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.

Relgo Operations Cloud :: 2	< +				~ - D >
→ C 🔒 relgo.com/roc	/customerdashboard.aspx				🖻 🕁 🔲 💄
Relgo Operations (ya test account -
		🗞 All Modules	🕼 My Menu	E Customer Licenses	Notifications 22
All Modules					
Module	Description				
Accounts	Module definition for Accounts module in Organization management application				Details Launch
Human Resource Management	Manages employees and workers attendance, leaves, benefits, performance and presence for	or payroll. Application integrates p	presence with IOT devic	e for collecting presence data.	Details Launch
Organization Directory	A standard tool enabling directory creation and organization through defined relation structure	e			Details Launch
My Applications					Details Launch
Common Apps					Details Launch

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

Human Resource Management	x
Organization Directory	~
App Configurations	~
Organization Calendar	~
Attendance Management	~
Shifts	~
Define Shift	
View Work Shift Details	
Schedule Shift	
View All Employee Shifts	
Attendance	~

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

Human Capital Management	X	AttendanceManagement / Shifts / Define Shift	
Organization Directory	~		Define Shift
Attendance Management	~		V Helps to add shift timings. Manage Shift Details
Leave Management	~		
Payroll Management	~	*Shift Name	General Shift
Benefit Management	~	From Time	10:00
Performance Management	~	To Time	40.00
Statutory Management	~		19:00
		Next Day	No *
		Grace Period	00:30
			Add Cancel

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	~					Sc	he	dule Shift						
Attendance Management	~				💡 Hel	ps to schedule shifts fo	or em	nployees based of	on business re	quireme	nt.			
Leave Management	~													
Payroll Management	~			S	elect Work Location	Select an Option			Ŧ					
Benefit Management	~				Select Department	Testing			•					
Statutory Management	~				Select Role	Select an Option	Select an Option 🔻							
Performance Management	~							show						
					From Date									
					Trom Duc	01/20/2023								
					To Date	01/20/2023								
			Employee Code	1 1	Employee Nameî↑	Email Address	11	work Location ↓↑	Select Department	tl.	Select Role	Select Shift	lt 1	
			200	1	Dexter	dexter.jakson@relgo.co	om	hyderabad	Testing		Jr Selenium Engg	General Shift	•	
			100	3	Simeon	simeon.panda@relgo.c	com	hyderabad	Testing		Sr Selenium Engg	Select an Option	•	
		4												
							Subm	nit Cancel						

- 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	Atten	danceManagement / At	ttendance / Attendance En	try							
Organization Directory	~				Attendance Ent	n/						
Attendance Management	~		Enter Attendance manually by filling the below details when any technical issue arises.									
Leave Management	~											
Payroll Management	~		Date 01/18/2023									
Benefit Management	~	Chec	All Uncheck All									
Timesheet Management	~							Search				
Performance Management	~		Employee Code	Employee Name	Email Address	Department	In Time	Out Time				
Statutory Management	~	•	10002	Raman	ramankumar123@relgo.com	Development Team	10:00	20:00				
			10001	Sagar	sagarrathore123@relgo.com	Development Team						
			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 Management > Attendance Request		
Attendance Request Status				
Approve Self Attendance Re	quest		Attendence Derweet	
Attendance Request			Helps to place an attendance request	
Employee Attendance Sumr	nary			
Direct Report Attendance		Date	10/06/2022	
Performance Management	~	In Time		
Expenses	~		09:00	
Statutory	~	Out Time	17:00	
		Working Hours	08:00	
		Description		
			Submit	

- ➤ Here employee has to fill all the required fields. I
- 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

Relgo Operations Cloud									Rishabh Kumar + 🔐
Leaves ×	(-	
Attendance Y	Attendance	e Management > Attendance Req	uest Status						
Attendance Request Status									
Approve Self Attendance Request				Atten	dance Red	uest Sta	atus		
Attendance Request				P Helps to	view the status	of attendance	request.		
Employee Attendance Summary									
Direct Report Attendance	Fro	om 01/01/2022	Ê	То	01/18/2023		Ê		Generate
Performance Management	Check All	Uncheck All							First Previous 1 Next Last
Expenses v									Search
		Employee Email Id	1	Employee Name	Da	te	In Time	Out Time	Updated Status
statutory		rishabhkumar@relgo.com	1.0	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

Relgo Operations C												(
Leaves	~	←										
Attendance	~	Attendanc	æ Man	agement > Approve Self	Attendance Request							
Attendance Request Status												
Approve Self Attendance Requ	uest						_					
Attendance Request						Attendance F	Request e the attenda	Approva	1			
Employee Attendance Summa	iry											
Direct Report Attendance						List	of Requests					
Performance Management	~								Sear	ch		
xpenses	~		11	Email Id	Employee Name	Department 1	Date ↓1	In Time 🕸	Out Time 🕸	Working Hours	Update Status 🔱	
Statutory	~			rishabhkumar@relgo.com	Rishabh Kumar	Development Dept	10/06/2022	09:00	17:00	08:00	Need To Approve	
Survey						Approve	e Disap	prove				

- 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

Leaves	~	←								
Attendance	~	Attendance I	Management > Direct Report At	tendance						
Attendance Request Status										
Approve Self Attendance Requ	uest			From Date	01/01/2018	龠				
Attendance Request										
Employee Attendance Summa	iry			To Date	01/18/2023	Ê				
Direct Report Attendance			Sel	ect Employee	Mahesh Kurr	nar	X *			
Performance Management	~					Show				
Expenses	~	Chaole All	Linghash All							First Dravieus 4 Mart I ag
Statutory	~	Check All	Uncheck All							First Previous 1 Next Last
,										Search
			Date	Location		Employee	In Time	Out Time	Total Worki	ng Hours
			09/16/2022 Friday			Mahesh	19:00	21:00	2	
			09/16/2022 Friday	Relgo Main Office	9	Mahesh 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

X	AttendanceMar	nagement / Attendance / At	ttendance Summary			
~			Δtte	endance Sumn	narv	
~			V Helps to view 1	the attendance summa	ry of all employees	
~						
v	From	01/01/2021	То	01/18/2023		Generate
v	Check All Unch	eck All				First Previous 1 Next Last
v						Search
~	EMF	PLOYEE NAME	TO TAL WORKING	DAYS	TOTAL WORKIN	GHOURS
~	🗆 Ram	nan Kumar	1		9:45	
	🗌 Sag	ar Rathore	1		8:0	
	X v v v v v v v v	X AttendanceMar AttendanceMar From CheckAll Unch AttendanceMar AttendanceMar From AttendanceMar Attenda	X AttendanceManagement / Attendance / A V From 01/01/2021 V Check All U EMPLOYEE NAME Raman Kumar Sagar Rathore	X Attendance/Management / Attendance / Attendance Summary V Attendance/Management / Attendance / Attendance Summary V Promover Summary V Promover Summary V From O1/01/2021 To V CheckAll V EMPLOYEE NAME V Raman Kumar I Sagar Rathore	X AttendanceManagement / Attendance / Attendance Summary Check All Check All Check All TO TAL WORKING DAYS Raman Kumar 1 Sagar Rathore 1	X AttendanceManagement / Attendance / Attendance Summary Check All Check All Check All Uncheck All EMPLOYEE NAME TOTAL WORKING DAYS TOTAL WORKING DAYS Maman Kumar 1 9:45 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.

Human Capital Management	x	AttendanceN	lanagement / Attendance / Attenda	ance Summary			5
Organization Directory	~			Δtto	ndance Summary		
Attendance Management	~			V Helps to view th	e attendance summary of all emp	ployees	
Leave Management	~						
Payroll Management	~	From	01/01/2021	То	01/18/2023		Generate
Benefit Management	~	Check All Un	icheck All				First Previous 1 Next Last
Timesheet M							Coarch [X]
Performance	Day		Location	In Time	Out Time		Working Hours
2/2/2022	Wed			10:00	19:45		09:45
Statutory Management	Ť	S	agar Rathore	1		8:0	

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

Human Capital Management	x	AttendanceManagement / Attendance / Attendance Report							
Organization Directory	~	Attendance Report							
Attendance Management	~	It helps to view employee's detailed report of checkins & checkouts.							
Leave Management	~								
Payroll Management	~	From			04/01/2021				
Benefit Management	~	То			01/18/2023				
Timesheet Management	~	*Select Denartment Development Team							
Performance Management	~								
Statutory Management	~		Select E	Sagar Rathore *					
		Show							
		Check All	ck All Uncheck All						First Previous 1 Next Last
								Search	
			Date	Location	Employee	In Time	Out Time	Total Working He	ours
			01/03/2022 Monday		Sagar	10:00	18:00	8	
			08/12/2022 Friday		Sagar	09:00	19:00	10	

Select the duration, department, employee and click on "Show", selected employee's attendance report is displayed.