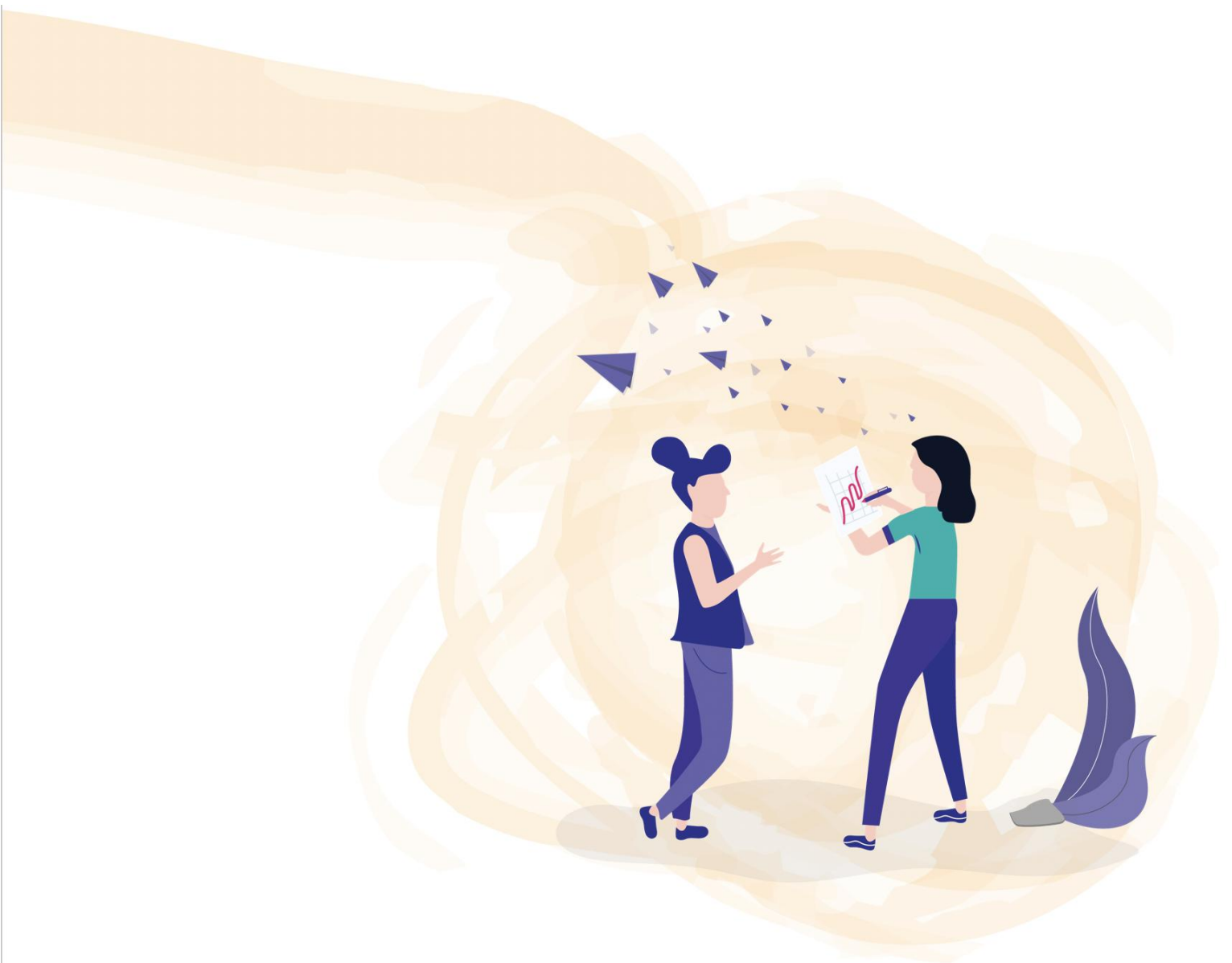




Attendance Administration Guide



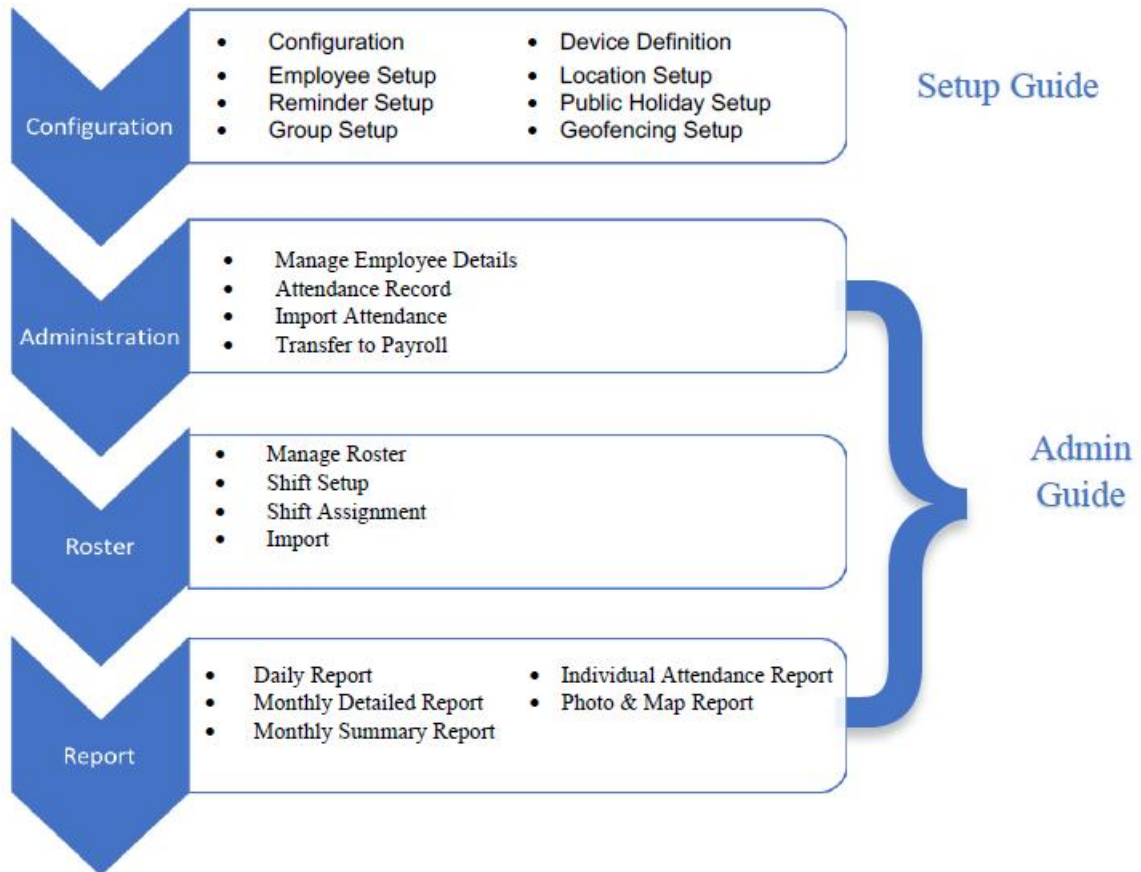


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Introduction

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.

Step 2: Click on Manage Employee Attendance.

Step 3: Select the date

Period:

01/09/2022  to 01/09/2022 























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: Enter the time accordingly.

Location	Clock In	Comment	Clock Out	Comment	Hrs Worked	Action
<input type="text"/>	08:00	<input type="text"/>	00:00	<input type="text"/>	00.00	 
-	08 : 00	-	-	-	0.00	  
-		-	-	-	0.00	  
-		-	-	-	0.00	  
-		-	-	-	0.00	  
-		-	-	-	0.00	  
-		-	-	-	0.00	  



Step 7: (Optional) Enter a reason for manually adjusting the time.

Comment



Step 8: Click on the .

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

Clock In	Comment	Clock Out	Comment	Hrs Worked	Action
08:00	Forgot to brin...	18:00		8.00	  

Attendance Record

The administrator can use the Attendance Record to make sure that all the working time of the staff is correct and then approve the 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 ▾

Single User

All Users

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

Filter By

Month ▾

Month

Custom Period

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

Step 4: Select the staff concerned in the user field:

Select User

Anakin Skywalker ▾

Step 5: Select the month you want to see.

Select Month

◀
September-2022
▶

Step 6: Click on Fetch.

The system will generate the attendance record of the staff.

<input type="checkbox"/>	Date	Work Time	Clock In	Clock Out ⓘ	Break Time	Actual Hrs	Standard Hrs	Remarks
<input type="checkbox"/>	03/09/2022	0000-0000	08:30	18:45	0.00	10.25	0.00	
<input type="checkbox"/>	04/09/2022	0000-0000			0.00	0.00	0.00	
Weekly Total					2.00	19.25	16.00	
<input type="checkbox"/>	05/09/2022	0900-1800			1.00	0.00	8.00	
<input type="checkbox"/>	06/09/2022	0900-1800	09:00	18:00	1.00	8.00	8.00	
<input type="checkbox"/>	07/09/2022	0900-1800	08:45	18:20	1.00	8.58	8.00	
<input type="checkbox"/>	08/09/2022	0900-1800	08:35	18:20	1.00	8.75	8.00	
<input type="checkbox"/>	09/09/2022	0900-1800	08:23	18:25	1.00	9.03	8.00	
<input type="checkbox"/>	10/09/2022	0000-0000			0.00	0.00	0.00	

Step 7: (Optional) As the administrator, you can change the Clock-in and Clock-out fields.



Step 8: Click on the  at the bottom of the page to see the total.

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	Work Time	Clock In	Clock Out ⓘ	Break Time	Actual Hrs	Standard Hrs	Remarks
<input checked="" type="checkbox"/>	08/09/2022	0900-1800	08:35	18:20	1.00	8.75	8.00	
<input checked="" type="checkbox"/>	09/09/2022	0900-1800	08:23	18:25	1.00	9.03	8.00	
<input checked="" type="checkbox"/>	10/09/2022	0000-0000			0.00	0.00	0.00	
<input checked="" type="checkbox"/>	11/09/2022	0000-0000			0.00	0.00	0.00	



Step 10: Click on the .

Undo Approval

If you made any error, you can still undo the approval as long as the data is not yet transferred into the Payroll module. To undo the approval please follow the steps below:

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



Step 2: Click on the  button.

Step 3: Amend the information.



Step 4: Click on the .



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 records 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 .

Step 3: Select the query All Users.

Query By
All Users

Step 4: Select All Users.

Select Month
< September-2022 >

Step 5: Select the date



Step 6: Click on the  button. The Attendance Record for all the staff for that day will appear.

Update as required.

<input type="checkbox"/>	Name	Work Time	Clock In	Clock Out ⁱ	Break Time	Actual Hrs	Standard Hrs	Remarks
<input type="checkbox"/>	Anakin Skywalker	0900-1800	08:35	18:20	1.00	8.75	8.00	
<input type="checkbox"/>	Anna Arendelle	0900-1800	08:45	18:05	1.00	8.33	8.00	
<input type="checkbox"/>	Benny Anderson	0900-1800	08:50	18:00	1.00	8.17	8.00	
<input type="checkbox"/>	Cherub Cherub	0900-1800			1.00	0.00	8.00	
<input type="checkbox"/>	Chuckie Nestle	0900-1800			1.00	0.00	8.00	
<input type="checkbox"/>	Cindy Cinderella	0900-1800			1.00	0.00	8.00	
<input type="checkbox"/>	Dora Explorer	0900-1800			1.00	0.00	8.00	
<input type="checkbox"/>	Elsa Ahtohallan	0900-1800			1.00	0.00	8.00	
<input type="checkbox"/>	Harry Potter	0900-1800			1.00	0.00	8.00	



Step 7: Click on the  button to save changes.


Import Attendance

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

Note: This function is to insert or add the data, it does not amend and/or delete. If there is existing data to a certain date it will not overwrite but will retain the original data.

To import the attendance information, do the following:

1. Click on .

2. Select .

3. Click on .

4. Click on .

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

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

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

7. At the UserID, enter the information you wish such as the UserID, Date (M/D/YYYY), Clock Time, User Operation (only In/Out), Comments (optional).

8. Save the file.

9. Go back to the  page.

10. Click on the Drop files here to upload.

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


Upload file

Drop files here to upload

11. Select the csv file you had modified.

12. Click on .

13. This pop-up message will appear.


 Justlogin says

Are you sure you want to upload this file ?

Close Confirm Action



14. Click on the .

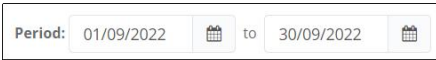
15. You can check the imported attendance by going to the  tab and select the date and you should be able to see the imported attendance.

Transfer to Payroll

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

Step 1: Click on Administration under Attendance.

Step 2: Click on .

Step 3: Select the period .

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"/>	Billy Joe	Finance and Payroll	Executive	176.00	0.00	0.00	0.00	0.00

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 Payroll > .

Step 2: Click on Process OT. 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).													
<input type="checkbox"/>	Employee Name	OT1 (Hrs.)(Amt.)		OT2 (Hrs.)(Amt.)		OT3 (Hrs.)(Amt.)		Incomplete (Hrs.)(Amt.)		Actual Hr. (Hrs.)(Amt.)		OT Hourly Rate	Action
<input type="checkbox"/>	Billy Joe	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	176.00	0.00	(BasicPay*12)/(52*44)	Delete
Transfer Transfer All													

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

Alternatively, you may click on the Transfer All 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 Update. Alternatively, you may click on the Update All 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 .

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: 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	Friday	<input type="text" value="8"/> <input type="text" value="0"/>	<input type="text" value="17"/> <input type="text" value="0"/>	<input type="text" value="60"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
2	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"/>
3	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"/>
4	Monday	<input type="text" value="8"/> <input type="text" value="0"/>	<input type="text" value="17"/> <input type="text" value="0"/>	<input type="text" value="60"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
5	Tuesday	<input type="text" value="8"/> <input type="text" value="0"/>	<input type="text" value="17"/> <input type="text" value="0"/>	<input type="text" value="60"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
6	Wednesday	<input type="text" value="8"/> <input type="text" value="0"/>	<input type="text" value="17"/> <input type="text" value="0"/>	<input type="text" value="60"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
7	Thursday	<input type="text" value="8"/> <input type="text" value="0"/>	<input type="text" value="17"/> <input type="text" value="0"/>	<input type="text" value="60"/>	8	<input type="checkbox"/>	<input type="checkbox"/>

Step 11: Click on  and you see that the system will calculate the  for you.



Step 12: Click on  to save the shift.

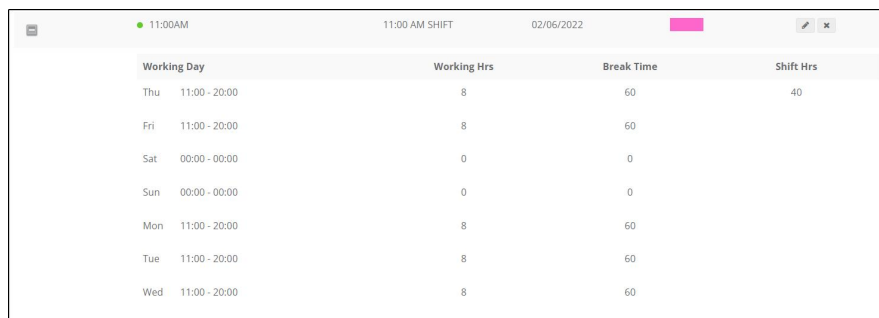
Editing Shift

We can edit existing shifts.

Step 1: Click on Roster under Attendance.

Step 2: Click on .

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



Working Day	Working Hrs	Break Time	Shift Hrs
Thu 11:00 - 20:00	8	60	40
Fri 11:00 - 20:00	8	60	
Sat 00:00 - 00:00	0	0	
Sun 00:00 - 00:00	0	0	
Mon 11:00 - 20:00	8	60	
Tue 11:00 - 20:00	8	60	
Wed 11:00 - 20:00	8	60	

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  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

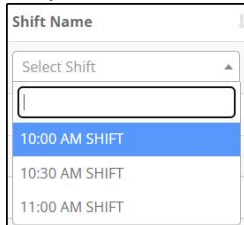
Upon the creation or the joining of a new employee, you can assign the relevant shift to them.

Step 1: Click on .

Step 2: Click on .

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 function in the Attendance Configuration.

Download existing employees listing

The steps are as follow:

Step 1: Click on .

Step 2: Click on .

Step 3: At the , click on the .

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

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**

Step 9: Provide a Shift Name in **Shift Name**

Step 10: Put in the date where the shift will start in **Start Date**

Step 11: Put the number of days per shift (going up to 49 days) in the **No Of Day**

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

Note: you must assign at least 1 Rest Day per week in accordance with MOM regulation.

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

Step 15: Click on **Calculate Working Hours** and you see that the system will calculate the **Shift Total Hour** for you.

Step 16: Click on  to save the shift.

Enter Shift Name in the Downloaded Roster

Step 17: Open up the CSV file you downloaded in Step 3.

Step 18: 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 19: 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 20: Save the file.

Importing the file

Step 21: Click on .

Step 22: Click on .

Step 23: Select the month which you wish to import the roster

at .

Step 24: State the break time duration at .

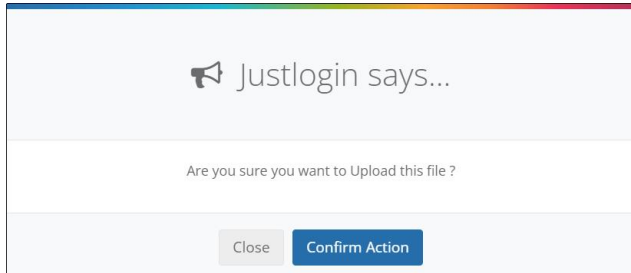
Step 25: Upload the file you have amended from Step 19 - 21 at

the

Drop files here to upload



Step 26: Click on **Import**. System will prompt to confirm action



Step 27: Click on the **Confirm Action**.



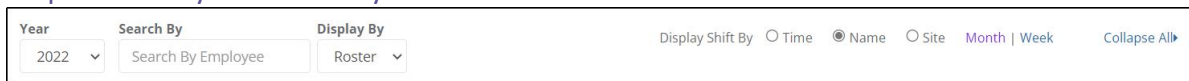
Step 28: If imported successfully, the system will show this

Check Shift Import



Step 29: You can check the import by going to the **Manage Roster** tab.

Step 30: Filter your search by Name.



Step 31: The imported schedules should now show.

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	Custom Shift	O
▼ HR																			
Daniel	Custom Shift	Custom Shift	Amshift	Pmshift	Off	Rest	Amshift	Amshift	Pmshift	Pmshift	Amshift	Off	Rest	Amshift	Pmshift	Amshift	Amshift	Custom Shift	Re
▼ Sales																			
Jeannie	Custom Shift	Custom Shift	Amshift	Amshift	Rest	Rest	Pmshift	Custom Shift	Custom Shift	Custom Shift	Custom Shift	Rest	Rest	Custom Shift	Custom Shift	Custom Shift	Custom Shift	Custom Shift	Re
Nathaniel	Custom Shift	Custom Shift	Custom Shift	Custom Shift	Off	Rest	Custom Shift	Custom Shift	Custom Shift	Custom Shift	Custom Shift	Off	Rest	Custom Shift	Custom Shift	Custom Shift	Custom Shift	Custom Shift	O

Manage Roster

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

View Roster

Step 1: Log in to the account.



Step 2: Click on



Step 3: Go to The first page you will see is the Manage Roster page.

Step 4: You will see the following screen where it will show you the staff and their assigned working time.

Manage Roster																											
Shift Setup Shift Assignment Import Shift Allowance																											
Year		Search By										Display By															
2022		Search By Employee										Roster															
2022																											
JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC																											
01 T 02 F 03 S 04 S 05 M 06 T 07 W 08 T 09 F 10 S 11 S 12 M 13 T 14 W 15 T 16 F 17 S 18 S 19 M 20 T 21 W 22 T 23 F 24 S 25 S																											
Finance and Payroll																											
Billy Joe		09:00 18:00	09:00 18:00	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	
Deib Enrile		09:00 18:00	09:00 18:00	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	
Mara David		09:00 18:00	09:00 18:00	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	
Mei Regy		09:00 18:00	09:00 18:00	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	
Merry Borris		09:30 18:30	09:30 18:30	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	
Natalia Torres		09:00 18:00	09:00 18:00	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	09:00 18:00	Rest	Off	

Step 5: You can filter the roster based on the user by entering the name of the employee in

Search By

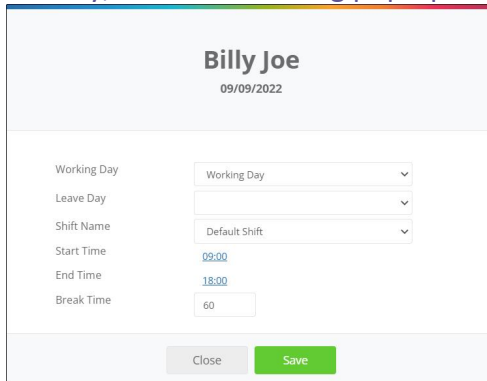
Step 6: To view the roster based on Shift name instead of time, click on the radio button

beside Name Time Name

Change Roster

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

Step 1: Look for the name of the staff and the day you want to make the change. Click on the day, and the following pop-up screen will appear.



1. Working Day - You can change the day from Working Day to Off Day, Rest Day, Leave, Leave (AM) and Leave (PM).
2. Shift Name - You can choose a different shift that you would like the staff to follow for the specific day.
3. Start Time – You can indicate the Start time in this field.
4. End Time - You can indicate the End time of the shift in this field.
5. Break Time - You can indicate the number of minutes of break time.

Step 4: Click on to save the changes

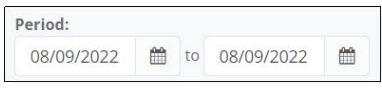
Reports

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.

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

Employee Name	Date	Action	IPAddress	Clock Time	Actual Time	Location	Comment
Anakin Skywalker	08-09-2022	Clock-Out	120.29.104.12	18:20	15:12		
Anna Arendelle	08-09-2022	Clock-Out	120.29.104.12	18:05	16:20		
Benny Anderson	08-09-2022	Clock-Out	120.29.104.12	18:00	15:20		
Benny Anderson	08-09-2022	Clock-In	120.29.104.12	08:50	15:20		
Anna Arendelle	08-09-2022	Clock-In	120.29.104.12	08:45	16:20		
Anakin Skywalker	08-09-2022	Clock-In	120.29.104.12	08:35	15:12		

Showing 1 to 6 of 6 entries



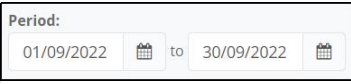
Monthly Detailed Report

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

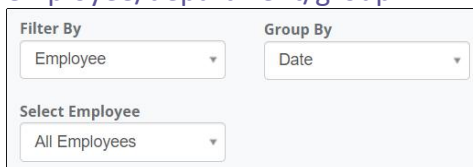
Step 1: Click on Reports under Attendance.

Step 2: Click on .

Step 3: Under , state the date range of your report

at 

Step 4: (Optional) To refine your search based on the name of an employee/department/group.



Step 5: (Optional) Tick on  if you want to display weekend/weekday in your report.


Step 6: (Optional) Click on  if you want to include deactivated employees in your report.


Step 7: (Optional) Click on  if you want to display off and rest day as well in your report.

Step 8: Click on . The system will process the report and upon completion, you should see this.

Employee Name	Department	Date	Day	First In	Last Out	Shift	Standard Working Hours	Break Time	Hours Worked	Late	Under	Remarks
Anakin Skyrunner	Professional Mgmt	01-09-2022	Thu	08:00	18:00	09:00-18:00	8.00	1.00	9.00	0.00	0.00	
Anakin Skyrunner	Professional Mgmt	03-09-2022	Sat	08:30	18:45	00:00-00:00	0.00	0.00	10.25	0.00	0.00	Off Day
Anakin Skyrunner	Professional Mgmt	06-09-2022	Tue	09:00	18:00	09:00-18:00	8.00	1.00	8.00	0.00	0.00	
Anakin Skyrunner	Professional Mgmt	07-09-2022	Wed	08:45	18:20	09:00-18:00	8.00	1.00	8.58	0.00	0.00	
Anakin Skyrunner	Professional Mgmt	08-09-2022	Thu	08:35	18:20	09:00-18:00	8.00	1.00	8.75	0.00	0.00	
Anna Arendelle	Professional Mgmt	08-09-2022	Thu	08:45	18:05	09:00-18:00	8.00	1.00	8.33	0.00	0.00	
Benny Anderson	Consulting	08-09-2022	Thu	08:50	18:00	09:00-18:00	8.00	1.00	8.17	0.00	0.00	
Anakin Skyrunner	Professional Mgmt	09-09-2022	Fri	08:23	18:25	09:00-18:00	8.00	1.00	9.03	0.00	0.00	

Showing 1 to 8 of 8 entries



Step 9: Click on  so you can download the report.

Step 10: Once you click on "Save", you will be prompted to rename the report:

Save report as :

Step 11: Kindly rename and then click on .

Step 12: Go to .

Step 13: Under the Actions column, you can click on the  to print/download the report or  to delete the report.

Monthly Summary Report

The Monthly Summary 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 .



Step 3: State the date range of your report at

Period: 01/09/2022 to 30/09/2022

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



Step 5: Click on the . The system will process the report and upon completion, you should see this.

Employee Name	Department	Standard Working Hours	Hours Worked	Late	Under	No of days worked
Anakin Skywalker	Professional Mgmt	176.00	53.61	0.00	0.00	6.00
Anna Arendelle	Professional Mgmt	16.00	8.33	0.00	0.00	1.00
Benny Anderson	Consulting	16.00	8.17	0.00	0.00	1.00

Showing 1 to 3 of 3 entries

Save

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 .

Step 3: State the date range of your report at

Period: 01/09/2022 to 30/09/2022

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



Step 5: Click on the . The system will process the report and upon completion, you should see this.

Employee Name	Date	Day	First In	Last Out	Shift	Standard Working Hours	Break Time	Hours Worked	Late	Under	Remarks
Anakin Skyrunner	01-09-2022	Thu	08:00	18:00	09:00-18:00	8.00	1.00	9.00	0.00	0.00	
Anakin Skyrunner	02-09-2022	Fri	-	-	09:00-18:00	8.00	1.00	0.00	0.00	0.00	
Anakin Skyrunner	03-09-2022	Sat	08:30	18:45	00:00-00:00	0.00	0.00	10.25	0.00	0.00	Off Day
Anakin Skyrunner	04-09-2022	Sun	-	-	00:00-00:00	0.00	0.00	0.00	0.00	0.00	Rest Day
Anakin Skyrunner	05-09-2022	Mon	-	-	09:00-18:00	8.00	1.00	0.00	0.00	0.00	
Anakin Skyrunner	06-09-2022	Tue	09:00	18:00	09:00-18:00	8.00	1.00	8.00	0.00	0.00	
Anakin Skyrunner	07-09-2022	Wed	08:45	18:20	09:00-18:00	8.00	1.00	8.58	0.00	0.00	
Anna Arendelle	07-09-2022	Wed	-	-	09:00-18:00	8.00	1.00	0.00	0.00	0.00	
Benny Anderson	07-09-2022	Wed	-	-	09:00-18:00	8.00	1.00	0.00	0.00	0.00	
Anakin Skyrunner	08-09-2022	Thu	08:35	18:20	09:00-18:00	8.00	1.00	8.75	0.00	0.00	

Showing 1 to 10 of 34 entries

Previous **1** 2 3 4 Next

Save

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
 Location
 Employee

Include Deactivated Employees

Step 4: Select the date

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

