

# 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

# Attendance Type

**KONECT ANALYTICS** | atte | Search | User Icon

Prasanth P@Kconnect Demo\*/Kconnect Demo Admin | Feedback | Profile | Preference | Change Role | Log Out

**Favourites** | Recent Items

Home (7) | Summary | **Attendance Type: Monthly**

**Attendance Type**

Client: Kconnect Demo | Organization: Manufacturing Discrete

Name: Monthly

Description:

☒ Shift ☒ Active ☒ Valid

**Daily**

Daily Hours: 8

Daily Partial Hours: 4

**Weekly**

Daily Hours: 8

Daily Partial Hours: 4

Type: Calendar Days

☐ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday

☒ Thursday ☒ Friday ☒ Saturday

**Monthly**

Daily Hours: 8

Daily Partial Hours: 4

Type: Customized Days

Customized Days: 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' setup form in the KCONNECT ANALYTICS application. The interface includes a top navigation bar with the logo, search bar, and user profile. A sidebar on the left contains 'Favourites' and 'Recent Items' sections. The main content area is titled 'Attendance Type: Monthly' and contains the following fields:

- Client:** Konnect Demo
- Organization:** Manufacturing Discrete
- AttendanceType:** Monthly
- Name:** Day shift
- Attendance Type:** Monthly (dropdown menu)
- Description:** (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