



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.

Login to your account

Company ID

User ID

Password

English

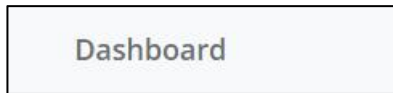
Login

[Forgot my password](#)

Step 2: Click on



Step 3: Click on



Step 4: You will see this on your dashboard:

16:59:18
Friday, 09 June 2023
Clock In on Friday, 09 June 2023 at 08:00
Remarks here (max 128 characters)
Clock In Clock Out

MY CLOCK HISTORY

Date	Clock In		Clock Out
09/05/2023	08:00	+60 mins	18:00
08/05/2023	08:52	+8 mins	18:33
07/05/2023	08:11	+49 mins	18:00
06/05/2023	08:03	+37 mins	18:03
05/05/2023	09:00		18:00
02/05/2023	08:57	+3 mins	18:00

ACCUMULATED HOURS FOR JUN
51.35
OT1: 0.00 | OT2: 0.00 | OT3: 0.00

UPCOMING SHIFT
Wednesday, 14 June 2023
09:00 - 18:00
Shift Name : N.A.

Roster Calendar
June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1 0900 - 1800 (60mins) 0830 - 1815	2 0900 - 1800 (60mins) Vacon Day 0857 - 1800	3 Off Day
4 Rest Day	5 0900 - 1800 (60mins) 0900 - 1800	6 0900 - 1800 (60mins) 0903 - 1803	7 0900 - 1800 (60mins) 0911 - 1805	8 0900 - 1800 (60mins) 0923 - 1813	9 0900 - 1800 (60mins) 0900 - 1800	10 Off Day



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

How to View your Dashboard:

The screenshot shows the top part of the dashboard. On the left, there is a large digital clock displaying '10:27:48' and the date 'Tuesday, 26 November 2019'. Below the clock, it says 'Clocked out on Thursday, 21 November 2019 at 00:00'. There is a text input field for 'Remarks here (max 128 characters.)', a 'Select Location' dropdown menu, and two buttons: 'Clock In' (highlighted in yellow) and 'Clock Out'. On the right, there is a 'MY CLOCK HISTORY' table. A red box highlights a note: 'You can clock in and out via web, able to edit the clock in/out times (if allowed by Timeclock Admin). Please check with your company's HR / Administrator'. A blue arrow points from this note to the 'Clock In' button.

Date	Location	Clock In	Clock Out	OT
13/11/2019	-	09:00	20:00	+120 mins
10/11/2019	-	00:00	00:00	0 mins
09/11/2019	-	09:00	22:00	+1320 mins

The screenshot shows the middle part of the dashboard. On the left, there is a 'MY CLOCK HISTORY' table. A blue arrow points from the table to a red box containing the text: 'My Clock History is where you can check if you have successfully clocked in/out for the week. Display shows a total of 7 daily clock ins/outs.' On the right, there is an 'ACCUMULATED HOURS FOR NOV' section showing 'OT1: -- | OT2: -- | OT3: --'. Below that is an 'UPCOMING SHIFT' section for 'Wednesday, 27 November 2019' with the shift time '09:00 - 18:00' and 'Shift Name : N.A'.

Date	Location	Clock In	Clock Out	OT
21/11/2019	-	00:00	00:00	-1080 mins
20/11/2019	-	09:00	00:00	0 mins
14/11/2019	-	09:00	00:00	0 mins
13/11/2019	-	09:00	20:00	+120 mins
10/11/2019	-	00:00	00:00	0 mins
09/11/2019	-	09:00	22:00	+1320 mins

The screenshot shows the bottom part of the dashboard. On the left, there is a table showing accumulated hours for the month. A red box highlights the text: 'The window for Accumulated Hours for the month shows the total number of overtime hours rendered.' A blue arrow points from this box to the 'ACCUMULATED HOURS FOR NOV' section on the right. Below the table, another red box highlights the text: 'Upcoming Shift window shows your roster/schedule for the following day'. A blue arrow points from this box to the 'UPCOMING SHIFT' section on the right.

09:00	22:00	+240 mins
09:00	20:00	+120 mins
00:00	00:00	0 mins

Roster Calendar

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27 Deepavali	28 Deepavali (Off-In-Lieu)	29	30	31	1 0900 - 1800 (60min)	2 Rest Day
3 Off Day	4 0900 - 1800 (60min) 0828 - 1820	5 0900 - 1800 (60min) 0830 - 1816	6 0900 - 1800 (60min) 0830 - 1900	7 0900 - 1800 (60min) 0830 - 1800	8 0900 - 1800 (60min) 0900 - 2200	9 Rest Day 0900 - 2200
10 Off Day 0900 - 2000	11 0900 - 1800 (60min)	12 0900 - 1800 (60min)	13 0900 - 1800 (60min) 0900 - 2000	14 0900 - 1800 (60min) 0900 - 2200	15 0900 - 1800 (60min)	16 Rest Day
17 Off Day	18 0900 - 1800 (60min)	19 0900 - 1800 (60min)	20 0900 - 1800 (60min)	21 Sick (Leave)	22 Sick (Leave)	23 Rest Day

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



Step 2: Click on

Daily Reports

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

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

Report Generation Report History

Sort By: Employee Name Action Clock Time Actual Time

Period: 09/06/2023 to 09/06/2023 Filter By: Employee Employee: Ariel Norman Show Address Include Deactivated Employees

Go

Employee Name	Date	Action	IP Address	Clock Time	Actual Time	Comment
Ariel Norman	09-06-2023	Clock-In	192.168.1.1	09:00	16:58	
Ariel Norman	09-06-2023	Clock-Out	192.168.1.1	18:00	16:58	

Showing 1 to 2 of 2 entries

Save



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

Group By: Date

Select Employee: Ariel Norman

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

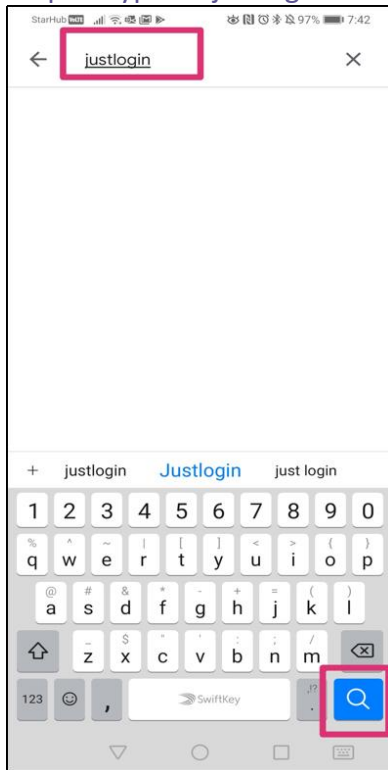
The mobile app is a convenient way to clock in/out and check your roster



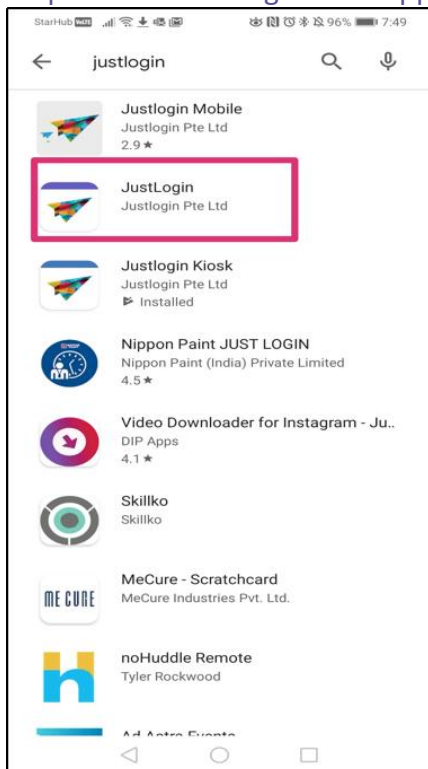
Installing JustLogin Individual

Step 1: Select Google Play on your handphone or Apple App store.

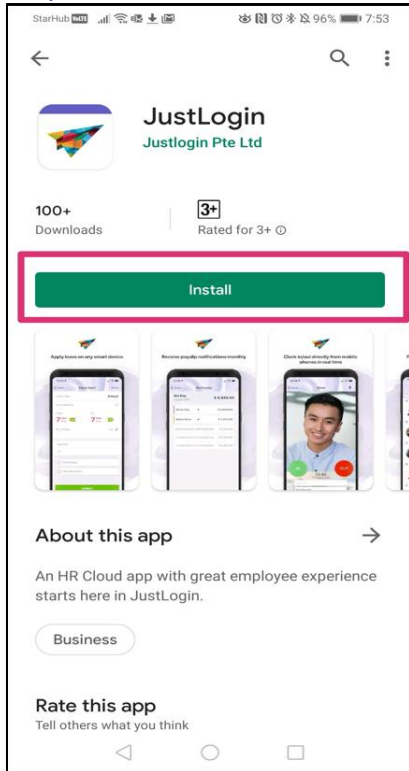
Step 2: Type in 'justlogin' and click on search.



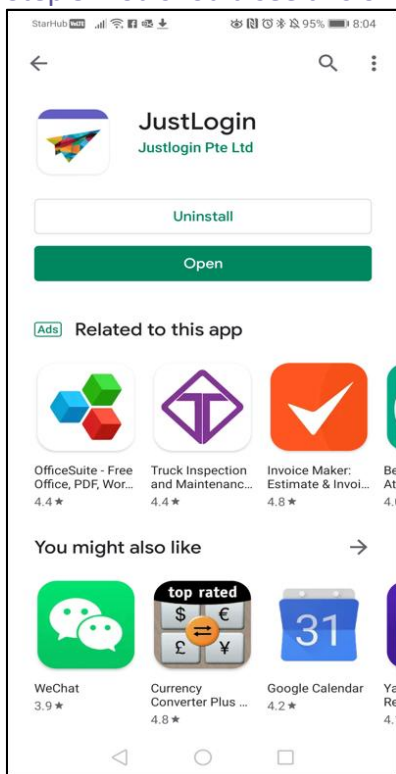
Step 3: The following list will appear, select Justlogin as shown.



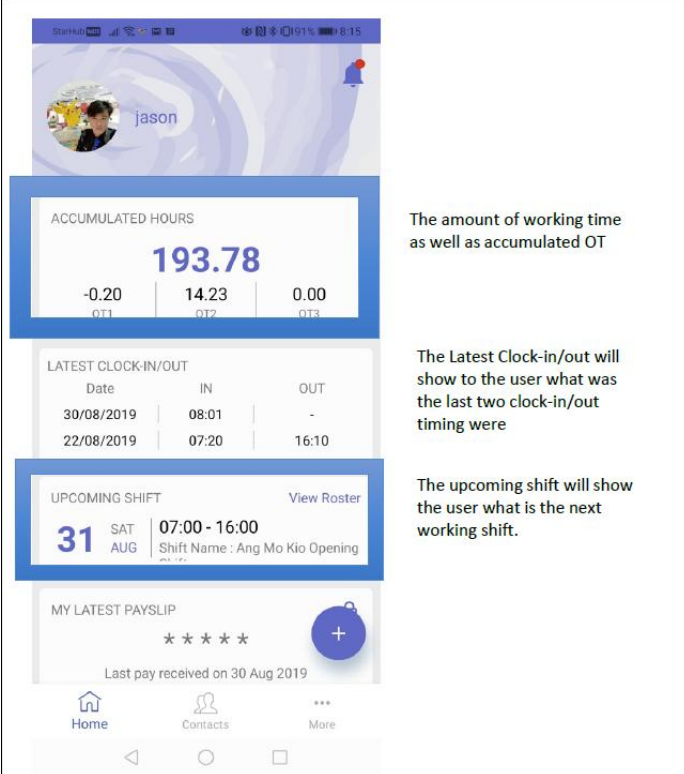
Step 4: Click on the install button to install the application



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



Justlogin Dashboard interface



The screenshot shows the user's profile 'jason' at the top. Below it are four main sections:

- ACCUMULATED HOURS:** Shows a total of 193.78 hours. Below this, there are three columns for OT1 (-0.20), OT2 (14.23), and OT3 (0.00).
- LATEST CLOCK-IN/OUT:** A table showing the last two clock-in/out events.

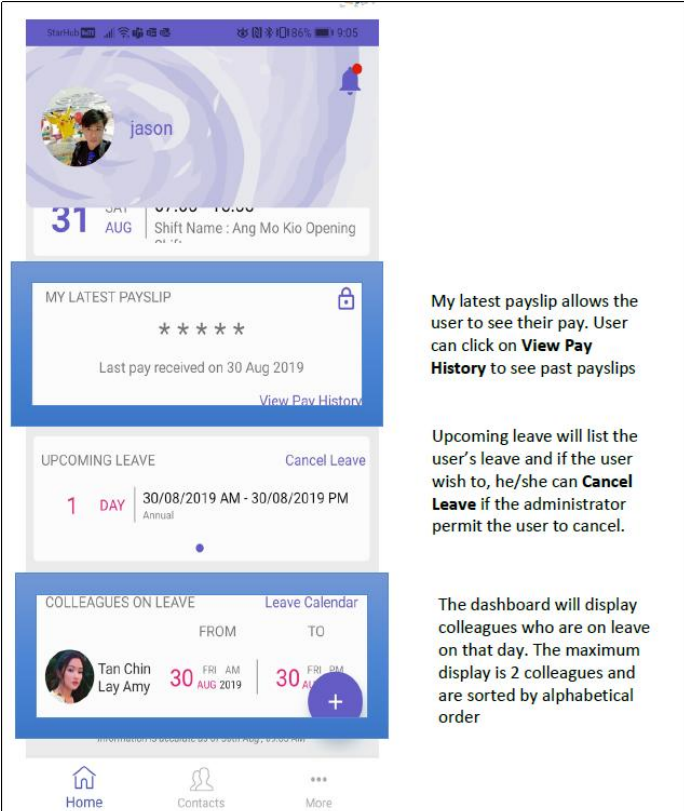
Date	IN	OUT
30/08/2019	08:01	-
22/08/2019	07:20	16:10
- UPCOMING SHIFT:** Shows the next shift starting on 31 SAT AUG from 07:00 - 16:00. The shift name is 'Ang Mo Kio Opening'. There is a 'View Roster' link.
- MY LATEST PAYSリップ:** Shows a placeholder for the latest payslip with five stars and a lock icon. It notes 'Last pay received on 30 Aug 2019'.

The bottom navigation bar includes Home, Contacts, and More.

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.



This screenshot shows the 'UPCOMING LEAVE' and 'COLLEAGUES ON LEAVE' sections of the dashboard.

- UPCOMING LEAVE:** Shows 1 DAY of Annual leave from 30/08/2019 AM to 30/08/2019 PM. There is a 'Cancel Leave' link.
- COLLEAGUES ON LEAVE:** A table showing colleagues on leave.

FROM	TO
Tan Chin Lay Amy	30 FRI AM 30 FRI PM AUG 2019

The bottom navigation bar includes Home, Contacts, and More.

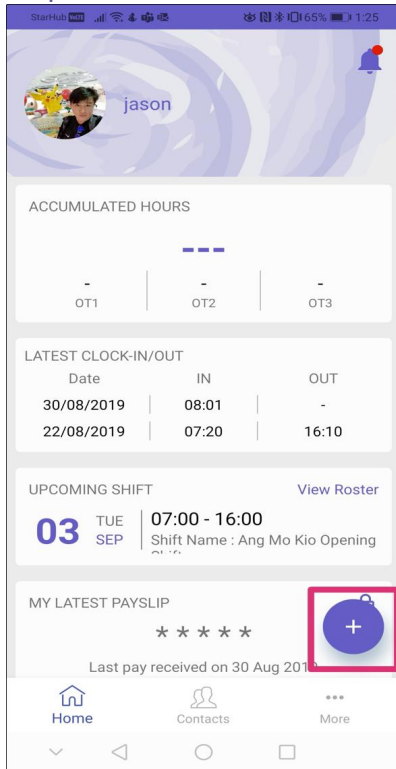
My latest payslip allows the user to see their pay. User can click on **View Pay History** to see past payslips

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.

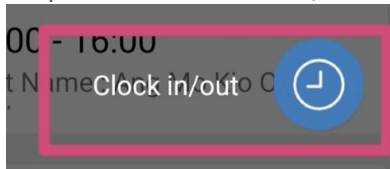
The dashboard will display colleagues who are on leave on that day. The maximum display is 2 colleagues and are sorted by alphabetical order

Clock in/out with Individual App

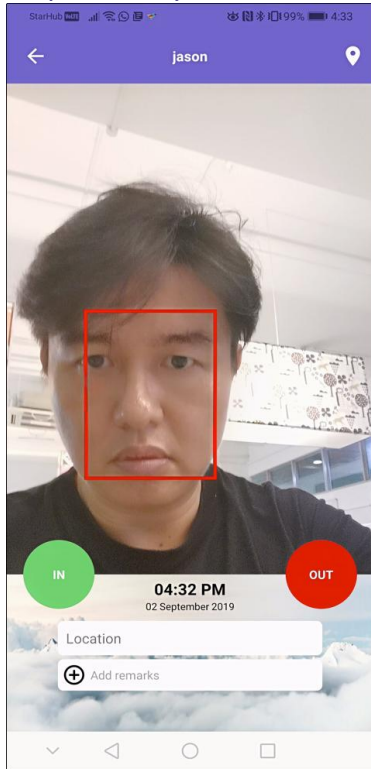
Step 1: Click on the + button as shown.

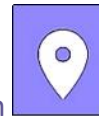


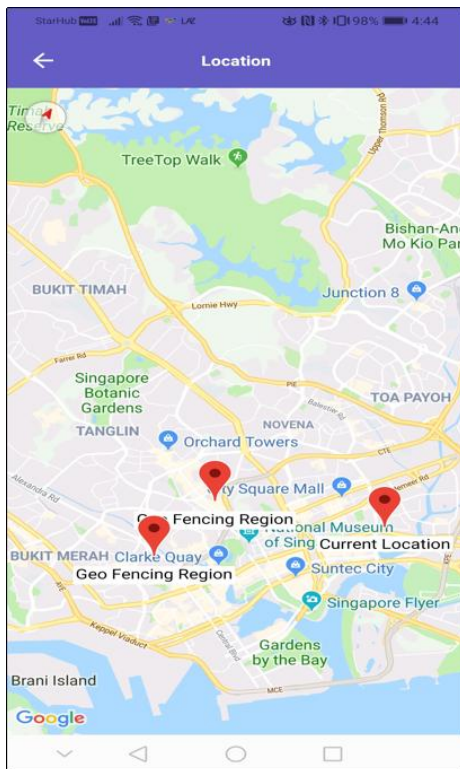
Step 2: Click on Clock in/out.

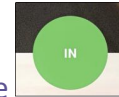


Step 3: The system will show the following screen.



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 clock in to the system, the user simply needs to click on the



clock out

Step 6: (Optional) If your company requires the user to specify predefined location to login,

they can do so at the field

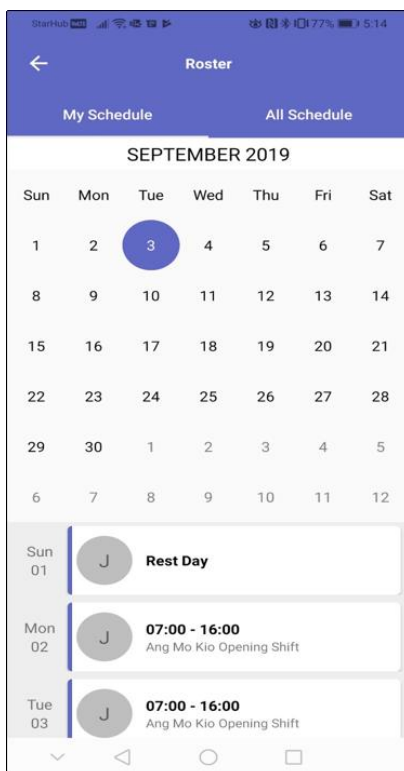
Step 7: (Optional) If your company requires the user to enter a remark, they can do at

the field

Check Roster



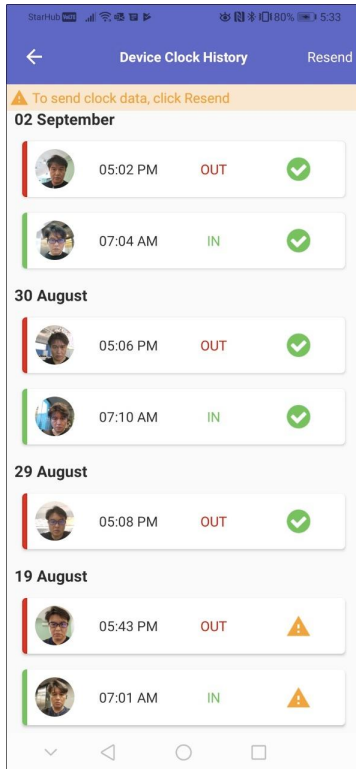
The user will be able to see his/her own roster at the My Schedule.



Device Clock History





The 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 successfully went through.



The  indicate there is a problem.

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