

Attendance Type

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Introduction

Introduction

Overview

1. It is used to mention the attendance type . It is used in the HR modules.

Business Case

1. In a company attendance type is used to maintain the employee attendance details.(Ex :
Monthly Attendance)

Tab

Tab

Attendance Type

The screenshot shows the 'Attendance Type' configuration page in the Konnect Analytics application. The page is titled 'Attendance Type: Monthly'. The 'Client' is 'Konnect Demo' and the 'Organization' is 'Manufacturing Discrete'. The 'Name' is 'Monthly'. There are checkboxes for 'Shift', 'Active', and 'Valid'. The 'Daily' section has 'Daily Hours' set to 8 and 'Daily Partial Hours' set to 4. The 'Weekly' section has 'Daily Hours' set to 8, 'Daily Partial Hours' set to 4, and 'Type' set to 'Calendar Days'. The 'Monthly' section has 'Daily Hours' set to 8, 'Daily Partial Hours' set to 4, and 'Type' set to 'Customized Days' with a value of 24.

Critical Fields

1. Name : Used to mention the attendance type name. The name of an entity (record) is used as a default search option in addition to the search key. The name is up to 60 characters in length.
2. Daily Hours : It is used to mention the daily working hours. (Type : daily, monthly, weekly)
3. Daily Partial Hours : It is used to mention the daily partial working hours.
4. Type : Used to mention the calendar type from the list. (Calendar days, Customized days)

Critical & onetime setup fields

1. Organization Field : This Field is used to select the organization which you are going to process the document.

Non-Critical Fields

1. Shift : If we select this check box ,shift sub tab will open.We can mention the shift details here.
2. Customized Days : It is used to mention the customized working days.
3. Starting Day : If we select the weekly customized day , then we should select the starting day.
4. Sunday : If we select this check box this day will be a working day . (If we select the calendar days,it will present)
5. Monday : If we select this check box this day will be a working day . (If we select the calendar days,it will present)
6. Tuesday : If we select this check box this day will be a working day . (If we select the calendar days,it will present)
7. Wednesday : If we select this check box this day will be a working day . (If we select the calendar days,it will present)
8. Thursday : If we select this check box this day will be a working day . (If we select the calendar days,it will present)
9. Friday : If we select this check box this day will be a working day . (If we select the calendar days,it will present)
10. Saturday : If we select this check box this day will be a working day . (If we select the calendar days,it will present)

Zoom condition's

1. We can zoom and find the salary structures by using this attendance type.

Customization

Tab

Shift

The screenshot shows the 'Shift' configuration page in the Konnect Analytics application. The page is titled 'Attendance Type: Monthly' and displays the following fields:

- Client:** Konnect Demo
- Organization:** Manufacturing Discrete
- Attendance Type:** Monthly
- Name:** Day shift
- Description:** (Empty text area)
- Start Time:** 09:00
- Grace Time:** 60
- End Time:** 07:00
- Grace Time:** 30
- Period:** AM
- Unit:** Minute
- Period:** PM
- Unit:** Minute
- Active:**

Critical Fields

1. **Name :** This is used to mention the shift name. The name of an entity (record) is used as a default search option in addition to the search key. The name is up to 60 characters in length.
2. **Attendance Type :** Used to select the shift attendance type. (Daily, Weekly, Monthly, Hourly)

Critical & onetime setup fields

1. **Period :** Used to select the Attendance In and Out period time. (AM, PM)

Non-Critical Fields

1. **Start Time :** Used to mention the shift starting time.
2. **End Time :** Used to mention the shift ending time.
3. **Grace Time :** Used to give an extra time for in and out time.

Zoom condition's

1. We can zoom and find the salary structures by using this shift.

Validation

Validation

Validations

Save

1. It is used to save the records after the mandatory fields are filled.

Delete

1. It is used to delete the records before the transactions are done.

Video