	0900-1800(	0900-1800(	Pmshift	Pmshift	off	rest	Amshift	Amshift	Pmshift	Pmshift	Pmshift
4	Jeannie	Jeannie	1000-1500(	1000-1500(	Amshift	Amshift	rest	rest	Pmshift	1000-1500(	1000-1500(	1000-1500(	1000-1500(
5	Nathaniel	Nathaniel	0900-1800(	0900-1800(	0900-1800(	0900-1800(	off	rest	0900-1800(	0900-1800(	0900-1800(	0900-1800(	0900-1800(

**Step 21: Save the file**

**Importing the file**



**Step 22: Click on**



**Step 23: Click on**

**Step 24: Select the month which you wish to import the roster**

Month & Year

Default break time

**Step 25: State the break time duration at**

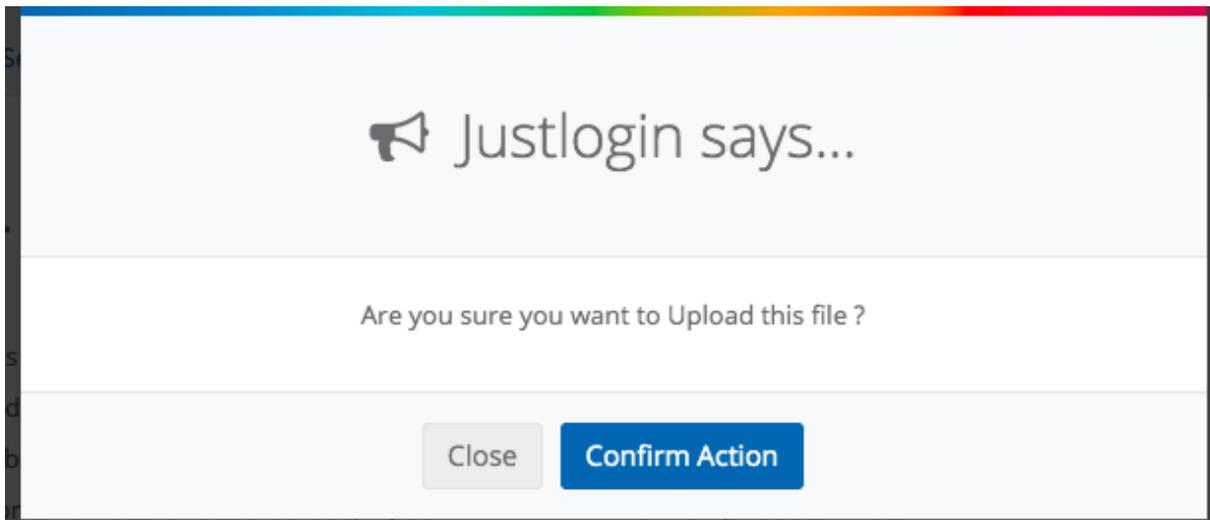
**Step 26: Upload the file you have amended from Step 19 - 21 at the**

Upload file

Drop files here to upload

**Import**

**Step 27: Click on**  **. System will prompt to confirm action**



**Confirm Action**

**Step 28: Click on the**

**Step 29: If imported successfully, the system will show this**

Well done! Record has been imported.

**Check Shift Import**

**Step 30: You can check the import by click on the**  **tab**

**Step 31: Click on the **Name** at**

2019 Search By Employee Display Shift By  Time  **Name**  Month | Week Collapse All ▶

## Step 32: You should see the imported schedule based on names

2019 Search By Employee Display Shift By  Time  Name Month | Week Collapse All ▶

2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC								
	01 T	02 W	03 T	04 F	05 S	06 S	07 M	08 T	09 W	10 T	11 F	12 S	13 S	14 M	15 T	16 W	17 T	18 F	19 S	
▼																				
david	Custom Shift	Custom Shift	Pmshift	Pmshift	Off	Rest	Amshift	Amshift	Pmshift	Pmshift	Pmshift	Off	Rest	Pmshift	Amshift	Amshift	Amshift	Amshift	Custom Shift	Off
▼ HR																				
Daniel	Custom Shift	Custom Shift	Amshift	Pmshift	Off	Rest	Amshift	Amshift	Pmshift	Pmshift	Amshift	Off	Rest	Amshift	Pmshift	Amshift	Amshift	Amshift	Custom Shift	Rest
▼ Sales																				
Jeannie	Custom Shift	Custom Shift	Amshift	Amshift	Rest	Rest	Pmshift	Custom Shift	Custom Shift	Custom Shift	Custom Shift	Rest	Rest	Custom Shift	Rest					
Nathaniel	Custom Shift	Custom Shift	Custom Shift	Custom Shift	Off	Rest	Custom Shift	Off	Rest	Custom Shift	Off									

## Managing Roster

Roster allows you to see the roster assigned to each of the staff.

## View Roster

**Step 1: Click on Roster under Attendance**

**Step 2: Click on Manage Roster**

**Step 3: You will see the following screen where it will show you the staff and their assigned working time.**

2019 Search By Employee Display Shift By  Time  Name Collapse All ▶

2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC														
	01 F	02 S	03 S	04 M	05 T	06 W	07 T	08 F	09 S	10 S	11 M	12 T	13 W	14 T	15 F	16 S	17 S	18 M	19 T	20 W	21 T	22 F	23 S	24 S	25 M	
▼																										
Bay Wong Lin Clif...	08:00 17:00	08:00 17:00	08:00 17:00	Leave	Leave	08:00 17:00																				
Blue Lam	09:00 18:00	Off	Rest	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Off	Rest	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Off	Rest	10:00 20:00	10:00 20:00	10:00 20:00	10:00 20:00	10:00 20:00	10:00 20:00	Off	Rest	10:00 20:00
Bobby Ang	09:00 18:00	Off	Rest	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Off	Rest	10:00 20:00	08:00 18:00	10:00 20:00	10:00 20:00	10:00 20:00	10:00 20:00	Rest	10:00 20:00	Rest	10:00 20:00						
Chan Siew Siew Ca...	09:00 18:00	Off	Rest	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Off	Rest	10:00 19:00	10:00 19:00	14:00 22:00	10:00 19:00	10:00 19:00	Off	Rest	10:00 19:00	10:00 19:00	10:00 19:00	10:00 19:00	10:00 19:00	10:00 19:00	Off	Rest	10:00 19:00
Chan Woo Kung Jam...	14:00 22:00	Off	Rest	14:00 22:00	14:00 22:00	14:00 22:00	14:00 22:00	14:00 22:00	Off	Rest	14:00 22:00	14:00 22:00	14:00 22:00	14:00 22:00	14:00 22:00	Off	Rest	14:00 22:00	14:00 22:00	14:00 22:00	14:00 22:00	14:00 22:00	14:00 22:00	Off	Rest	14:00 22:00
< 1 2 >																										
▼ Account																										
Lim Swee Yee Debb...	09:00 18:00	Off	Rest	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Off	Rest	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Off	Rest	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Off	Rest	09:00 18:00
▼ HR																										

**Step 4: You can filter the roster based on the user by entering the name of the employee in the Search by Employee.**

**Step 5: You may click on the radio button beside Name  Name to see the roster based on Shift name instead of time.**

Manage Roster																					
2019		Search By Employee																Display Shift By <input type="radio"/> Time <input checked="" type="radio"/> Name		Collapse All ▶	
2019		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC								
	01 F	02 S	03 S	04 M	05 T	06 W	07 T	08 F	09 S	10 S	11 M	12 T	13 W	14 T	15 F	16 S	17 S	18 M			
Bay Wong Lin Clif...	5 days shift	5 days shift	5 days shift	Leave	Leave	5 days shift	5 days shift	5 days shift	5 days shift	5 days shift	5 days shift	5 days shift	5 days shift	5 days shift	5 days shift	5 days shift	5 days shift	5 days shift			
Blue Lam	Custom Shift	Off	Rest	Custom Shift	Off	Rest	Custom Shift	Off	Rest	Bedok Opening Shift											
Bobby Ang	Custom Shift	Off	Rest	Custom Shift	Off	Rest	Tampines Opening Shift	Opening Shift	Tampines Opening Shift	Tampines Opening Shift	Tampines Opening Shift	Tampines Opening Shift	Rest	Tampines Opening Shift							
Chan Siew Siew Ca...	Custom Shift	Off	Rest	Custom Shift	Off	Rest	Ang Mo Kio Opening Shift	Ang Mo Kio Opening Shift	Ang Mo Kio Closing Shift	Ang Mo Kio Opening Shift	Ang Mo Kio Opening Shift	Off	Rest	Ang Mo Kio Opening Shift							
Chan Woo Kung Jam...	Closing Shift for Hougang	Off	Rest	Closing Shift for Hougang	Off	Rest	Closing Shift for Hougang	Off	Rest	Closing Shift for Hougang											

## Change Roster

Often in business operation, you might need to do some last-minute manpower swapping. You can do this easily in the **Manage Roster** page

**Step 1: Click on Roster under Attendance**

**Step 2: Click on Manage Roster**

**Step 3: Look for the staff and the day you want to make the changes. Click on the day, and the following pop-up screen will appear.**

# Bobby Ang

21/03/2019

<b>Working Day</b>	<input type="text" value="Working Day"/>
<b>Shift Name</b>	<input type="text" value="Tampines Opening Shift"/>
<b>Clock In</b>	<input type="text" value="10:00"/>
<b>Clock Out</b>	<input type="text" value="20:00"/>
<b>Break Time</b>	<input type="text" value="60"/>

Close

Save

- a. Working Day - You can change the day from Working Day to Off Day, Rest Day, Leave, Leave (AM) and Leave (PM).
- b. Shift Name - You can change the shift of the staff.
- c. Clock In - You can change the Clock In Time.
- d. Clock Out - You can change the Clock Out Time.
- e. Break Time - You can change the Break Time

**Step 4: Click on**

Save

## Reports

Reports allow you to create reports for the attendance of the users. There are several different type of reports in which you can generate in Attendance.

## Daily Report

You can generate a daily report in Attendance.

### Step 1: Click on Reports under Attendance

Date:

### Step 2: Select the date

Step 3: (Optional) Click  Show Address if you want to capture which device is the staff clocking in from.

Step 4: (Optional)  Include Deactivated Employees if you wish to include for staff that have been deactivated

Step 5: (Optional) To further refine your search, you can click on

the

<input type="radio"/> Company <input type="text" value="All"/>	<input type="radio"/> Employee <input type="text" value="All Users"/>	<input checked="" type="radio"/> Department <input type="text" value="All Departments"/>	<input type="radio"/> Project <input type="text" value="All Projects"/>	<input type="radio"/> Group <input type="text" value="All Groups"/>
Group By <input type="text" value="Date"/>	Group By <input type="text" value="Date"/>	Group By <input type="text" value="Date"/>	Group By <input type="text" value="Date"/>	Group By <input type="text" value="Date"/>

Step 6: Click on  . The system will process the report and upon completion, you should see this.

Show  entries Search:

From	Report Type	Report For	Employee Type	Status	ShowAddress	Run By	Run Time	Actions
21-03-2019	Company	All Employees	All	Complete	YES	jason	22/03/2019 10:36:15 AM	

Step 7: Click on  to see the detailed report.

Daily Report

Run Date: 22-03-2019      Period: 21-03-2019      Employee Type: All

Employee Name	Action	IPAddress	Address	ClockTime	ActualTime	ClientCode	Comments
Bay Ling Tong Jose	Clock-Out	203.118.42.24		20:15	08:52		
Bay Wong Lin Clifford	Clock-Out	203.118.42.24		20:00	11:30	AMK	
jason	Clock-Out	203.118.42.24		18:00	11:58		
jason	Clock-In	203.118.42.24		09:00	11:58		
Bay Wong Lin Clifford	Clock-In	203.118.42.24		09:00	11:30	AMK	
Bay Ling Tong Jose	Clock-In	203.118.42.24		08:20	08:52		

## Monthly Detailed Report

The Monthly Detailed Report will provide you with a detailed report of the clocking in and clocking out of the staff.

### Step 1: Click on Reports under Attendance

### Step 2: Click on [Monthly Detailed Report](#)

### Step 3: State the date range of your report

Period:

at   to  

### Step 4: (Optional) Click on [Include Deactivated Employees](#) if you want to include deactivated employees in your report.

### Step 5: (Optional) Click on [Display all days including non-working days](#) if you want to display off and rest day as well in your report.

### Step 6: (Optional) To refine your search, you can click on the

Company  Employee  Department  Project  Group  
      
 Group By

### Step 7: Click on the . The system will process the report and upon completion, you should see this.

From	To	Report Type	Report For	Employee Type	Grouped By	Display all days	Status	Run By	Run Time	Actions
01/03/2019	21/03/2019	Company	All Employees	All	Employee	Yes	Complete	jason	22/03/2019 11:48:31 AM	 

**Step 8: Click on  to view the detail report. The report will look like this**

#### Monthly Detailed Report

Run Date: 22/03/2019    Period: 01/03/2019 to 21/03/2019    Group By: Employee    Employee Type: All

Employee	Department	Date	Day	1st in	Last Out	Shift	Standard Working Hours	Break Time	Hours Worked	Late	Under	OT1 (Hrs.)	OT2 (Hrs.)	OT3 (Hrs.)
Ang Eng Wah Andy	Testing	01-03-2019	Fri	<u>09:10</u>	<u>18:00</u>	9am Shift	8.50	1.00	7.83	0.00	0.50	-0.67	6.56	0.00
Ang Eng Wah Andy	Testing	02-03-2019	Sat	<u>09:10</u>	<u>12:00</u>	9am Shift	0.00	1.00	2.83	0.00	0.00	0.00	9.39	0.00
Ang Eng Wah Andy	Testing	03-03-2019	Sun	-	-	9am Shift	0.00	1.00	0.00	0.00	0.00	-0.67	9.39	0.00
Ang Eng Wah Andy	Testing	04-03-2019	Mon	-	-	9am Shift	8.75	0.75	8.50	0.00	0.00	-0.25	0.00	0.00
Ang Eng Wah Andy	Testing	05-03-2019	Tue	-	-	9am Shift	8.75	0.75	8.50	0.00	0.00	-0.25	0.00	0.00
Ang Eng Wah Andy	Testing	06-03-2019	Wed	-	-	9am Shift	8.75	0.75	8.50	0.00	0.00	-0.25	0.00	0.00

## Monthly Summary Report

The Monthly Detailed Report will provide you with a summary report of the clocking in and clocking out of the staff.

**Step 1: Click on Reports under Attendance**

**Step 2: Click on [Monthly Summary Report](#)**

### Step 3: State the date range of your report

Period:  to

at

Step 4: (Optional) Click on  **Include Deactivated Employees** if you want to include deactivated employees in your report.

[Search Options](#)

### Step 5: (Optional) To refine your search, you can click on the

Company:   
 Employee:   
 Department:   
 Project:   
 Group:   
 Group By:

**Go**

Step 6: Click on the . The system will process the report and upon completion, you should see this.

From	To	Report Type	Report For	Employee Type	Status	Run By	Run Time	Actions
01/03/2019	31/03/2019	Company	All Employees	All	Complete	jason	22/03/2019 02:56:07 PM	

### Step 7: Click on to view the detail report. The report will look like this

Monthly Summary Report

Run Date: 22/03/2019    Period: 01/03/2019 to 31/03/2019    Group By: \*    Employee Type: All

Employee	Department	Standard Working Hours	Hours Worked	OT1 (Hrs.)	OT2 (Hrs.)	OT3 (Hrs.)	Late	Under	No of days worked
Ang Eng Wah Andy	Testing	60.75	53.16	-1.67	8.89	0.00	0.00	0.50	5.5
Ang Kay Gee Jonathan	Sales	169.00	62.59	-120.83	14.42	0.00	0.00	0.75	5.5
Ang Kay Ling Joanne	Finance	126.00	0.00	-126.00	0.00	0.00	0.00	0.00	0.0
Blue Lam		175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0

## Individual Attendance Report

Individual Attendance Report differs from the other reports as it will have at the end of each staff a row indicating the calculated value of the number of hours worked (including OT).

**Step 1: Click on Reports under Attendance.**

**Step 2: Click on Individual Attendance Report**

**Step 3: State the date range of your report**

Period:  to

at

**Step 4: (Optional) Click on  Include Deactivated Employees if you want to include deactivated employees in your report.**

[Search Options](#)

**Step 5: (Optional) To refine your search, you can click on the**

Company  Employee  Department  Project  Group

Group By

[Go](#)

**Step 6: Click on the [Go](#) button. The system will process the report and upon completion, you should see this.**

From	To	Report Type	Report For	Grouped By	Display clock in/out cols	Status	Run By	Run Time	Actions
01/03/2019	22/03/2019	Company	All Employees	Employee	2	Complete	jason	22/03/2019 03:25:39 PM	

**Step 7: Click on to view the detail report. The report will look like this**

Individual Attendance Report

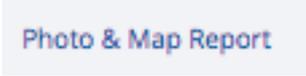
Run Date: 22/03/2019      Period: 01/03/2019 to 22/03/2019      Group By: Employee

Employee	Date	Day	1st In	Out	Shift	Standard Working Hours	Break Time	Hours Worked	Late	Under	OT1 (Hrs.)	OT2 (Hrs.)	OT3 (Hrs.)	Remarks
Ang Eng Wah Andy	01-03-2019	Fri	09:10	18:00	9am Shift	8.50	1.00	7.83	0.00	0.50	-0.67	3.56	0.00	
Ang Eng Wah Andy	02-03-2019	Sat	09:10	12:00	9am Shift	0.00	1.00	2.83	0.00	0.00	0.00	6.39	0.00	Off Day
Ang Eng Wah Andy	03-03-2019	Sun	-	-	9am Shift	0.00	1.00	0.00	0.00	0.00	0.00	6.39	0.00	Rest Day
Ang Eng Wah Andy	04-03-2019	Mon	-	-	9am Shift	8.75	0.75	8.50	0.00	0.00	-0.25	0.00	0.00	Annual
Ang Eng Wah Andy	05-03-2019	Tue	-	-	9am Shift	8.75	0.75	8.50	0.00	0.00	-0.25	0.00	0.00	Annual
Ang Eng Wah Andy	06-03-2019	Wed	-	-	9am Shift	8.75	0.75	8.50	0.00	0.00	-0.25	0.00	0.00	Annual
Ang Eng Wah Andy	07-03-2019	Thu	00:00	-	9am Shift	8.75	0.75	8.50	0.00	0.00	-0.25	0.00	0.00	Annual
Ang Eng Wah Andy	08-03-2019	Fri	-	-	9am Shift	8.50	1.00	8.50	0.00	0.00	0.00	2.50	0.00	Annual
Ang Eng Wah Andy	09-03-2019	Sat	-	-	9am Shift	0.00	1.00	0.00	0.00	0.00	0.00	2.50	0.00	Off Day
Ang Eng Wah Andy	10-03-2019	Sun	-	-	9am Shift	0.00	1.00	0.00	0.00	0.00	0.00	2.50	0.00	Rest Day
Ang Eng Wah Andy	11-03-2019	Mon	-	-	9am Shift	8.75	0.75	0.00	0.00	0.00	-8.75	0.00	0.00	
<b>Total:</b>						<b>60.75</b>	<b>9.75</b>	<b>53.16</b>	<b>0.00</b>	<b>0.50</b>	<b>-1.67</b>	<b>8.89</b>	<b>0.00</b>	

## Photo & Map Report

The Photo & Map Report is a report that provides you the photo of the employee for verification and the location in which the employee login.

### Step 1: Click on Reports under Attendance

Step 2: Click on 

### Step 3: Refine your search option

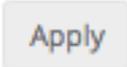
Search By

Department  Group  Client  Employee

Include Deactivated Employees

### Step 4: Select the date

< 20-Mar-2019 >

Step 5: Click on  . The system will generate the photo and map report

