

## ATTENDANCE MANAGEMENT

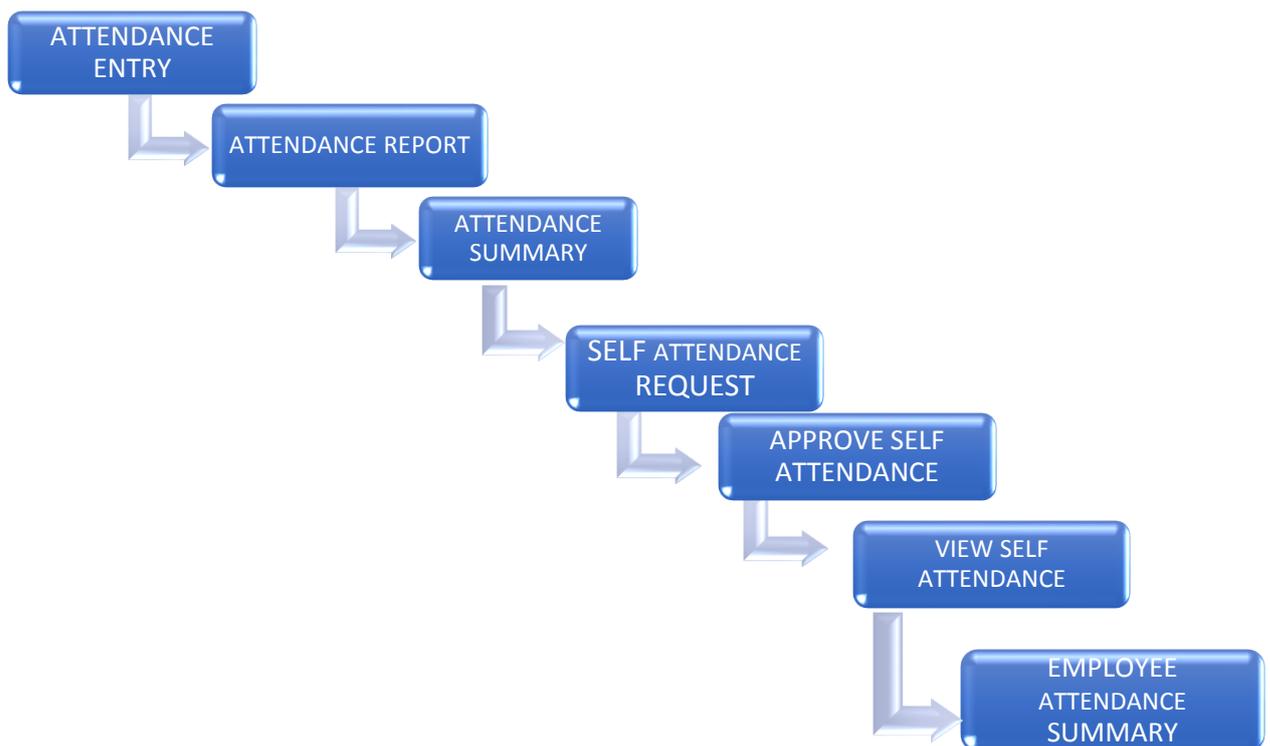
### INTRODUCTION

Attendance module in HRM facilitates better time keeping. Due to System Generated automated timesheets for weekly or monthly, reduces timesheet errors which leads to better project time management. 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.

### PREREQUISITES:

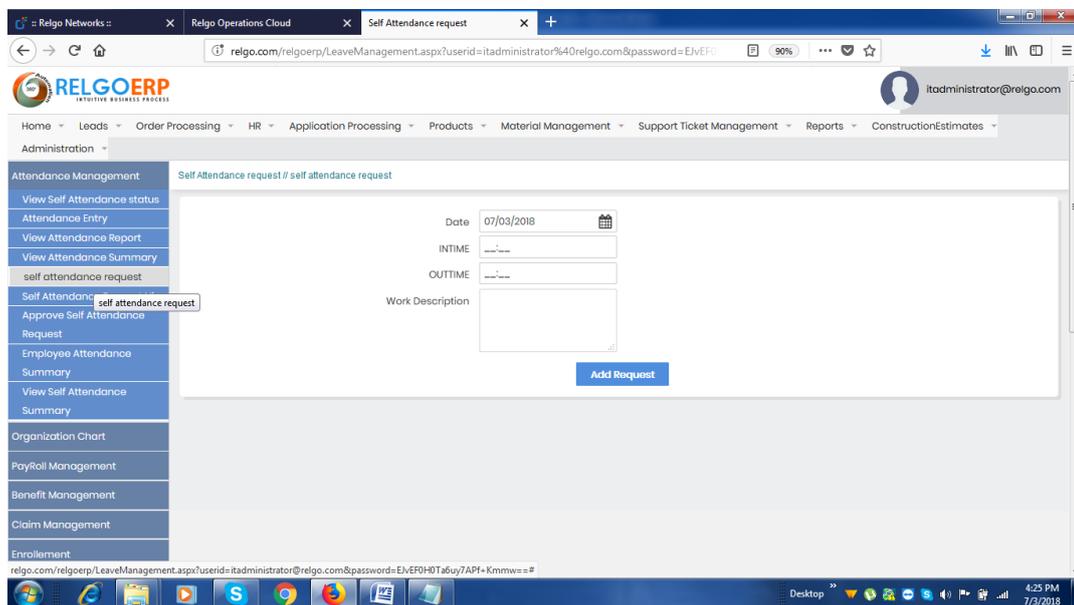
- Create account in RNC(<http://relgo.com/>)
- Verify and create identity cast.
- Subscribe in ROC (<http://www.relgo.com/roc/>) with generated identity cast.

### PROCESS FLOW:



## 1. SELF ATTENDANCE REQUEST:

- In this, employee will view the self-attendance requests which are submitted by the employees.

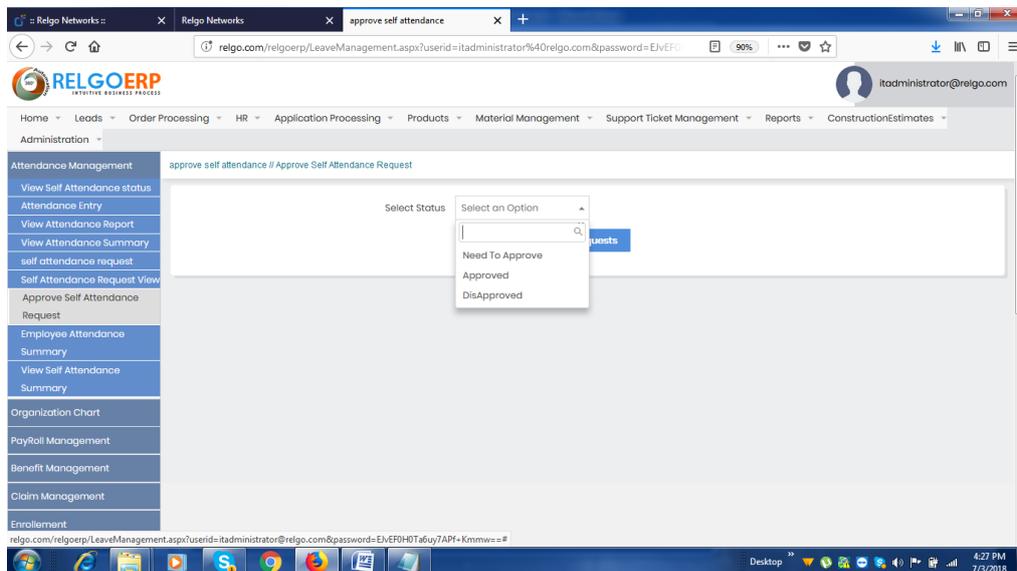


- Here employee has to fill all the required fields.
- Click on **“Add Request”**.
- The request will be sent to the manager.
- Manager can also view the self-attendance requests which are submitted by all the employees by clicking on **VIEW SELF ATTENDANCE REQUEST TASK**.

## 2. APPROVE SELF ATTENDANCE REQUEST:

A manger needs to give response to the employee requests by clicking on approve / disapprove.

- Here, Manager has to approve the self-attendance request by selecting **Need to Approve Option**.



- When the manager selects the **status**, based on status the requests are filtered and displayed.

From Date: 03/01/2016  
 To Date: 8/12/2016  
 Show

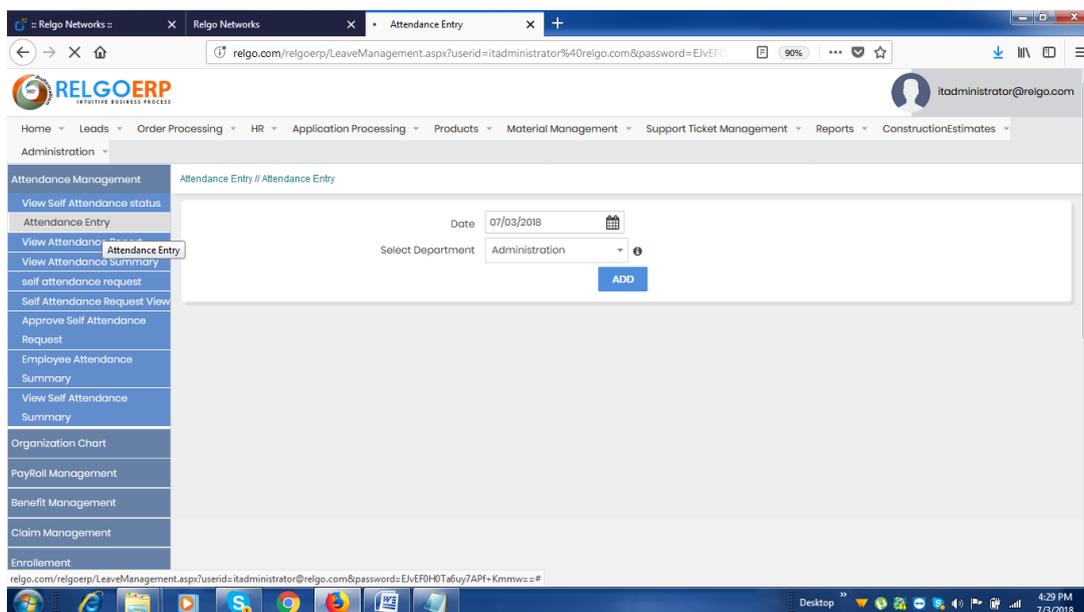
Check All Uncheck All First Previous 1 Next Last

	Name Of the Employee	Date	INTIME	OUTTIME	update status
<input type="checkbox"/>	rajednar dumpeta	7/26/2016	09:12	17:18	Need To Approve

- Click on Show
- Here, Manager can track the status of the self-attendance request.
- Manager can see the status of the self-attendance request.
- Employee can also check the status of the Self-attendance request status by clicking on it.

### 3. ATTENDANCE ENTRY:

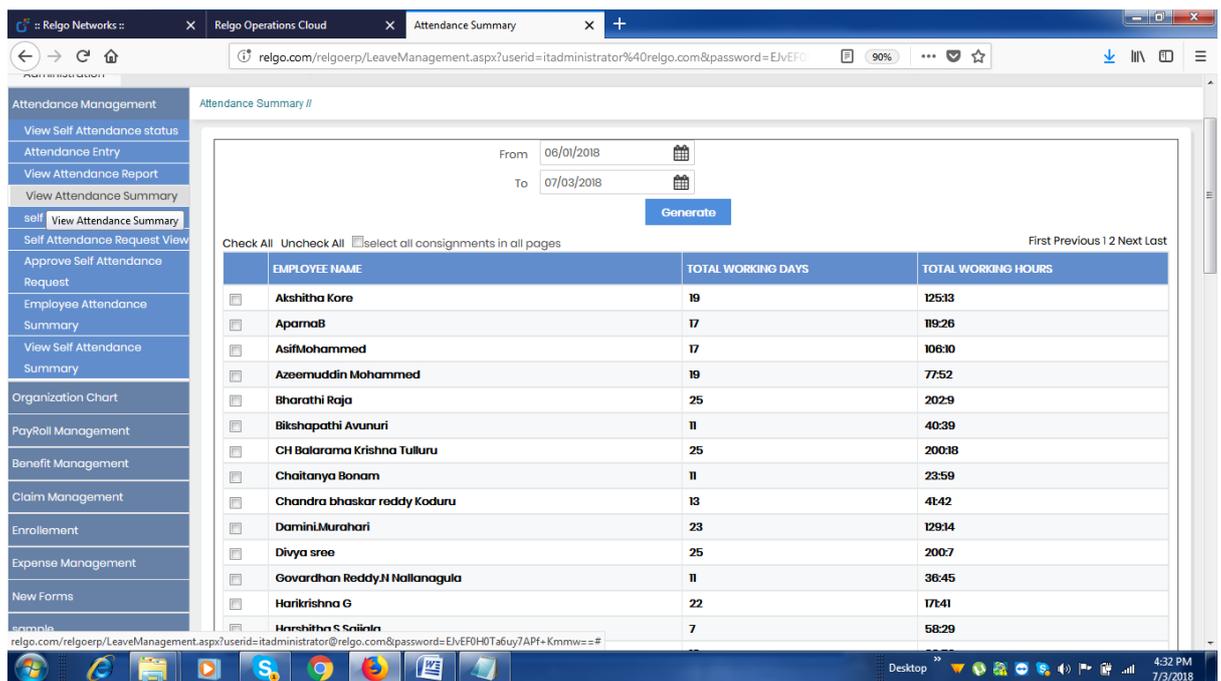
- In this Administrator has an option to enter attendance manually
- It is used to enter attendance in the absence/failure of attendance entry in biometric device.



- Here, Administrator will enter the attendance by selecting date and required department and click on **Add**.

#### 4. VIEW ATTENDANCY SUMMARY:

- In this Administrator can view the employee attendance summary of a particular month.
- It contains total working hours and total working days. Enter the appropriate dates and click on generate

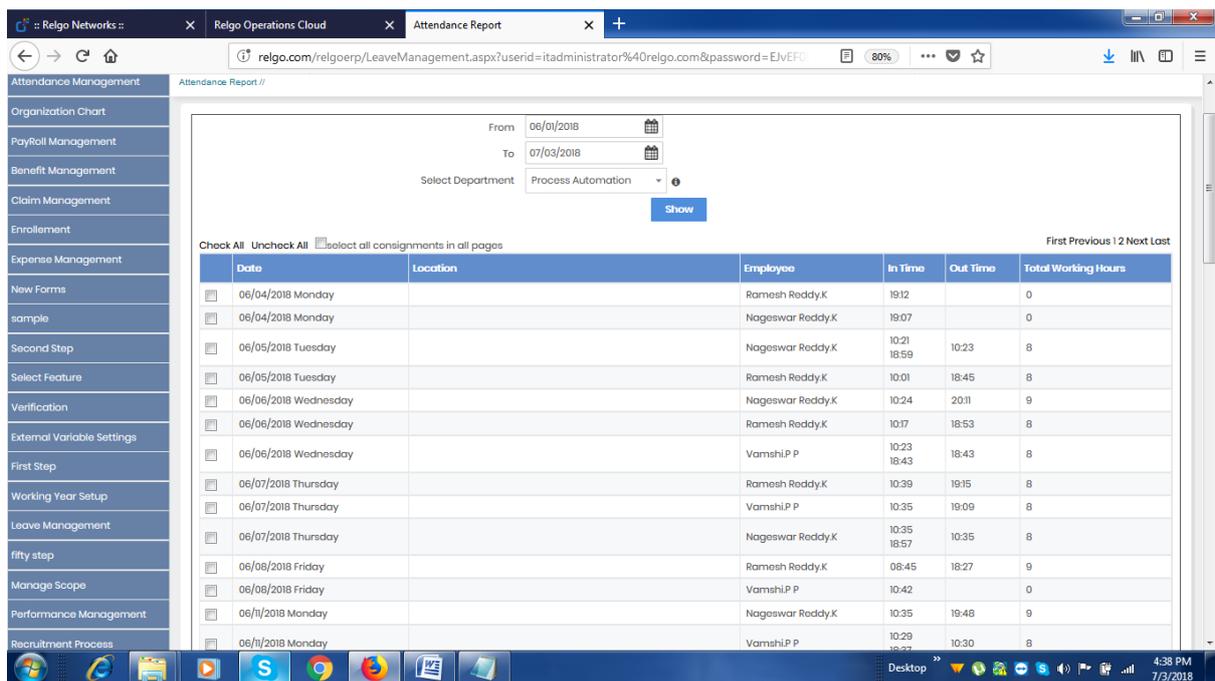
EMPLOYEE NAME	TOTAL WORKING DAYS	TOTAL WORKING HOURS
Akshitha Kore	19	125:13
AparnaB	17	119:26
AsifMohammed	17	106:10
Azeemuddin Mohammed	19	77:52
Bharathi Raja	25	202:9
Bikshapathi Avunuri	11	40:39
CH Balarama Krishna Tulluru	25	200:18
Chaitanya Bonam	11	23:59
Chandra bhaskar reddy Koduru	13	41:42
DaminiMurahari	23	129:14
Divya sree	25	200:7
Govardhan Reddy,N Nallanagula	11	36:45
Harikrishna G	22	17:41
Hareshitha S Sriinila	7	58:29

- A list is generated to display the **employee name, total working days, total working hours**.
- When we click on employee, a **popup** will generated. It will display the daily working hours and working **in time** and **out time** of a month.
- Here user will get attendance **summary of employees**.

## 5. VIEW ATTENDANCE REPORTS:

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

HR Management View Attendance Reports Attendance Management

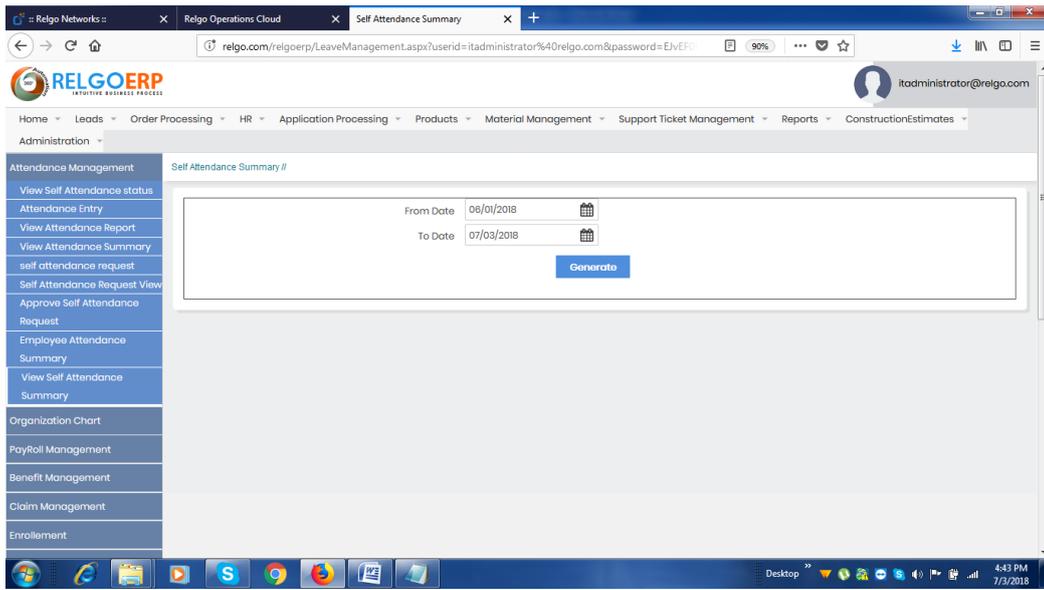



Date	Location	Employee	In Time	Out Time	Total Working Hours
06/04/2018 Monday		Ramesh Reddy.K	19:12		0
06/04/2018 Monday		Nageswar Reddy.K	19:07		0
06/05/2018 Tuesday		Nageswar Reddy.K	10:21 18:59	10:23	8
06/05/2018 Tuesday		Ramesh Reddy.K	10:01	18:45	8
06/06/2018 Wednesday		Nageswar Reddy.K	10:24	20:11	9
06/06/2018 Wednesday		Ramesh Reddy.K	10:17	18:53	8
06/06/2018 Wednesday		Vamshi.P.P	10:23 18:43	18:43	8
06/07/2018 Thursday		Ramesh Reddy.K	10:39	19:15	8
06/07/2018 Thursday		Vamshi.P.P	10:35	19:09	8
06/07/2018 Thursday		Nageswar Reddy.K	10:35 18:57	10:35	8
06/08/2018 Friday		Ramesh Reddy.K	08:45	18:27	9
06/08/2018 Friday		Vamshi.P.P	10:42		0
06/11/2018 Monday		Nageswar Reddy.K	10:35	19:48	9
06/11/2018 Monday		Vamshi.P.P	10:29	10:30	8

- List is generated to display the **Date, Location, Employee, In Time, Out Time, and Total Working Hours.**
- In This Form We Choose **Selected Department, From date and To date.**

## 6. ATTENDANCE SUMMARY:

- In this the user can generate and check the self-attendance for the specified period or date.
- Go to Attendance Management => Select "Self Attendance Summary" the following screen appears.



The screenshot shows a web browser window displaying the RELGO ERP interface. The browser's address bar shows the URL: `relgo.com/relgoerp/LeaveManagement.aspx?userid=itadministrator%40relgo.com&password=EJvEF0`. The page title is "Self Attendance Summary".

The interface includes a top navigation menu with items: Home, Leads, Order Processing, HR, Application Processing, Products, Material Management, Support Ticket Management, Reports, and ConstructionEstimates. A user profile icon for "itadministrator@relgo.com" is visible in the top right.

On the left, there is a sidebar menu under "Attendance Management" with the following items: View Self Attendance status, Attendance Entry, View Attendance Report, View Attendance Summary, self attendance request, Self Attendance Request View, Approve Self Attendance Request, Employee Attendance Summary, View Self Attendance Summary, Organization Chart, Payroll Management, Benefit Management, Claim Management, and Enrollment.

The main content area is titled "Self Attendance Summary #". It contains a form with two date fields: "From Date" set to "06/01/2018" and "To Date" set to "07/03/2018". A blue "Generate" button is positioned below the date fields.

The Windows taskbar at the bottom shows the system tray with the date and time: "4:43 PM 7/2/2018".