

ATTENDANCE

- ❖ HOW TO USE ATTENDANCE ON THE BAYZAT APP
- ❖ HOW TO CHECK IN AND CHECK OUT
- ❖ WORK BREAKS: HOW TO START AND END BREAK
- ❖ HOW TO VIEW YOUR ATTENDANCE REPORTS
- ❖ HOW TO VIEW SHIFTS AND MARK ATTENDANCE
- ❖ MULTIPLE VISITS – START AND END A VISIT
- ❖ VIEWING YOUR SCHEDULED OVERTIME HOURS
- ❖ HOW TO REQUEST EXTRA HOURS COMPENSATION

BAYZAT



❖ HOW TO USE ATTENDANCE ON THE BAYZAT APP

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- **Checking in and out of work and breaks, making comments on attendance records, and viewing attendance reports**

- **To activate attendance tracking, please make sure you have done the following:**

- 1. Download the Bayzat mobile app on your smartphone.**
- 2. Register and activate your account.**
- 3. Enable location services for the Bayzat app.**

NOTE:

- You get notified 10 mins before every check-in or check-out as a reminder to mark your presence on the app.
- If you've missed checking in on time and tried to check in late, you get a warning message that you've exceeded the allowed late check-in time, but you can still check in late or will be marked as absent.
- You must check in within 120 minutes from the start of office timing, if you cannot check in after 120 minutes, please notify HR along with the approval of your supervisor to adjust the timing with valid reason.
- If you forgot to check out, your hours won't be counted for that day, but you will be marked as present. Please inform the HR as soon as possible for the adjustment to avoid issue on your salary for the month.
- If you're on leave, you will not be required to check in/out of attendance on Bazyat and neither will you be sent reminders about the same.



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❖ HOW TO CHECK IN AND CHECK OUT

BAYZAT

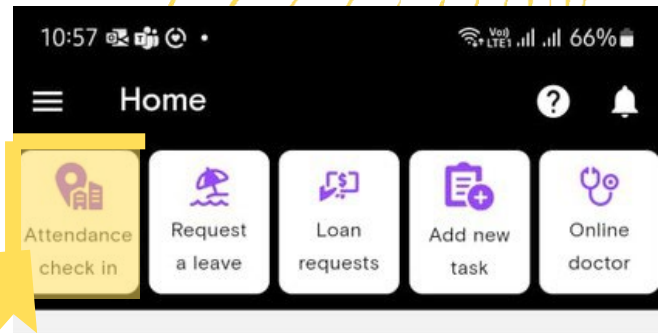


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HOW TO CHECK IN & CHECK OUT:

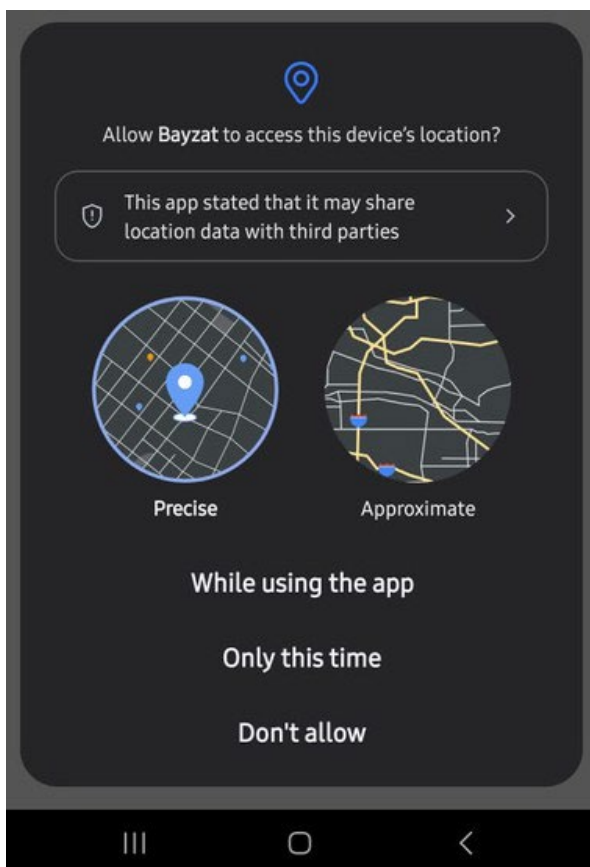
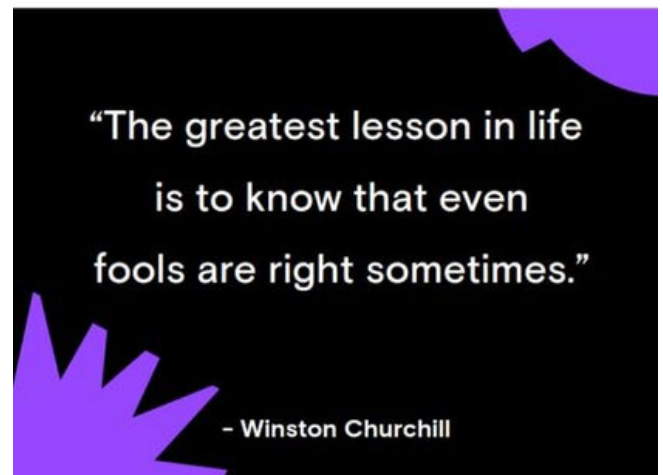
Step 1:

Log in through Bayzat website or website app



Step 2:

Click on
"Attendance Check in"



Step 3:

Turn on access device location by clicking on the **While using the app** button.

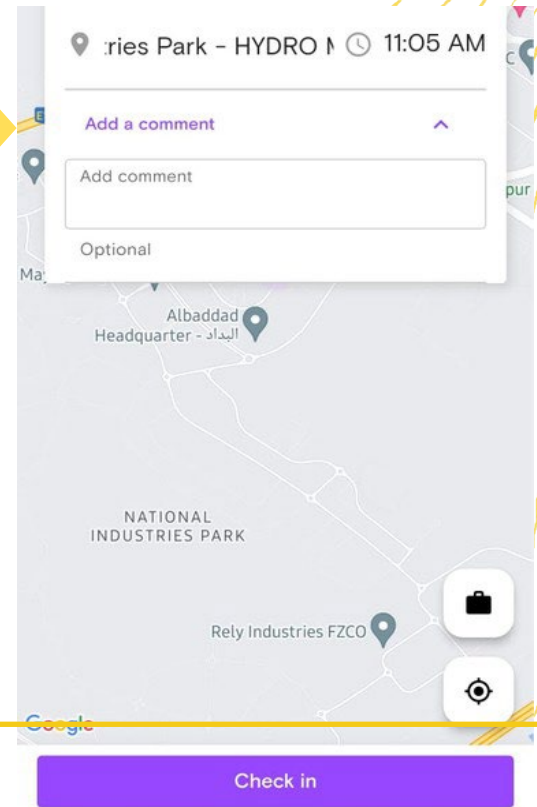
Step 4:

Check on your location

Optional:

- You can add some details and information on the Add a comment section.

A google map screen will appear.



Step 5:

Click on the **Check in** button to finalize your attendance.

Ensure to confirm your check in to mark your attendance.

Checking out:

Repeat steps 1 to 4 and finalize your attendance by clicking on the **Check out** button.

Ensure to confirm your check out to mark your attendance.

HOW TO MAKE COMMENTS ON ATTENDANCE RECORDS:

- Click on your work hours.
- Click to make comments use "@mention" to tag managers.
- Click the 3 dots on the right side ":" to delete or edit your comment.
- You can leave a comment where applicable to be viewed by the HR and your Line Manager.
- *If your employer has enabled image capturing, you will be prompted to snap a picture to be uploaded with your check-in time.*



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❖ **WORK BREAKS: HOW TO START AND END BREAK**

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WORK BREAKS

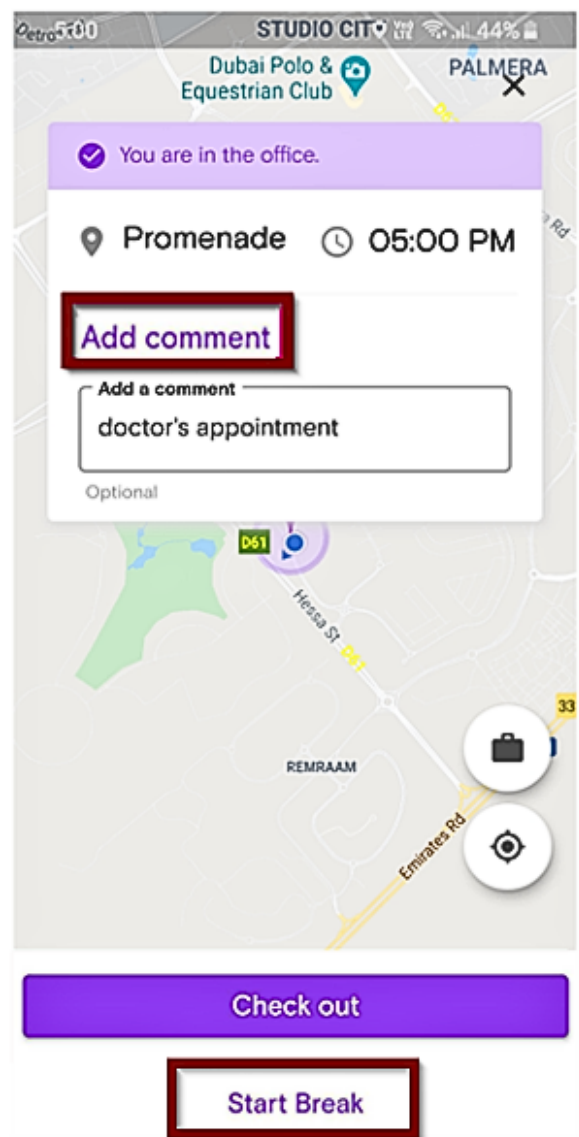
HOW TO CHECK IN AND OUT OF BREAKS

If your employer has requested check-ins and check-outs of your work breaks, you can do so on the Bayzat app.

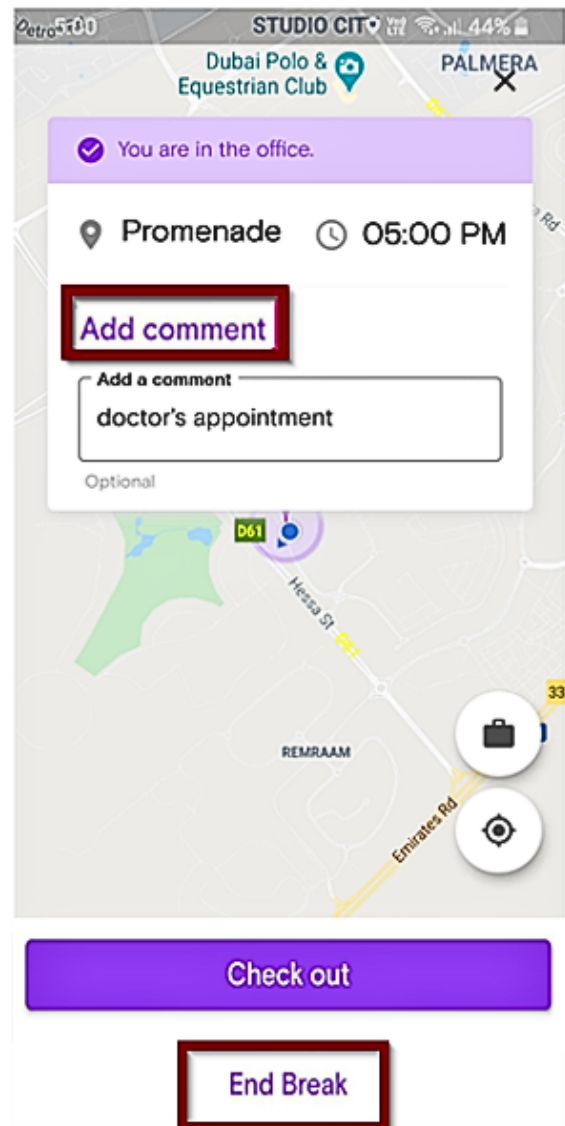
To do so, on the home page of your Bayzat app, click on the Attendance widget > Start Break (once you've already checked in to attendance for the day).

You will be asked to confirm "Are you sure you want to start break?"

Click on Yes to start your break timing.



- To end the break, go back to the home page on the app, and click on Attendance > End Break > confirm to end the break by clicking on Yes.



NOTE:

You can check in and out of your break multiple times as long as the total break duration does not exceed that specified by your employer.



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❖ HOW TO VIEW YOUR ATTENDANCE REPORTS

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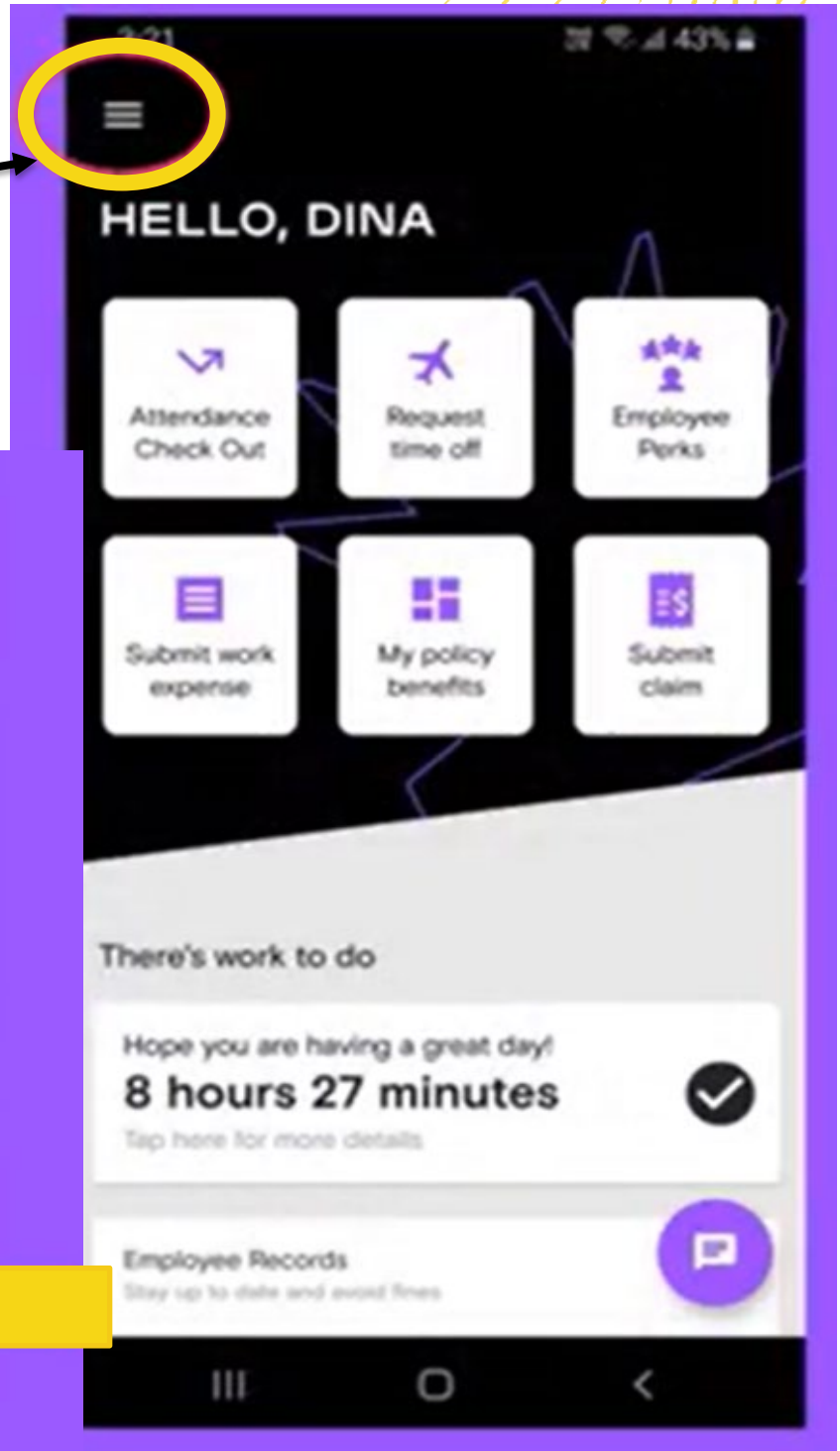
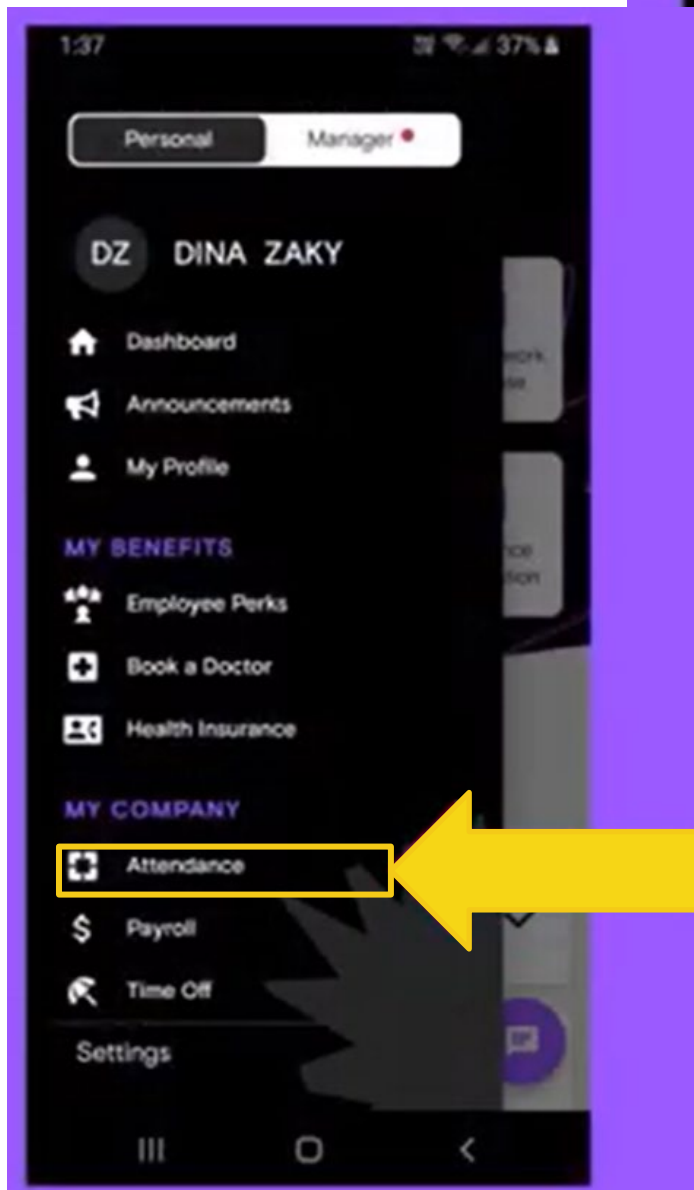
ATTENDANCE REPORTS

HOW TO VIEW YOUR ATTENDANCE REPORTS

(MOBILE AND DESKTOP VIEW)

USING YOUR MOBILE:

- Click on your menu tab
- Click on ATTENDANCE

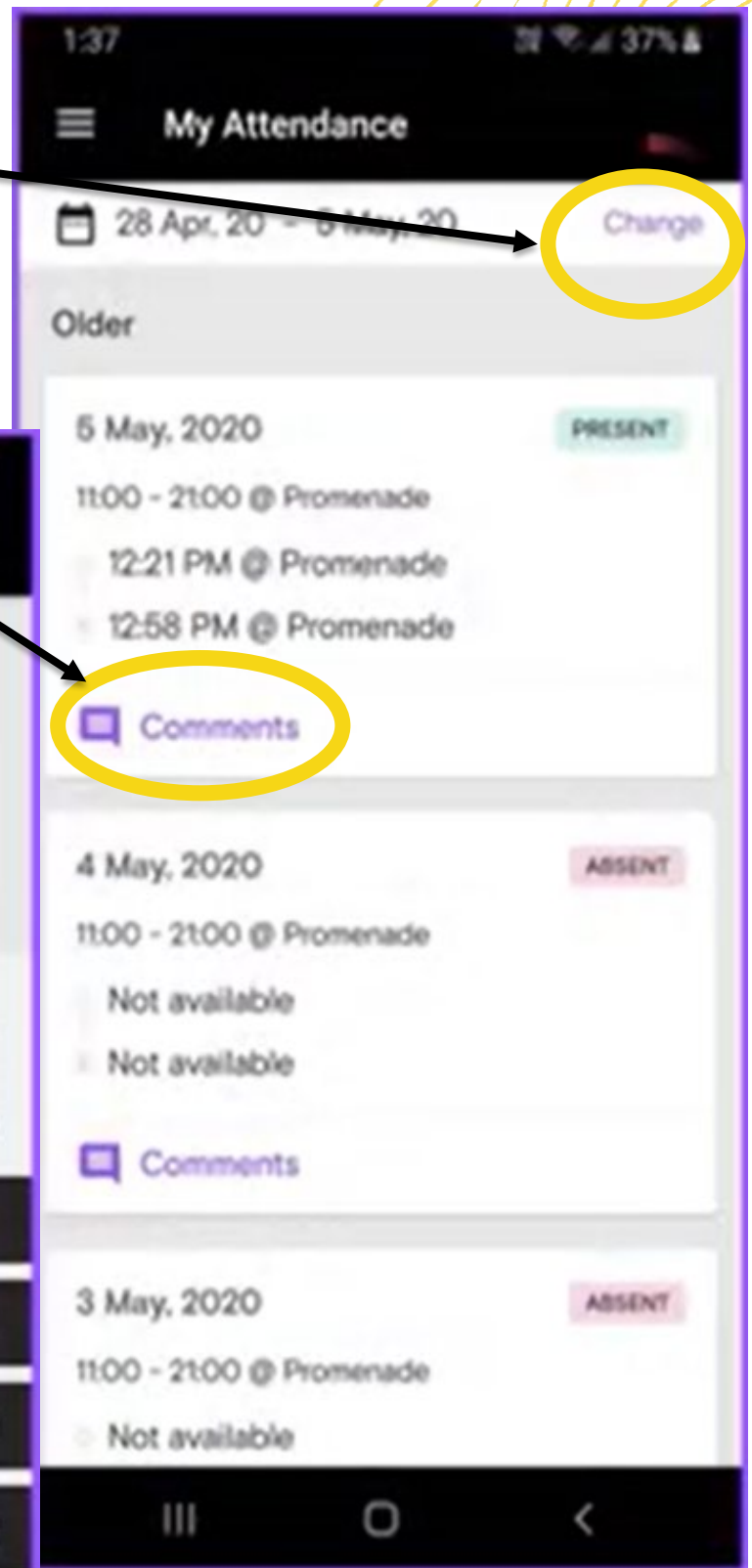
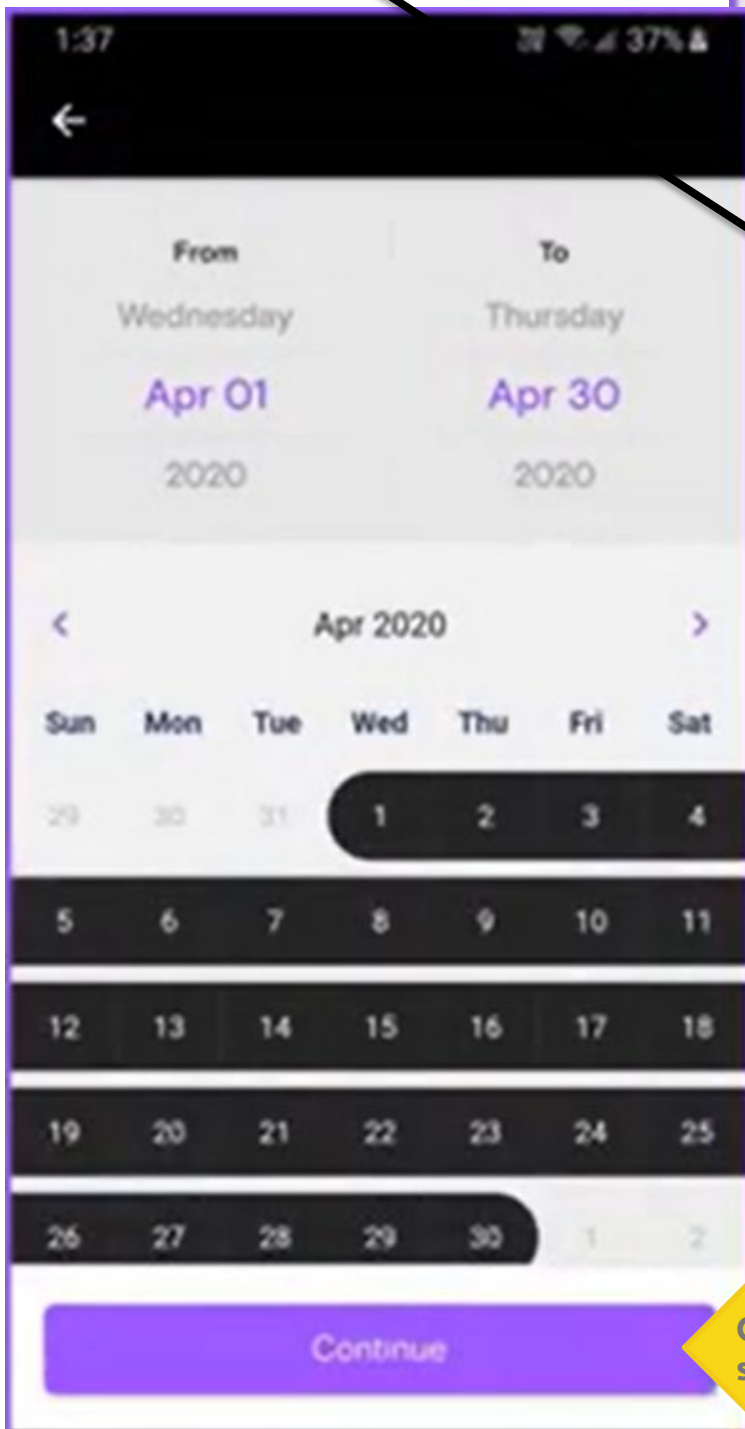


ATTENDANCE REPORTS

HOW TO VIEW YOUR ATTENDANCE REPORTS

(MOBILE AND DESKTOP VIEW)

- Change the date range if needed.
- Select the date range.
- View your records and make comments if needed.



Continue after
selecting Date Range

ATTENDANCE REPORTS

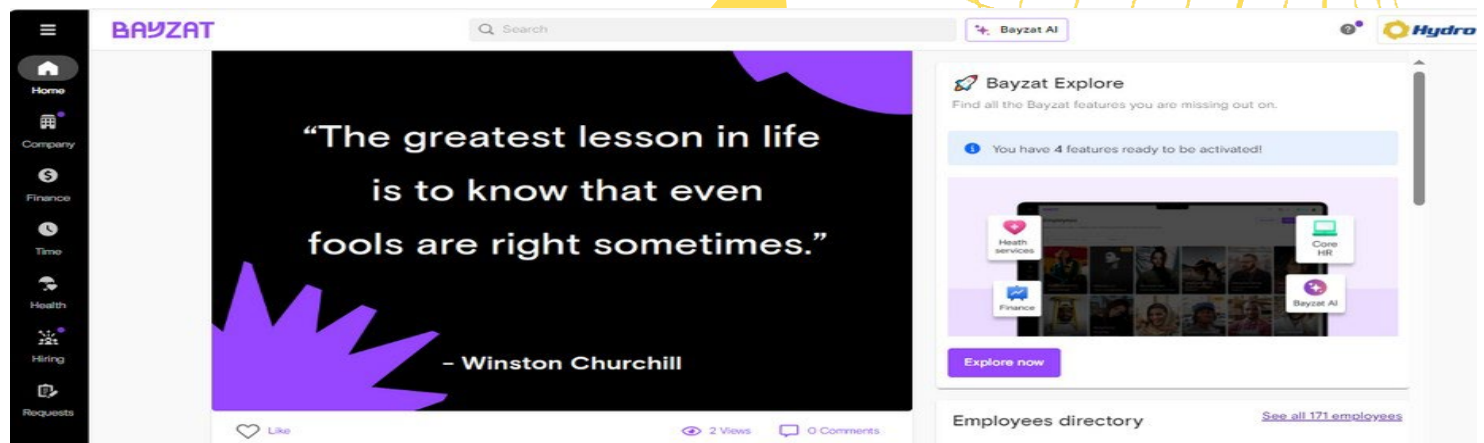
HOW TO VIEW YOUR ATTENDANCE REPORTS

(MOBILE AND DESKTOP VIEW)

USING YOUR DESKTOP:

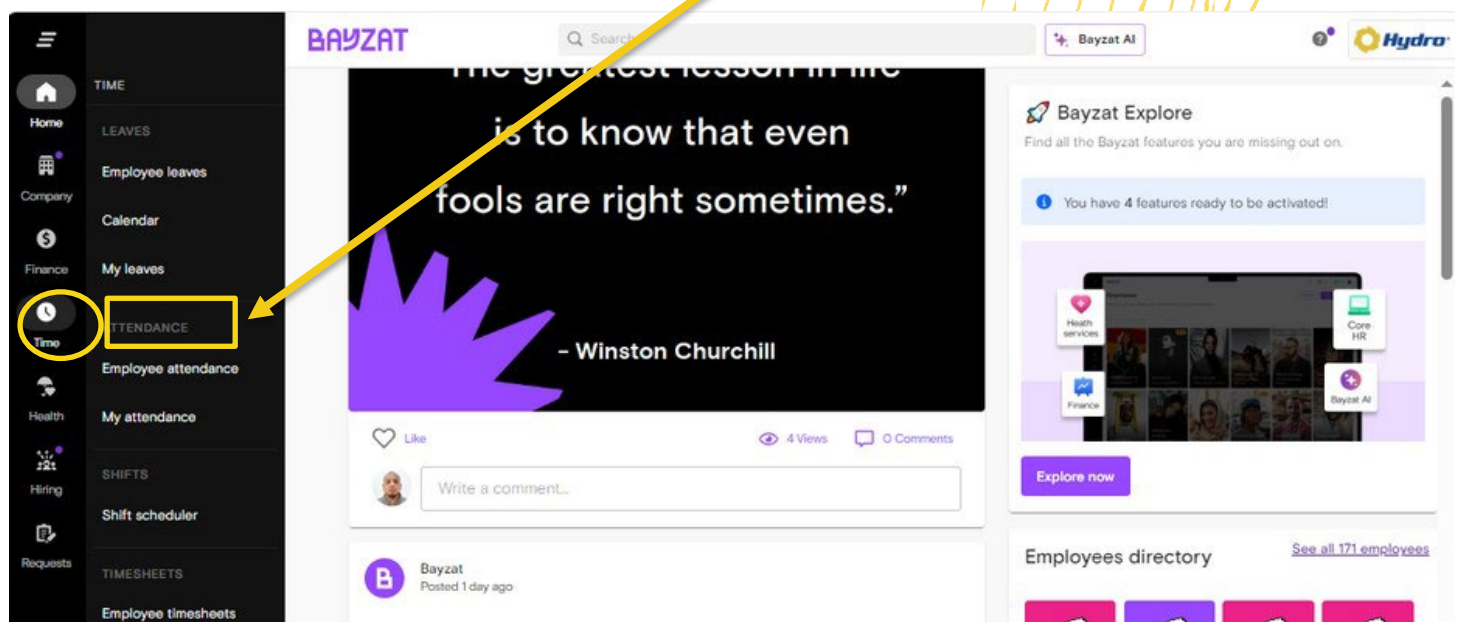
Step 1:

- Visit www.bayzat.com and log in your credentials using your assigned email address and password, Once logged in, you will be redirected to your home profile.



Step 2:

- On the left side of the screen, Navigate to: Time>My Attendance> Check in.



- You will see your real-time hours worked under the Work tab and can access your own attendance reports by clicking either on the icon or on Attendance as shown below.
- You can change your date range to run customized reports.



❖ HOW TO VIEW SHIFTS AND MARK ATTENDANCE

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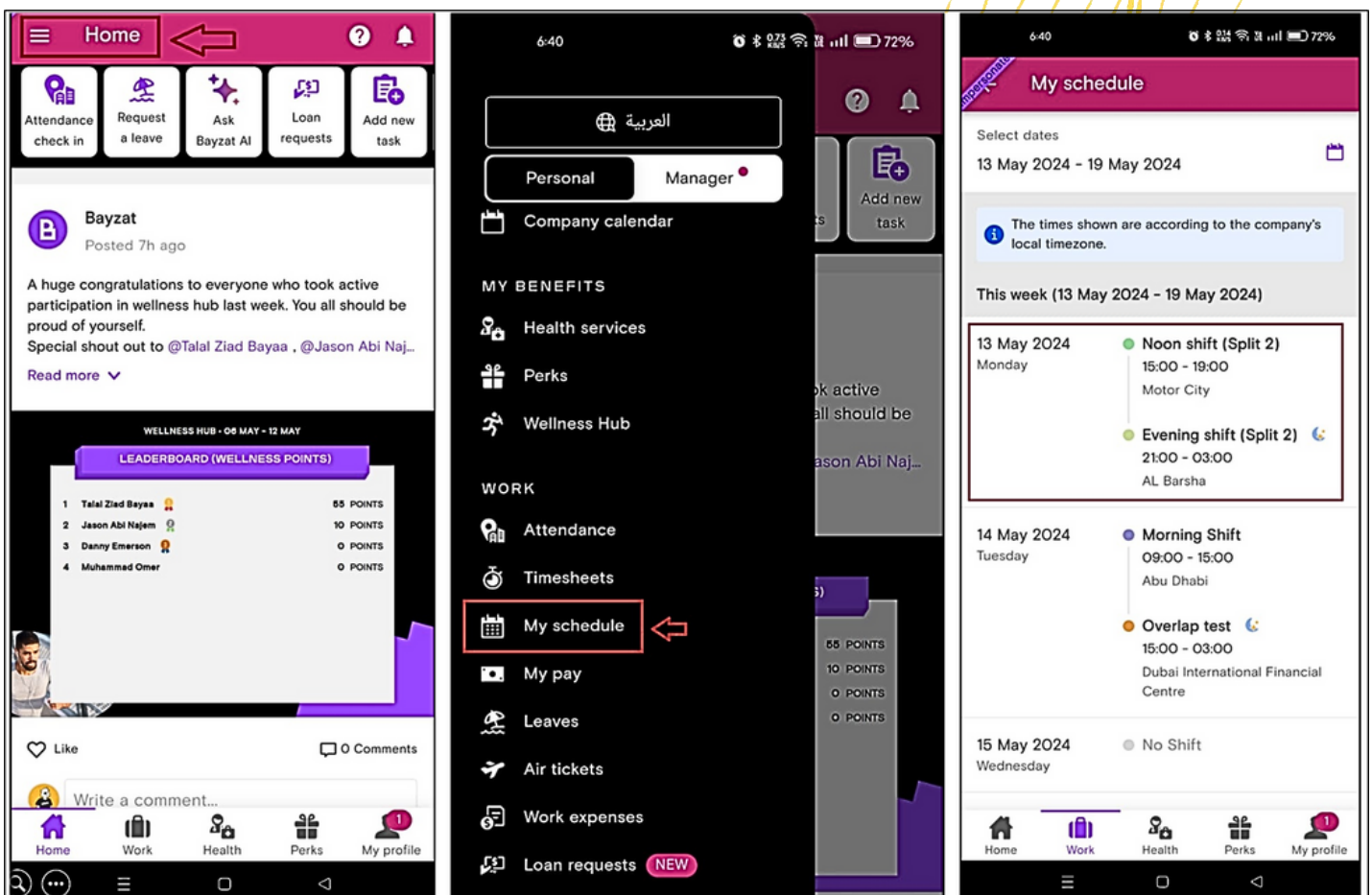
HOW TO VIEW SHIFTS AND MARK ATTENDANCE:

On Bayzat, employees can view all their published shifts in a weekly view.

Under the menu tab, click on My Schedule. (you can also check your schedule by going to the Work tab at the bottom and clicking on My schedule)

Note:

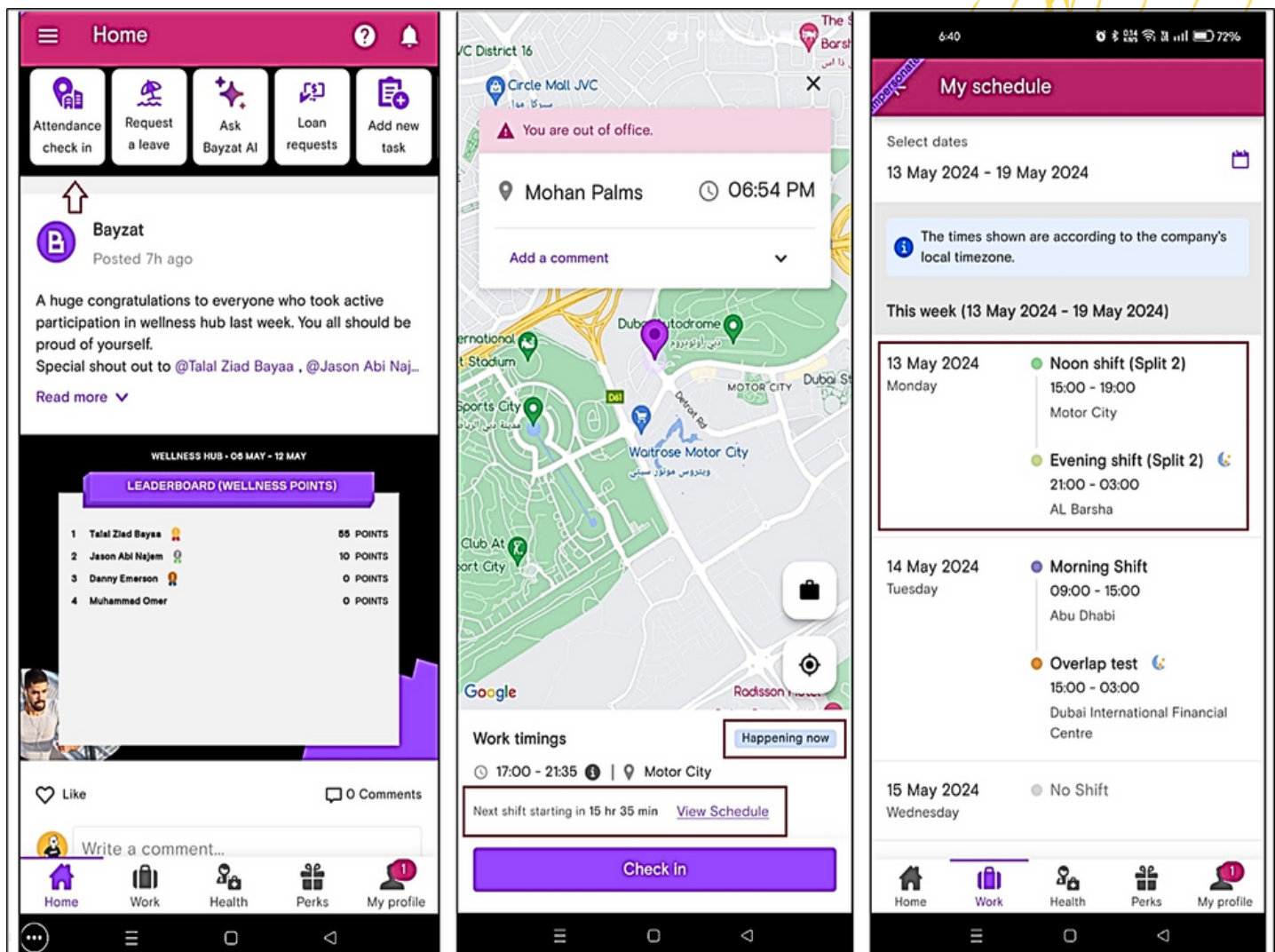
- Each shift will display the day, date, branch/office, and shift timing.
- Days off, leaves, public holidays, and weekend days will be marked accordingly.



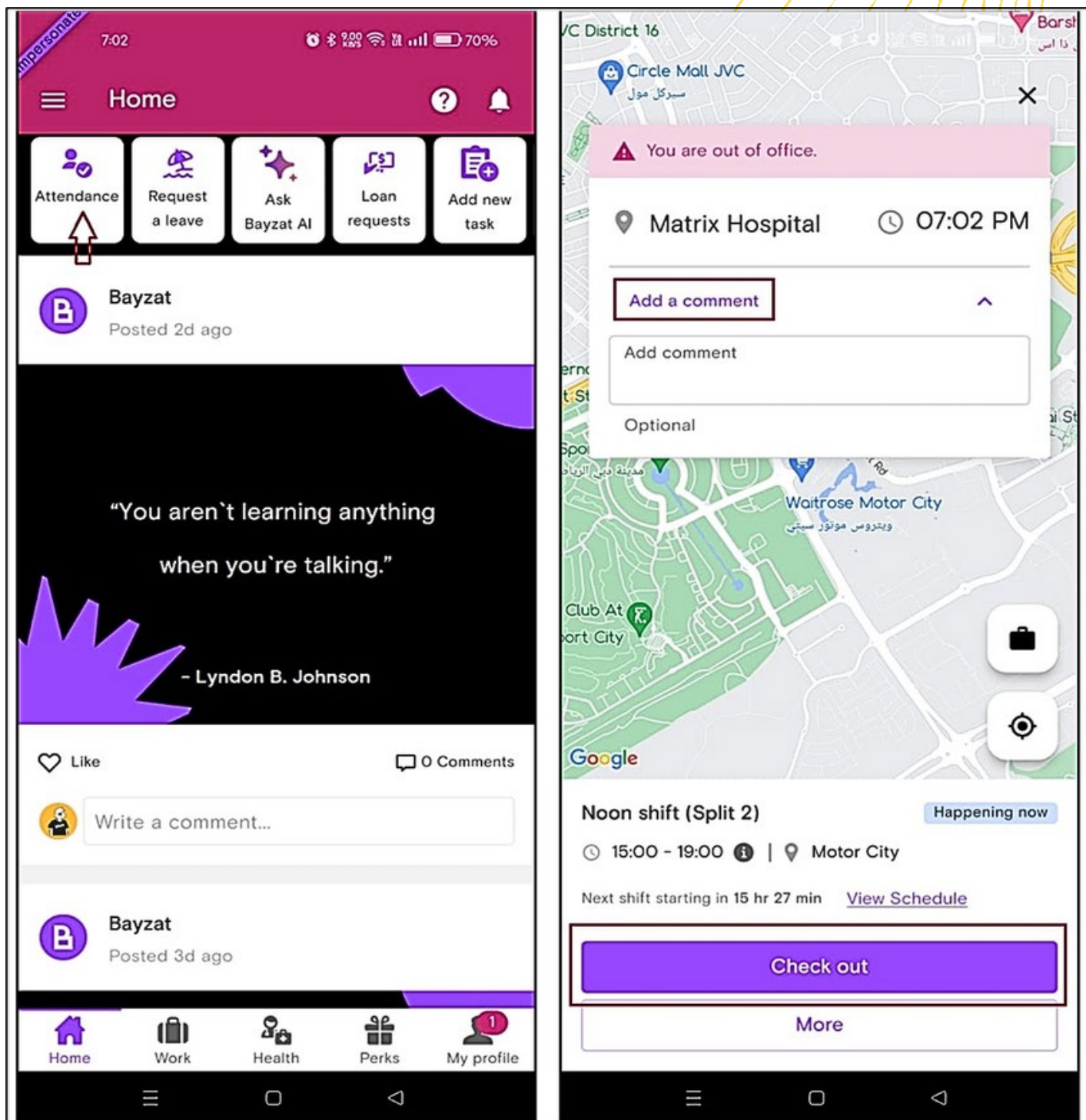
To check in and check out of your shift every day, follow the steps below.

Step 1:

- On your Bayzat app, click on the Attendance check in widget on your home page and then click on "Check in" at the start of your shift as you enter your shift location to mark your presence.
- In case of Split shift, you will see the current shift as "Happening now" and the details of your next shift below.



Step 2: Once you are done with your work shift for the day, click on the Attendance widget on home page of your Bayzat app and then click on "Check out" as you leave your shift location to indicate ending your shift on time.



Note:

You will receive a push mobile notification when your shifts are published or when they are changed.



❖ MULTIPLE VISITS - START AND END A VISIT

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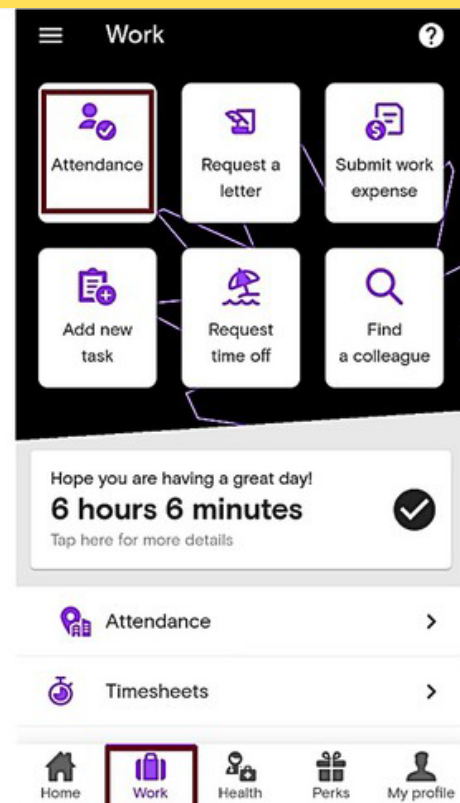
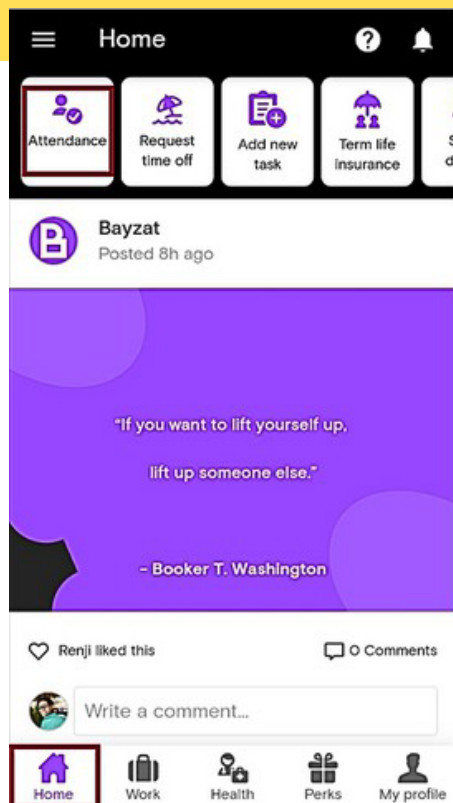
Step 1:

The employee must first Check-in for the day

Step 2:

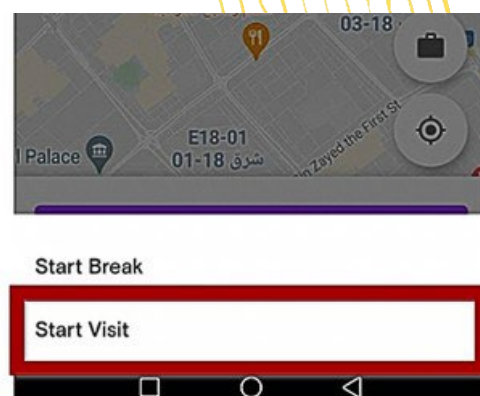
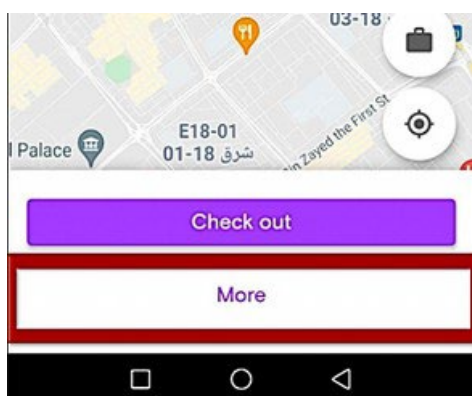
Employees can start a visit from:

- Attendance widget on the Home page.
- Attendance widget on the Work tab.



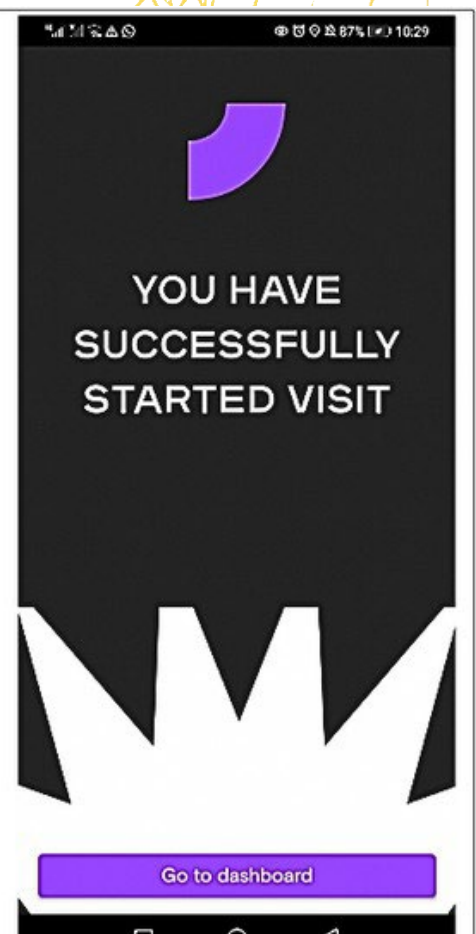
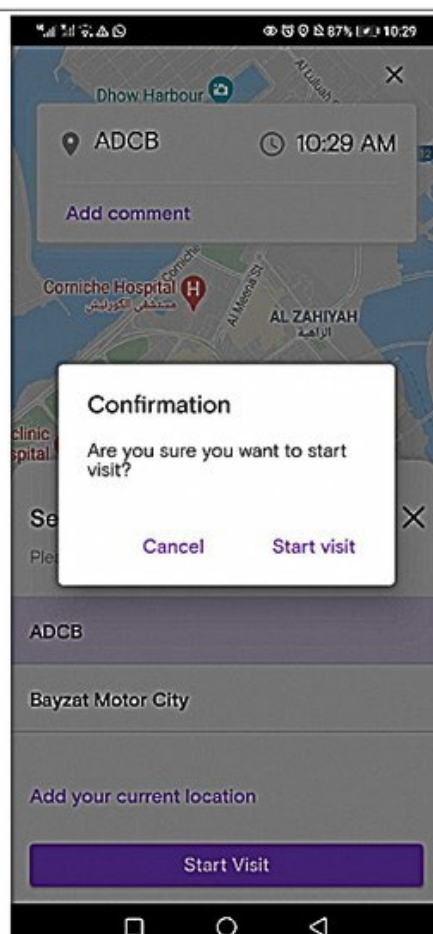
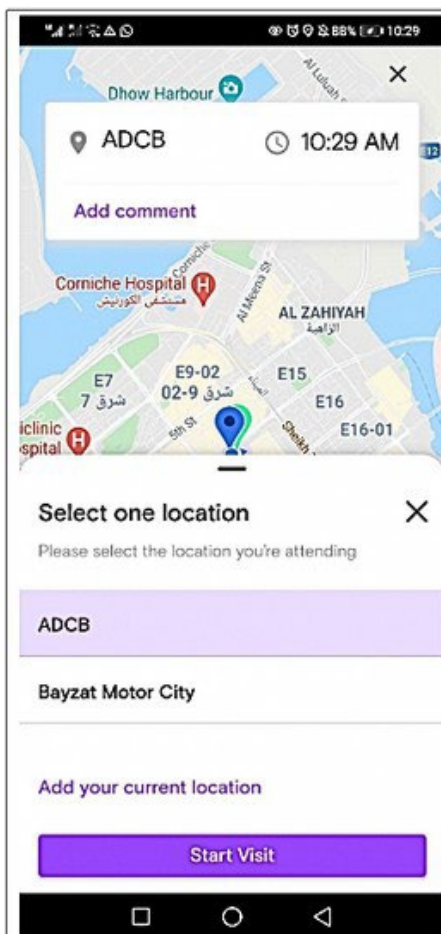
Step 3:

Select the "More" button to see the "Start Visit" option.



Step 4:

- Once you select 'Start Visit', you will be shown a map view with pins of any visit locations in your radius.
- You can then select the location you are visiting from the list and click 'Start Visit'.
- Once you are done with your meeting, you can come back to the same screen to 'End Visit'.
- You can repeat this action multiple times for each location you visit during the day.



HOW TO ADD A VISIT LOCATION WHEN STARTING A VISIT:

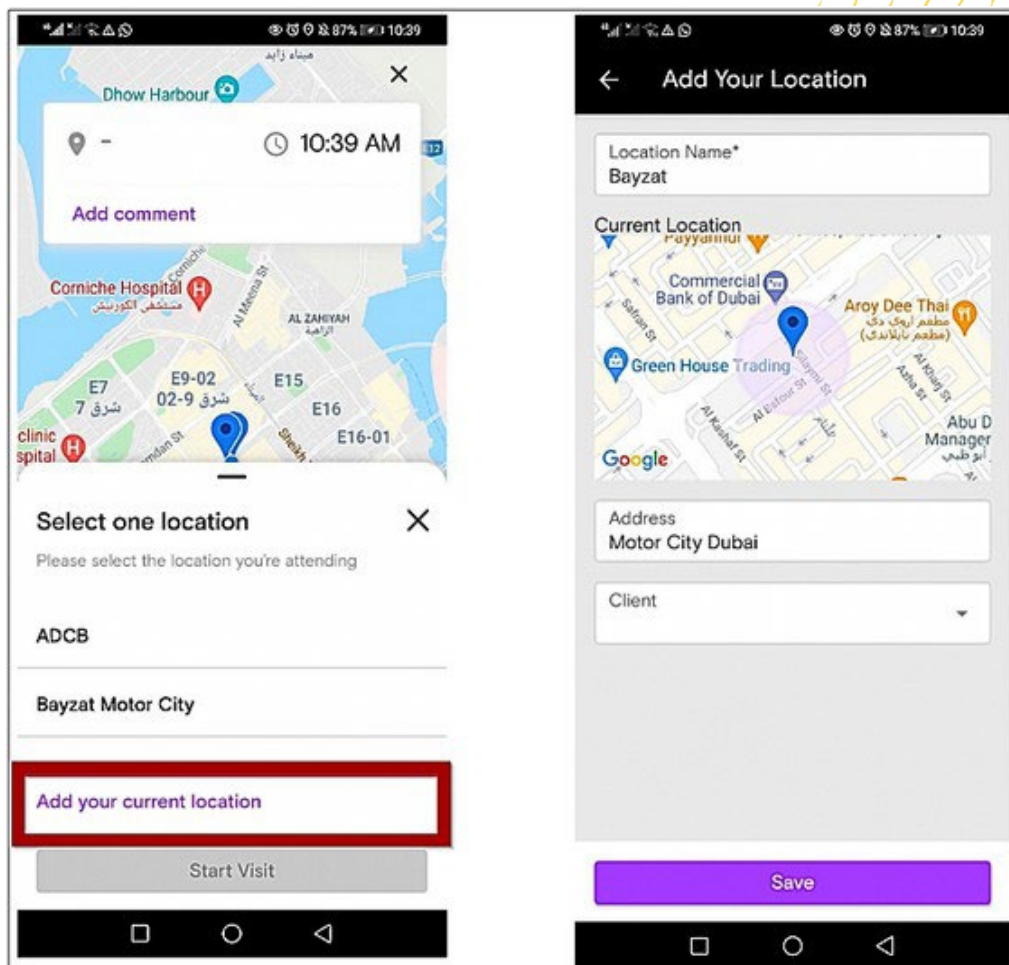
When an employee chooses to start a visit, but the location they are at does not appear on the list; they will have the ability to add their current location to the list.

TO CREATE A VISIT LOCATION:

1. Select "Add your current location" on the location selection page when starting a visit.

2. You will then have to enter these details:

- a. Location Name
- b. Current Location (will be automatically fetched from google maps)
- c. Address (this field will be auto-fill and the user can edit if they choose)
- d. Client (optional)
- e. Click on "Save"

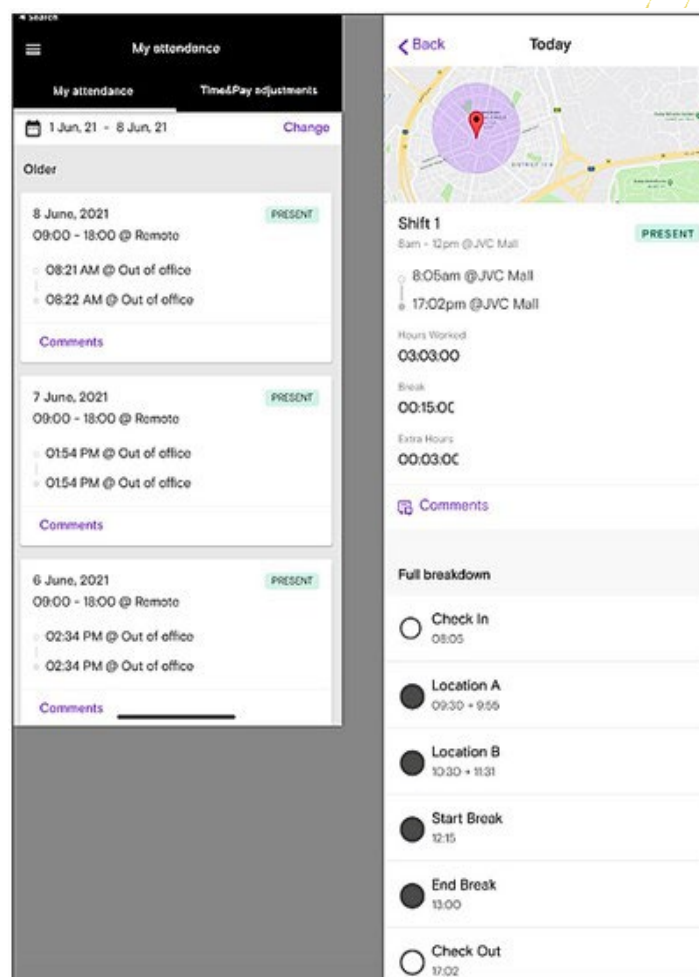


NOTE: WHEN TO CREATE A LOCATION?

- You will only be shown locations that are within your radius to start the visit.
- It is best if you reach the exact meeting spot and then check the list.
- If the location still does not appear on the list, you may proceed to add your current location.

HOW TO VIEW A TIMELINE OF THE VISITS IN MY ATTENDANCE?

- You can view your attendance report by going under Attendance > My Attendance.
- When you click on an attendance card, it will take you to the detailed view.
- Here you can view a full breakdown of locations visited and timings.



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❖ **VIEWING YOUR SCHEDULED OVERTIME HOURS**


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THIS ARTICLE DESCRIBES HOW YOU CAN VIEW, ACCEPT OR REJECT YOUR SCHEDULED EXTRA HOURS.

- As an employee, you can see your scheduled extra hours under Attendance > Time & Pay Adjustments which you can accept or reject.
- You can also see the name of the manager who assigned the instruction.
- And you can view any comments made by the manager.

 **My attendance**

My attendance

Time&Pay adjustments

 30 Apr, 20 - 30 Apr, 22 [Change](#)

3 May 2021 (Scheduled for) SCHEDULED

Extra Hours

Unit


2 hr 0 min

Compensation Type

Assign to payroll

Comments

Decline

 **Scheduled Extra hours**

Assigned Date

29 Mar, 2021

PENDING ACCEPT

Assigned by

Jimmy Gamal


Requested Extra hours

02:00 hrs

Scheduled Checkin / Checkout Times

09:00 - ~~18:00~~ 20:00 (+2hrs 00min
Scheduled Extra hours)

Dubai - Motor City



Notes

Please make sure to work 2 hours extra because the sales are higher on weekends

Comments

MS

Marwa Soliman approved the leave request


12 January, 2021


JM

Job Mashapa approved the leave request


12 January, 2021


- For Non-shift employees, extra hours instructed are automatically shown with the new check in/check out time.
- For Shift employees, extra hours instructed are shown with the new check in/check out time under My Schedule. The upcoming section shows shifts that have extra hours.

 **My schedule**

 2 May, 21 - 29 May, 21 Change

This week

**Office**
09:00 - 18:00
@Motor City Sun
2 May, 2021

**Late Shift**
11:00 - 20:00
@Motor City Mon
3 May, 2021
2 hours 0 minutes scheduled as extra
in total



❖ HOW TO REQUEST EXTRA HOURS COMPENSATION

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THIS TUTORIAL DESCRIBES HOW AN EMPLOYEE CAN REQUEST COMPENSATION FOR EXTRA HOURS WORKED FROM THE BAYZAT APP.

As an employee, if you have worked for extra hours and you are a part of the 'Overtime policy' or 'Days in lieu policy' then you can request for compensation.

Step 1

While checking out of attendance on the Bayzat app, you will be able to see the message as shown below, if you have worked extra hours for the day.

Hey Harry, it seems you've worked extra hours, Do you want to request for compensation?

| | |
|--------------|---------------|
| Date | Schedule |
| 18 Jan 2021 | 09:00 - 18:00 |
| Checkin time | Checkout time |
| 09:00 | 22:38 |

Extra hours worked

| | |
|-------|---------|
| Hours | Minutes |
| 4 | 38 |

Your request is subject to approval from

JG Jimmy Gamal
(Line manager)

[Send Request and Checkout](#)

[Checkout](#)

Step 2

If you decide to request compensation, then you will be asked to select the exact number of extra hours worked for which you want compensation.

Hey Harry, it seems you've worked extra hours, Do you want to request for compensation?

| | |
|--------------|---------------|
| Date | Schedule |
| 18 Jan 2021 | 09:00 - 18:00 |
| Checkin time | Checkout time |
| 09:00 | 22:38 |

Extra hours worked

| | |
|-------|---------|
| Hours | Minutes |
| 2 | 00 |

[Done](#)

| | | |
|-----------|----------|-------------------|
| 1 | 2 ABC | 3 DEF |
| 4 GHI | 5 JKL | 6 MNO |
| 7 PQRS | 8 TUV | 9 WXYZ |
| 0 | | X |


You can either send a request for compensation by selecting Send Request and Checkout or simply click on Checkout if you do not want to request compensation.

Note: You can only decrease the number of extra worked hours; you cannot increase the extra worked hours.

Step 3

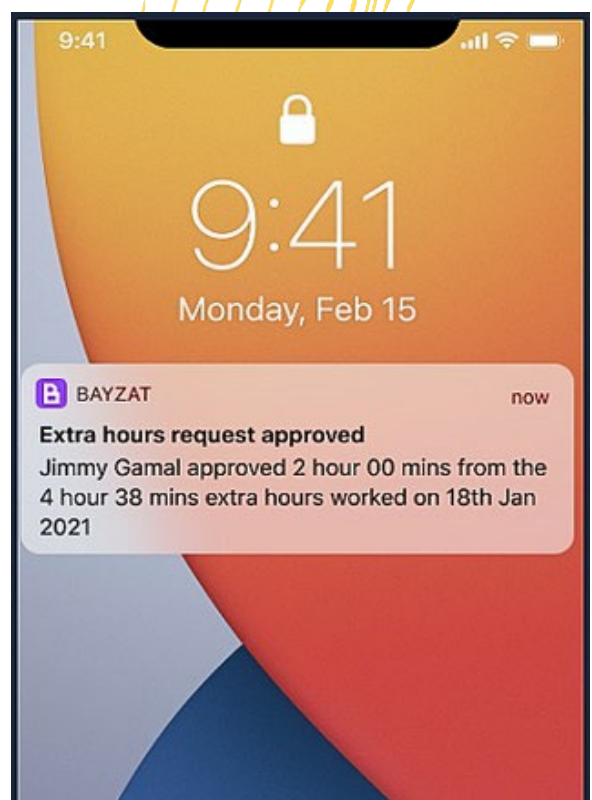
- Once the extra hours are entered, click on Send Request. The request goes for approval to the line manager and/or any other admin in the approval hierarchy.

Hey Harry, it seems you've worked extra hours, Do you want to request for compensation?

| | |
|---|-----------------|
| Date | Schedule |
| 📅 18 Jan 2021 | 🕒 09:00 - 18:00 |
| Checkin time | Checkout time |
| 🕒 09:00 | 🕒 22:38 |
| Extra hours worked | |
| Hours 2 | Minutes 00 |
| Your request is subject to approval from | |
|  Jimmy Gamal (Line manager) | |
| Send Request | |
| Checkout | |

Step 4

- As an employee, you will receive a notification on your Bayzat app once the compensation request is approved.



Step 5

- You can view the status of your overtime requests, from your Bayzat app under the Attendance section. All extra hours requests with their status will be seen under Time and Pay adjustments tab as shown below.

The request is marked with a **yellow flag** if the status is:

- Pending review
- Reviewed
- Assigned to payroll
- Assigned to time off
- Added to payroll table

The request is marked with a **green flag** if the status is:

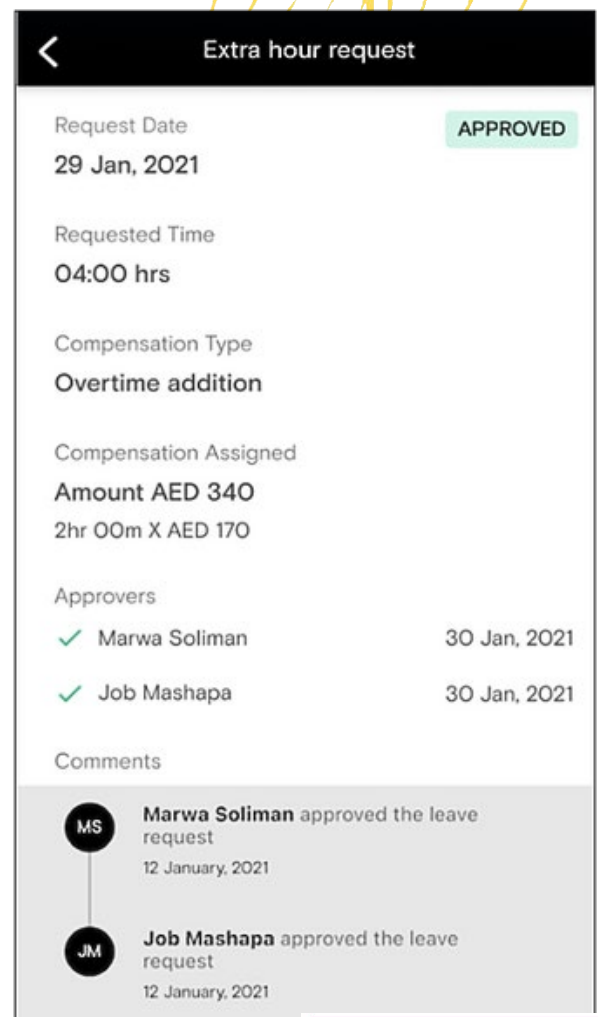
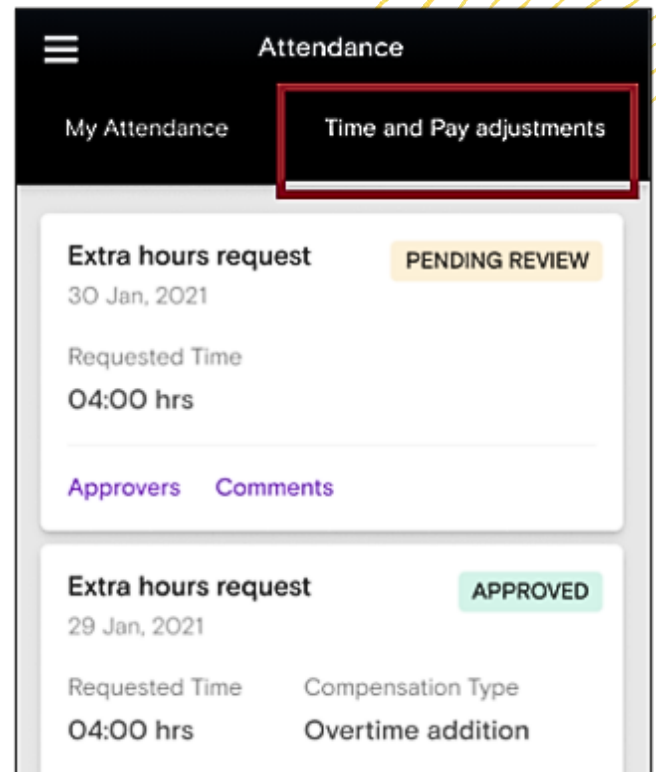
- Added to time off
- Added to payroll (processed)

The request is marked with a **red flag** if the status is:

- Rejected

Step 6

- You can click on the request tab to view the detailed description.



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