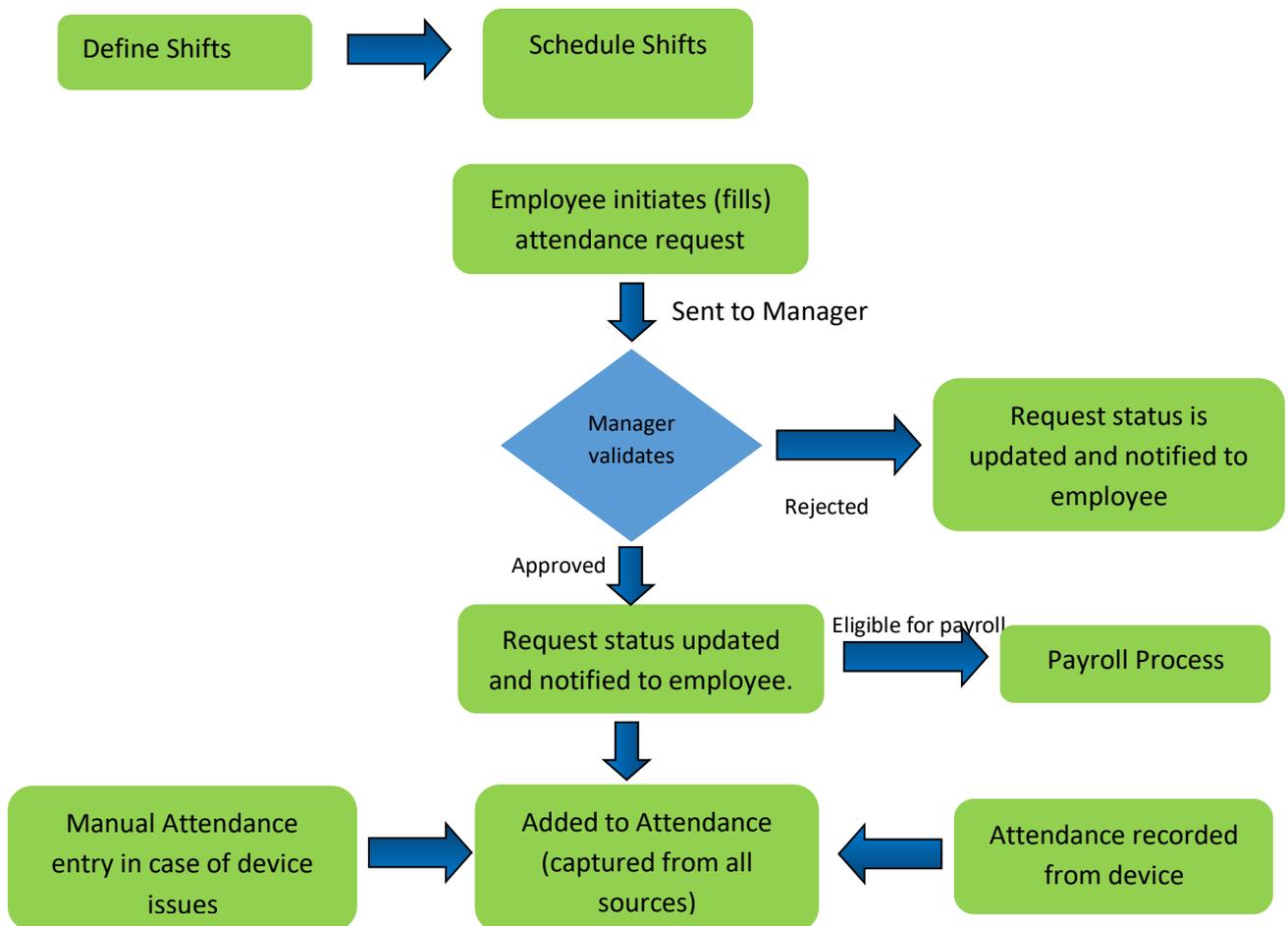


Attendance Management

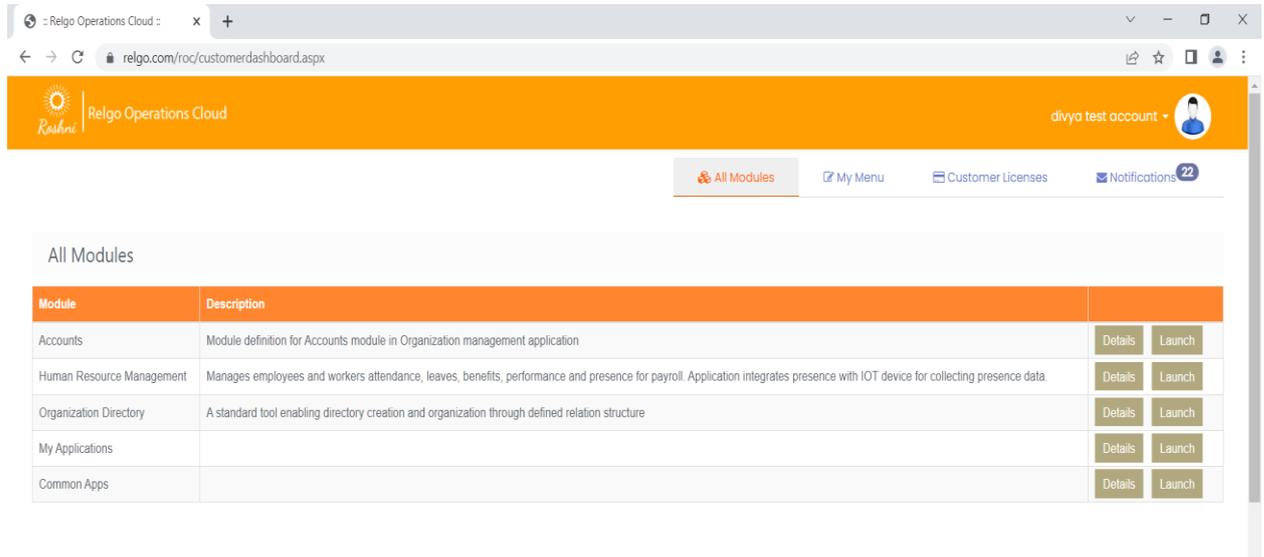
Attendance Management **keeps track of your employee hours**. It is the system you use to document the time your employees work and the time they take off. Attendance Management can be done by recording employee hours on paper, using spreadsheets, punching time cards, or using online attendance software for your company. It enables accurate calculation of working hours which assists in payroll computation minus the errors. It includes scenarios like self-attendance request, self-attendance request approval, employee attendance summary and attendance summary.

Attendance Management Flow:

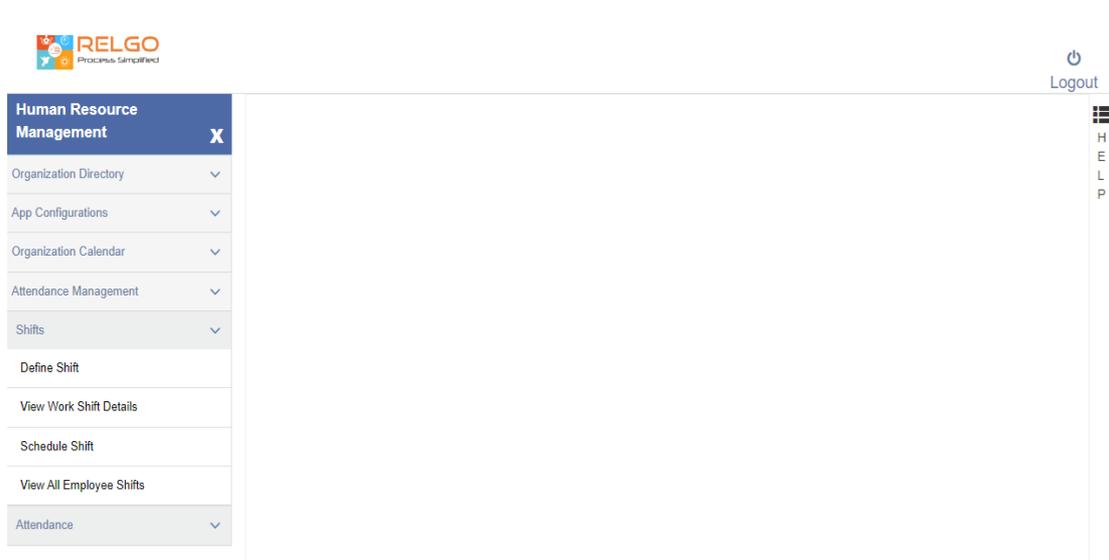


- Create account in Relgo solution portal, Verify and generate identity cast for that account
- Must be able to login to relgo solution portal with generated identity cast.

After logging to Relgo solution portal following screen appears.



Click on **Launch** button of **Human Resource Management**, a menu appears in a new tab.



In this menu we have to open 'Shifts' menu under Attendance Management menu.

First fill the form of Define Shift form.

● Shift Management

Define Shift:

Here user can define shifts along with timings.

User Level: Admin / Employee with task permission

Path: Attendance Management ---> Shifts ---> Define Shift

The screenshot shows a web application interface for defining a shift. On the left is a navigation menu under 'Human Capital Management' with options like Organization Directory, Attendance Management, Leave Management, Payroll Management, Benefit Management, Performance Management, and Statutory Management. The main content area is titled 'AttendanceManagement / Shifts / Define Shift' and contains a form titled 'Define Shift'. The form has a help icon and text: 'Helps to add shift timings. Manage Shift Details'. The form fields are: 'Shift Name' (text input with 'General Shift'), 'From Time' (time input with '10:00'), 'To Time' (time input with '19:00'), 'Next Day' (dropdown menu with 'No'), and 'Grace Period' (time input with '00:30'). At the bottom right, there are 'Add' and 'Cancel' buttons.

If it is night shift, Next Day field should be selected as Yes.

Click on Add after filling all fields.

Schedule Shift:

Here user can schedule shifts for employees for certain duration.

User Level: Admin / Employee with task permission

Path: Attendance Management ---> Shifts ---> Schedule Shift

- Organization Directory ▼
- Attendance Management ▼
- Leave Management ▼
- Payroll Management ▼
- Benefit Management ▼
- Statutory Management ▼
- Performance Management ▼

Schedule Shift

🔔 Helps to schedule shifts for employees based on business requirement.

Select Work Location ▼

Select Department ▼

Select Role ▼

From Date

To Date

<input type="checkbox"/>	Employee Code	Employee Name	Email Address	work Location	Select Department	Select Role	Select Shift
<input checked="" type="checkbox"/>	200	Dexter	dexter.jakson@relgo.com	hyderabad	Testing	Jr Selenium Engg	General Shift
<input type="checkbox"/>	100	Simeon	simeon.panda@relgo.com	hyderabad	Testing	Sr Selenium Engg	Select an Option

- Here user can filter the employee list based on Department/Location/Role and click on **Show**, a list of employees is displayed.
- Select the dates and assign shift to employees.
- Mark the check boxes of employee records and click on **Submit** to complete the action.

● **Attendance Management:**

Attendance Entry:

In this user has an option to enter attendance manually [?](#)

It is used to enter attendance in the absence/failure of attendance entry in biometric device.

User Level: Admin / Employee with task permission

Path: Attendance Management ---> Attendance ---> Attendance Entry

Human Capital Management X

- Organization Directory
- Attendance Management
- Leave Management
- Payroll Management
- Benefit Management
- Timesheet Management
- Performance Management
- Statutory Management

AttendanceManagement / Attendance / Attendance Entry

Attendance Entry

Enter Attendance manually by filling the below details when any technical issue arises.

Date:

Check All Uncheck All Search...

	Employee Code	Employee Name	Email Address	Department	In Time	Out Time
<input checked="" type="checkbox"/>	10002	Raman	ramankumar123@relgo.com	Development Team	<input type="text" value="10:00"/>	<input type="text" value="20:00"/>
<input type="checkbox"/>	10001	Sagar	sagarrathore123@relgo.com	Development Team	<input type="text"/>	<input type="text"/>

[Add](#)

- Here, user will enter the attendance for employees by selecting date.
- Mark the check boxes of the records and click on Add to submit the action.

Attendance Request:

In this, employee can initiate for attendance request in-case of any missing attendance record. The initiated request will be sent to manager for approval. Once approved, request will be recorded under attendance.

User Level: Employee

Path: Attendance ---> Attendance Request

- Leaves
- Attendance
- Attendance Request Status
- Approve Self Attendance Request
- Attendance Request
- Employee Attendance Summary
- Direct Report Attendance
- Performance Management
- Expenses
- Statutory

Attendance Management > Attendance Request

Attendance Request

Helps to place an attendance request

Date:

In Time:

Out Time:

Working Hours:

Description:

[Submit](#)

- Here employee has to fill all the required fields. [?](#)
- Click on “Submit”. The request will be sent to the manager.

Attendance Request Status:

In this, employee can view their submitted self-attendance requests and its status.

User Level: Employee

Path: Attendance ---> Attendance Request Status

The screenshot shows the 'Attendance Request Status' page in the Relgo Operations Cloud. The page includes a navigation menu on the left with 'Attendance' selected. The main content area displays the title 'Attendance Request Status' and a subtitle 'Helps to view the status of attendance request.' Below this, there are date pickers for 'From' (01/01/2022) and 'To' (01/18/2023), and a 'Generate' button. A table below shows a single row for an employee with the status 'Need To Approve'.

	Employee Email Id	Employee Name	Date	In Time	Out Time	Updated Status
<input type="checkbox"/>	rishabhkumar@relgo.com	Rishabh Kumar	10/06/2022	09:00	17:00	Need To Approve

- In this, user can select the duration and click “Generate”, requests will be displayed in a table.

Approve Attendance Request:

In this, manager will view the self-attendance requests which are submitted by the employees. Manager validates and approves/disapproves the request.

User Level: Employee (Manager)

Path: Attendance ---> Approve Self Attendance Request

The screenshot shows the 'Attendance Request Approval' page in the Relgo Operations Cloud. The page has a sidebar menu on the left with categories like 'Leaves', 'Attendance', 'Performance Management', 'Expenses', and 'Statutory'. The main content area is titled 'Attendance Request Approval' and includes a subtitle 'Helps to approve the attendance requests.' Below the title is a 'List of Requests' button and a search bar. A table displays a list of attendance requests with the following columns: Email Id, Employee Name, Department, Date, In Time, Out Time, Working Hours, and Update Status. The table contains one entry for Rishabh Kumar, Development Dept, on 10/06/2022, with an in-time of 09:00, out-time of 17:00, and working hours of 08:00. The status is 'Need To Approve'. At the bottom of the table, there are 'Approve' and 'Disapprove' buttons.

- In this when user clicks on **List of Request** button, list of attendance requests (unapproved) displayed in tabular format.
- Mark the check boxes of the requests and click on Approve or Disapprove button to submit the action.

● Attendance Reports

Direct Report Attendance:

In this, manager can track the attendance of his/her down lines or team members for selected duration.

User Level: Employee (Manager)

Path: Attendance ---> Direct Report Attendance

Attendance Management > Direct Report Attendance

From Date: 01/01/2018
To Date: 01/18/2023
Select Employee: Mahesh Kumar

Check All Uncheck All

First Previous 1 Next Last

	Date	Location	Employee	In Time	Out Time	Total Working Hours
<input type="checkbox"/>	09/16/2022 Friday		Maresh	19:00	21:00	2
<input type="checkbox"/>	09/16/2022 Friday	Relgo Main Office	Maresh Kumar	12:10 16:21 16:22 16:23	16:21 16:21 16:23	4

- In this when user selects the duration, employee and click on “**Show**”, employee attendance report is displayed as shown above.

Attendance Summary:

In this Administrator can view the employee attendance summary of a particular month. It contains total working hours and total working days.

User Level: Admin / Employee with task permission

Path: Attendance Management ---> Attendance ---> Attendance Summary

AttendanceManagement / Attendance / Attendance Summary

Attendance Summary

Helps to view the attendance summary of all employees

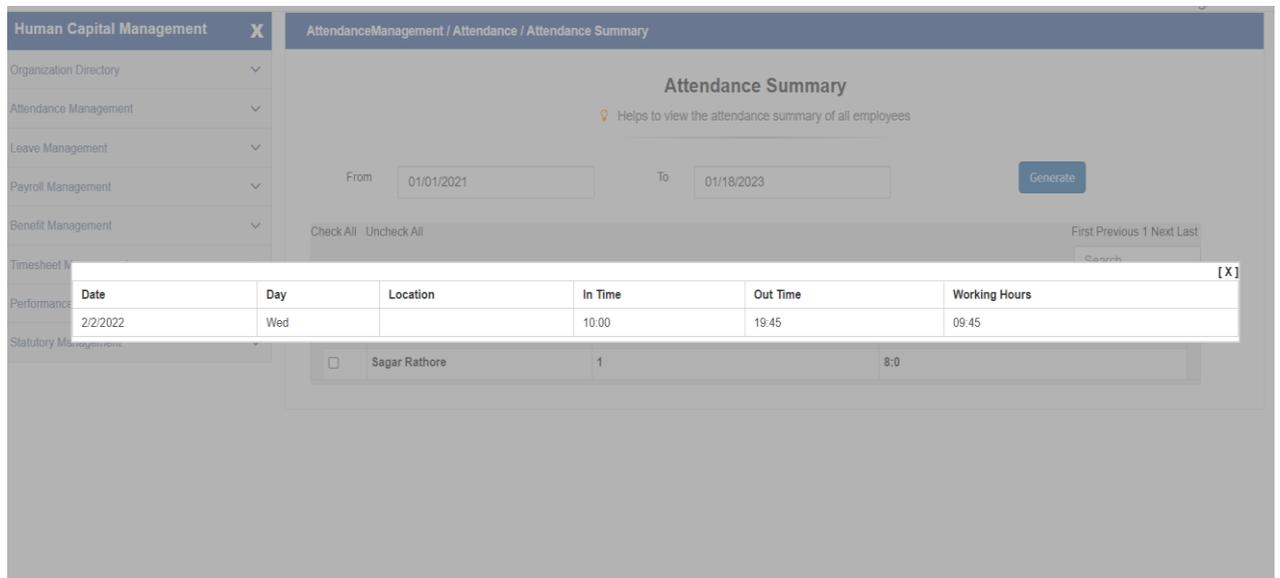
From: 01/01/2021 To: 01/18/2023 **Generate**

Check All Uncheck All

First Previous 1 Next Last

	EMPLOYEE NAME	TOTAL WORKING DAYS	TOTAL WORKING HOURS
<input type="checkbox"/>	Raman Kumar	1	9:45
<input type="checkbox"/>	Sagar Rathore	1	8:0

- Select the duration and click on **“Generate”**, all employees summarized attendance report is displayed.
- When user click on any employee name of the displayed list, a popup opens where day wise attendance of that employee is shown as below.

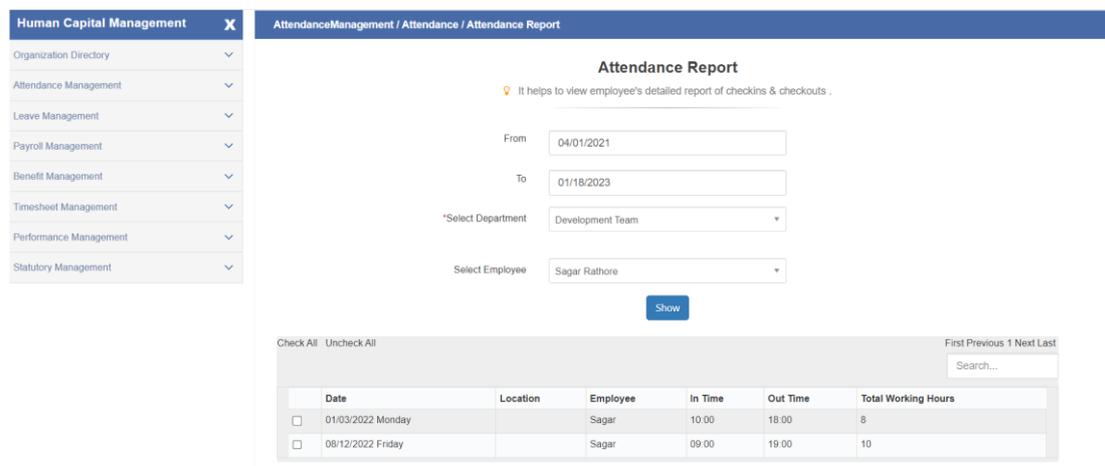


Attendance Report:

Here, Administrator can generate the report of the employee of a particular department.

User Level: Admin / Employee with task permission

Path: Attendance Management ---> Attendance ---> Attendance Report



- Select the duration, department, employee and click on **“Show”**, selected employee’s attendance report is displayed.

