

Attendance

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Window Introduction

Overview

This window used for Employee attendance creation purposes, this attendance create for three types 1.Employees 2. Department 3.Position

Business Case

Tabs

Tabs

Attendance header

The screenshot shows the 'Attendance' header form. At the top, there's a tab labeled 'Attendance' with navigation icons on the right. Below the tab, the form is divided into several sections. The first section, labeled 'Inserted', contains fields for 'Client' (set to 'XYZ Foundation'), 'Organization' (a dropdown menu), 'Document No' (a text field), 'Target Document Type' (a dropdown menu set to 'Konnect Payroll'), 'Valid from' (a date picker), and 'Valid to' (a date picker). A 'Generate Attendance' button is located below these fields. The second section, 'Employee Information', contains fields for 'Employee' (a dropdown menu), 'Department' (a text field), and 'Position' (a text field). The third section, 'Status', contains a 'Document Status' dropdown menu set to 'Drafted', an 'Active' checkbox which is checked, and a 'Document Action' button. Below these sections is an 'Attendance Tracking' section with a table. The table has columns: Organization, Employee Attendance, Employee, Department, Position, Active, InTime, OutTime, Period, and Per. The table is currently empty, showing 'No Records found'.

| Organization | Employee Attendance | Employee | Department | Position | Active | InTime | OutTime | Period | Per |
|------------------|---------------------|----------|------------|----------|--------|--------|---------|--------|-----|
| No Records found | | | | | | | | | |

Critical Fields

Critical & onetime setup fields

Non-Critical Fields

1.Organization:This Field is used to select the organization

2.Target Document Type- This Field is used to select the type of the document that you are going to process

Zoom condition's

Customization

Process :

Generate Attendance Process is is used to Generate the Attendance based on the following parameters Business Partner, Department, Process, In time, Out time.

Attendance Tracking

The screenshot displays the 'Attendance Tracking' application interface. At the top, there are tabs for 'Home (52)', 'Summary', and 'Attendance: 1000102 1000025'. Below the tabs is a toolbar with various icons. The main content area is titled 'Attendance > Attendance Tracking' and shows 'Data requested'. The form contains the following fields:

- Client:** Konnect Demo
- Organization:** Food Industry
- DocumentNo:** 1000102
- Employee Attendance:** 1000102_-1_01/07/2023_15/07/2023
- Search Key:** 1000025
- Date:** 01/07/2023
- Employee:** Charlie-1
- Department:** Marketing
- Position:** Senior Executive
- Payroll Detail:** (empty field)
- InTime:** 8.00
- Period:** AM
- OutTime:** 8.00
- Period:** PM
- Duration:** 12.00
- Unit:** Hours
- Active:** ☒ Active

Critical Fields

Critical & onetime setup fields

1. Employee : Here We can give the employee name for that separate rate.
2. Date : In the date field we can give the particular date of the month.
3. In Time : It is used to give the In time for the particular date and employee
4. Out Time : It is used to give the Out time for the particular date and employee

Non-Critical Fields

Zoom condition's

Document Actions

Validation

Save

1. System will check all mandatory fields

Delete

1. System will delete the order and its history details
2. If you want to delete the whole record, first need to delete the activity against the document number and delete the header.

Document action prepare

1. System will check the period details and master data checking

Document action complete

1. System will set the status as complete for the document and keep the Record ready for processing.
2. Once document action is complete, all fields are updated in read-only

Document action void/reverse correct actual

1. Void- the system will reverse all the transaction data and change the document status to Void

Document action close

1. the system will check whether all the activity for the document is completed and change the

Document status to close.

Process

Generate Attendance Process :

1) This Process is used to generate the attendance for the Particular Period that we have given in header.

2) We can generate attendance here with give In time and out time as mandatory.

3) And we can generate attendance by using filter like employee, department and position.

Video

Attendance Creation :

https://www.youtube.com/watch?v=_RGBxnwTPSo

Attendance Type Creation :

<https://www.youtube.com/watch?v=kzaxcbyEgls>

Reports

| Sr.No | Report Name | Report Purpose |
|-------|--------------------------|--|
| 1 | Attendance Summary | In this report we can find the attendance details for employee with Working days, Worked days, Paid leaves, Un paid leave, OT and Leave details. |
| 2 | Attendance Report (ESSL) | |
| 3 | Employee Attendance | |