Attendance End User Guide

Introduction

This guide will show end-users how they can utilize the attendance/timeclock module via the website and mobile app.

Website

Step 1: Login to your account by inputting the company ID, Username and Password.

Step 2: Click on .

Step 3: Click on .
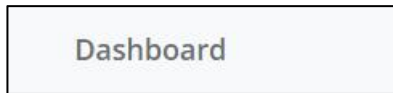
Step 4: You will see this on your dashboard:

We'll breakdown each part of the dashboard and explain accordingly.

How to View your Dashboard:

Roster Calendar

The Roster Calendar is an efficient way for you to view your roster for the month, leaves approved as well as the clock ins/out for the previous weeks

REPORTS:

Step 1: Click on **Attendance** .

Step 2: Click on **Reports** .

Daily Reports

You can generate a report based on your current day's clock in and clock out. Report looks like the image below:

Monthly Detailed Report

A report that can be generated for a particular month or period. The report contains the breakdown of daily clock in/out, number of hours worked and the OT calculation for each day. Once a report has been generated, you can also download it for your own records.

| Daily Report | Monthly Detailed Report | Monthly Summary Report | Individual Attendance Report | Photo & Map Report |

Report Generation   Report History

Period:
01/05/2023 📅 to 31/05/2023 📅

Filter By
Employee ▼

Select Employee
Ariel Norman ▼

Group By
Date ▼

☐ Display working hours based on day types
☐ Include Deactivated Employees
☐ Display all days including non-working days

[Go]

Show 10 ▼ entries   Search: [   ]

Employee Name	Department	Date	Day	First In	Last Out	Shift	Standard Working Hours	Break Time	Hours Worked	Late	Under	OT1 (Hrs.)	OT2 (Hrs.)	OT3 (Hrs.)	Remarks
Ariel Norman	Human Resources	01-05-2023	Mon	09:00	18:00	09:00-18:00	8.00	1.00	8.00	0.00	0.00	0.00	0.00	0.00	Public Holiday
Ariel Norman	Human Resources	03-05-2023	Wed	09:00	18:00	09:00-18:00	8.00	1.00	8.00	0.00	0.00	0.00	0.00	0.00	
Ariel Norman	Human Resources	04-05-2023	Thu	09:00	18:00	09:00-18:00	8.00	1.00	8.00	0.00	0.00	0.00	0.00	0.00	
Ariel Norman	Human Resources	05-05-2023	Fri	09:00	18:00	09:00-18:00	8.00	1.00	8.00	0.00	0.00	0.00	0.00	0.00	
Ariel Norman	Human Resources	08-05-2023	Mon	09:00	18:00	09:00-18:00	8.00	1.00	8.00	0.00	0.00	0.00	0.00	0.00	
Ariel Norman	Human Resources	09-05-2023	Tue	09:00	18:00	09:00-18:00	8.00	1.00	8.00	0.00	0.00	0.00	0.00	0.00	
Ariel Norman	Human Resources	10-05-2023	Wed	09:00	18:00	09:00-18:00	8.00	1.00	8.00	0.00	0.00	0.00	0.00	0.00	
Ariel Norman	Human Resources	11-05-2023	Thu	09:00	18:00	09:00-18:00	8.00	1.00	8.00	0.00	0.00	0.00	0.00	0.00	
Ariel Norman	Human Resources	12-05-2023	Fri	09:00	18:00	09:00-18:00	8.00	1.00	8.00	0.00	0.00	0.00	0.00	0.00	
Ariel Norman	Human Resources	15-05-2023	Mon	09:00	18:00	09:00-18:00	8.00	1.00	8.00	0.00	0.00	0.00	0.00	0.00	

Showing 1 to 10 of 22 entries   Previous **1** 2 3 Next

[Save]

Monthly Summary Report

The monthly summary report is basically a report that contains the total number of hours worked and OT calculation for the chosen month. This can also be downloaded for your records.

| Daily Report | Monthly Detailed Report | Monthly Summary Report | Individual Attendance Report | Photo & Map Report |

Report Generation   Report History

Period:
01/05/2023 to
31/05/2023

Filter By
Employee

Select Employee
Ariel Norman

☐ Display working hours based on day types
☐ Include Deactivated Employees

Go

Employee Name	Department	Standard Working Hours	Hours Worked	OT1 (Hrs.)	OT2 (Hrs.)	OT3 (Hrs.)	Late	Under	No of days worked
Ariel Norman	Human Resources	184.00	176.00	-8.00	0.00	0.00	0.00	0.00	22.00

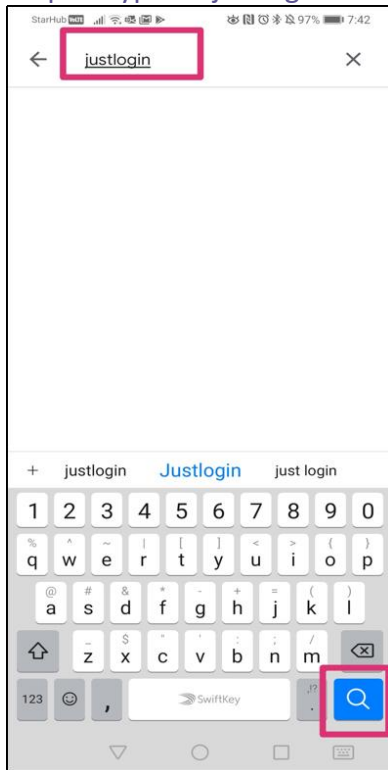Showing 1 to 1 of 1 entries

Save

Mobile App

The mobile app is a convenient way to clock in/out and check your roster
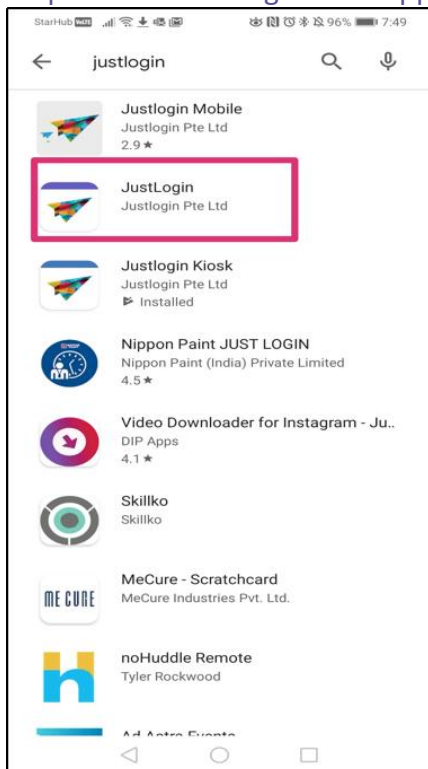
Installing JustLogin Individual

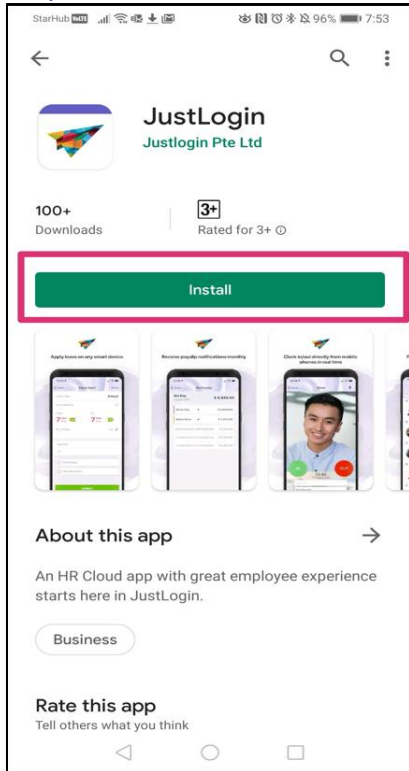Step 1: Select Google Play on your handphone or Apple App store.
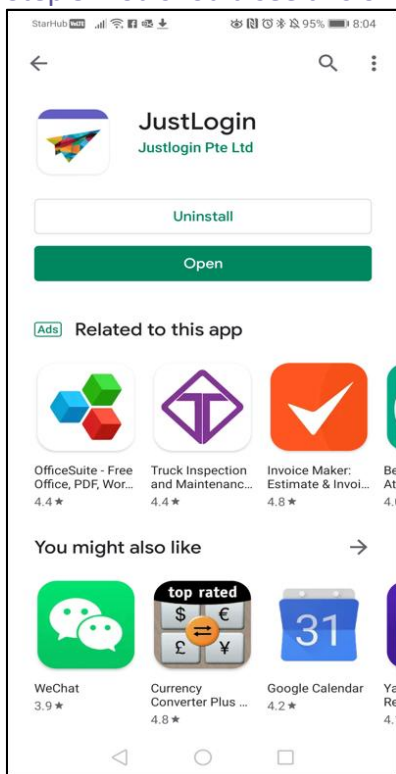
Step 2: Type in 'justlogin' and click on search.

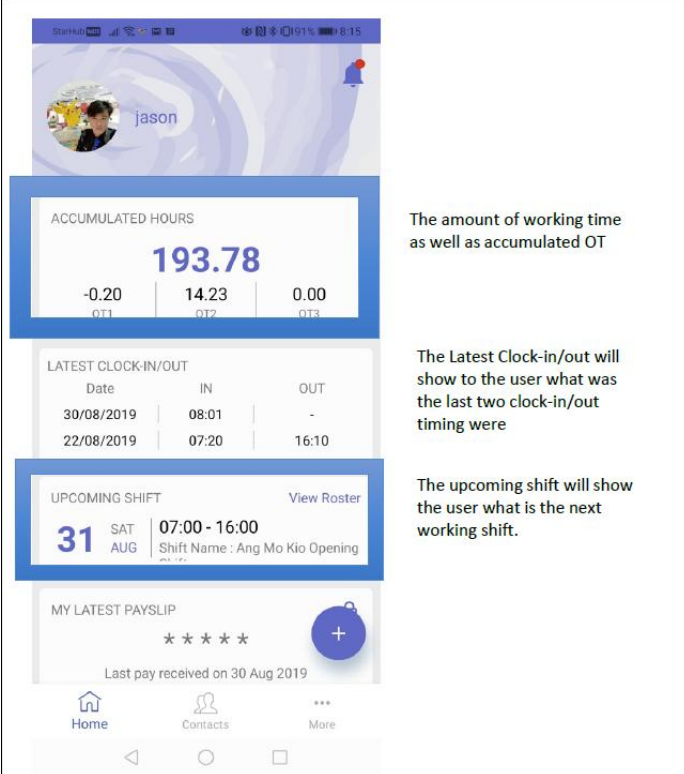Step 3: The following list will appear, select Justlogin as shown.

Step 4: Click on the install button to install the application

Step 5: You should see this once you have completed the installation of the app.

Justlogin Dashboard interface

The amount of working time as well as accumulated OT

The Latest Clock-in/out will show to the user what was the last two clock-in/out timing were

The upcoming shift will show the user what is the next working shift.

My latest payslip allows the user to see their pay. User can click on **View Pay History** to see past payslips

Upcoming leave will list the user's leave and if the user wish to, he/she can **Cancel Leave** if the administrator permit the user to cancel.
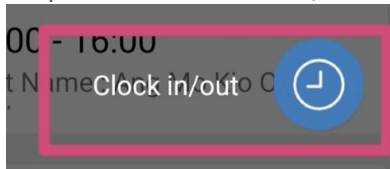
The dashboard will display colleagues who are on leave on that day. The maximum display is 2 colleagues and are sorted by alphabetical order
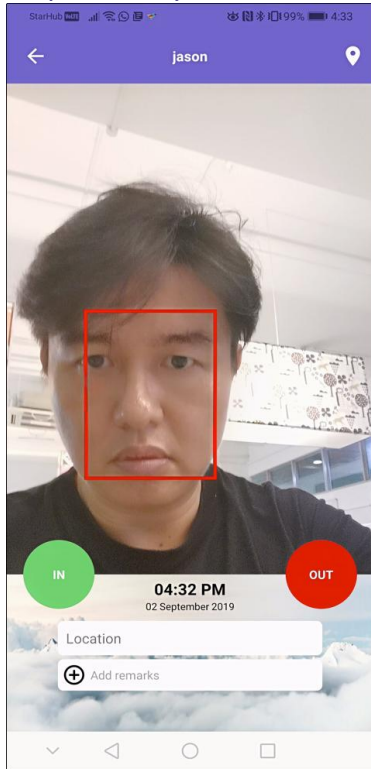
Clock in/out with Individual App

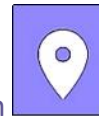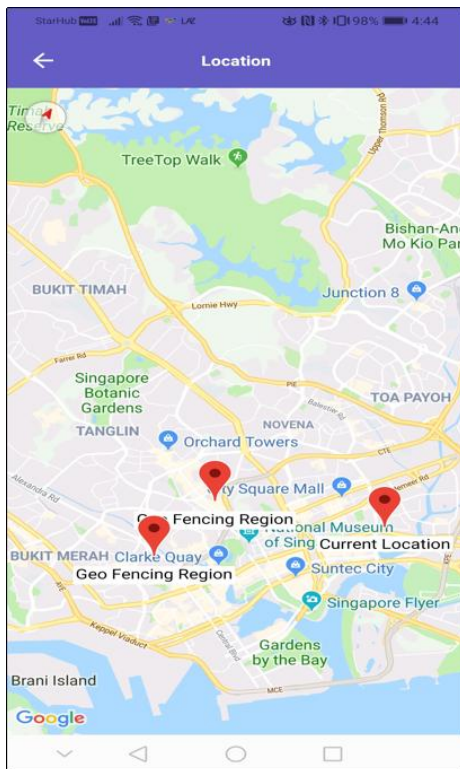Step 1: Click on the + button as shown.
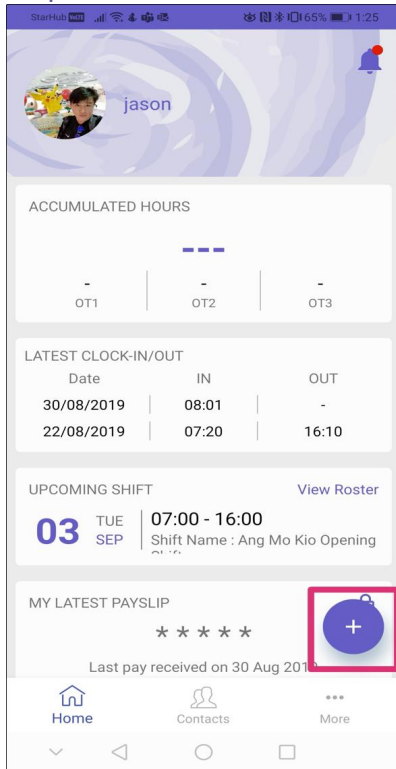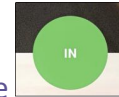

Step 2: Click on Clock in/out.

Step 3: The system will show the following screen.

Step 4: If the company setup the geofencing, the user can click on icon and the system will show the user whether he/she is within the geofencing zone.

Step 5: To clockin to the system, the user simply needs to click on the and to clock out

Step 6: (Optional) If your company requires the user to specify predefined location to login, they can do so at the [Location] field
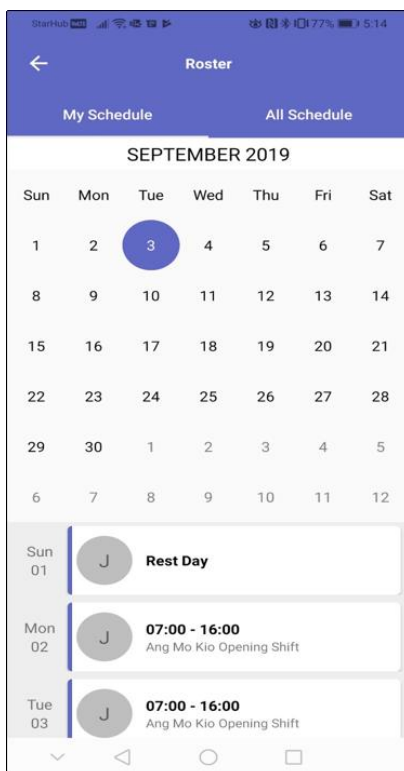
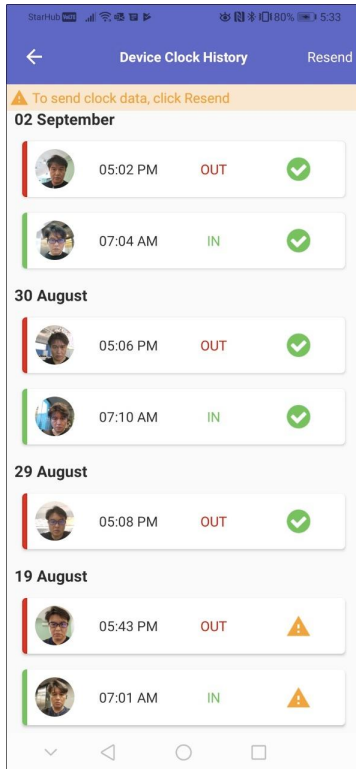Step 7: (Optional) If your company requires the user to enter a remark, they can do at the [⊕ Add remarks] field

Check Roster

[📅 Roster]

The user will be able to see his/her own roster at the My Schedule.

Device Clock History

[Device Clock History]

The [Device Clock History] allows the user to see all their clock-in/out history
The user should see this screen.

The ✅ indicates that the clock-in/out has succesfully went through.

The ⚠️ indicate there is a problem.

Everytime, you see this ⚠️ sign, you need to click on the **Resend** button on the top right to resync the information.