

HOYA ELECTRONICS SINGAPORE PTE. LTD.

COMPANY CLOCK IN/OUT SYSTEM GUIDE

Overview:

This guide will help you understand how to effectively use the clock-in/out system to record your working hours. Please follow these instructions and guidelines to ensure accuracy and compliance.

System Overview

Our clock-in/out system is accessible via the following methods:

- **Mobile App:** Available for download on iOS and Android.
- **Desktop Web Portal:** Accessible via your company login credentials.
- **Physical Clock-In Stations:** Located at office entrances.

Steps to Clock In

1. Mobile App:

- Open the app and log in with your company credentials.
- Tap the "Clock In" button.
- Confirm your location (if prompted).
- Wait for the confirmation message.

2. Desktop Web Portal:

- Log in to the portal using your employee ID and password.
- Navigate to the "Clock In/Out" section.
- Click "Clock In" and confirm the action.

3. Physical Clock-In Station:

- Swipe your employee badge over the reader.

- Wait for the system to display your name and confirmation message.

Steps to Clock Out

1. Mobile App:

- Log in to the app.
- Tap the "Clock Out" button.
- Confirm your location (if prompted).
- Wait for the confirmation message.

2. Desktop Web Portal:

- Log in to the portal.
- Navigate to the "Clock In/Out" section.
- Click "Clock Out" and confirm the action.

3. Physical Clock-Out Station:

- Swipe your employee badge over the reader.
- Wait for the system to display your name and confirmation message.

Guidelines for Using the System

- 1. Be Punctual:** Always clock in/out at the beginning and end of your shift.
- 2. Accuracy:** Ensure the time recorded matches your actual working hours.
- 3. Breaks:** Use the "Start Break" and "End Break" options (if available) to record your lunch or other breaks accurately.
- 4. Troubleshooting:** If the system fails to recognize your login or badge, contact the HR support team immediately.
- 5. Manual Adjustments:** If you forget to clock in/out, inform your manager for manual adjustment. Repeated manual adjustments may result in review.

- 6. Remote Work:** Employees working remotely should use the mobile app or web portal to clock in/out and confirm their location.

Common Issues and Solutions

- **Forgot to Clock In/Out:** Inform your manager and log it in the system as soon as possible.
- **Technical Glitch:** Restart the app or browser and try again. If the issue persists, contact HR support.
- **Lost Badge:** Request a replacement badge from HR immediately and use the mobile or desktop option in the meantime.

Important Reminders

- Clocking in/out is mandatory for accurate payroll processing.
- Any discrepancies in your work hours must be reported within 24 hours.
- Misuse of the system, such as clocking in/out for another employee, is strictly prohibited and will result in disciplinary action.

Support Contacts

- **HR Support:** hr@company.com
- **Manager Assistance:** Contact your immediate supervisor.

Thank you for your cooperation! Ensuring accurate timekeeping helps us maintain transparency and efficiency across the organization.