

# Attendance summary

- Introduction
- Execution

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## **Overview**

This report used to Employee wise or month wise attendance summary details showing purpose

## **Business Case**

In a manufacturing Industry HR person want to see the total tracking detail for employee attendance .This report is used to track the details.

# Execution

Attendance summary

Organization

Business Partner

Valid from

Valid to

Run as Job

View Report **HTML** Print Format Attendance summary Summary

Report: Attendance summary

HTML Attendance summary Summary

Business Partner	Department	Employee Attendance	leave	Position	Valid from	Valid to	work_days	worked_days	working_days
Vijayakumar.s	Delivery	1000434	0	Business Analyst	01/01/2019	31/01/2019	22	22	23
Vijayakumar.s	Delivery	1000440	0	Business Analyst	01/06/2019	30/06/2019	20	20	20
Vijayakumar.s	Delivery	1000441	0	Business Analyst	01/07/2019	31/07/2019	27	27	23

## Criteria

### Selection fields

- 1.Organisation :Select the organization from where the report needs to populate and display the data.
- 2.Business partner ; System will display the employee name

3.Valid from :From date

4.Valid to : To date

## **Output fields**

1.Business partner : System will display the business partner name from the attendance summary

2.Department: Employee against department populate the system

3.Employee Attendance : Individual month employee attendance id populate this field

4.leave :System will display the Employee leave details

5.Position : Employee position

6.Valid from ;From date

7.Valid to :To date

8.work\_days :Employee work days

9.worked\_days:Company worked days

10.working\_days :HR calendar based ,Working days