

Attendance Report

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Introduction

It will show the Attendance of the Employee in Report

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Attendance Report is used to check the Attendance details with the date and In time and Out time data for the employees.

In this report we can use filter options like Organization, Employee, Department, Position

Execution

Attendance Report

Home (162626) Attendance report ✕

Employee Department position

Date from Date to

PARAMETERS INPUT FIELDS:

1. Employee: we can select the employee here.
2. Department: We can select the Department of the employee.
3. Position: we can select the Position of the employee.
4. Date from and Date To: We can select the period that we want to generate report

Home (162626) Attendance report ✕

Employee Department position

Date from Date to

Document No	Business Partner	Department	Position	Date	InTime	InPeriod	OutTime	OutPeriod	Duration	Unit
1000015	Prasanth	Delivery	Business Analyst	01/01/2019	9.00	AM	6.00	PM	9.00	H
1000015	Prasanth	Delivery	Business Analyst	02/01/2019	9.00	AM	6.00	PM	9.00	H
1000015	Prasanth	Delivery	Business Analyst	03/01/2019	9.00	AM	6.00	PM	9.00	H
1000015	Prasanth	Delivery	Business Analyst	04/01/2019	9.00	AM	6.00	PM	9.00	H
1000015	Prasanth	Delivery	Business Analyst	07/01/2019	9.00	AM	6.00	PM	9.00	H
1000015	Prasanth	Delivery	Business Analyst	08/01/2019	9.00	AM	6.00	PM	9.00	H
1000015	Prasanth	Delivery	Business Analyst	09/01/2019	9.00	AM	6.00	PM	9.00	H
1000015	Prasanth	Delivery	Business Analyst	10/01/2019	9.00	AM	6.00	PM	9.00	H
1000015	Prasanth	Delivery	Business Analyst	11/01/2019	9.00	AM	6.00	PM	9.00	H
1000015	Prasanth	Delivery	Business Analyst	14/01/2019	9.00	AM	6.00	PM	9.00	H
1000015	Prasanth	Delivery	Business Analyst	15/01/2019	9.00	AM	6.00	PM	9.00	H
1000015	Prasanth	Delivery	Business Analyst	16/01/2019	9.00	AM	6.00	PM	9.00	H

OUTPUT FIELDS:

1. Document No: It will shows the attendance Document number
2. Business Partner: It will shows the name of the employee

3. Department: It will shows the Department of the employee
4. Position: It will shows the Poistion of the Employee
5. Date: It will show the date of the attendance
6. InTime: It will show the Intime of the date
7. Out time: It will show the Outime of the date
8. In period: It will show the In period (eg. am)
9. Out Period: It will show the Out Period (eg.pm)
10. Duration: It will show the duration present on the date
11. Unit: It shows the unit of the duration like Hours and minutes