

## **A Report on Attending a Meeting at QFS**

### **Recipients:**

**Date:** Wed 23<sup>rd</sup> Aug, 2023

**Location:** QFS Terminal

- H/O:
  - Usman Badar
  - Mr. Antash
  - Mr. Zeeshan
- QFS
  - Mr. Shafqatullah
  - Mr. Usman Aziz
  - Mr. Shahzad
  - Mr. Jahangir
  - Mr. Azam Channa
  - Mr. Irfan

### **Points Discussed**

- Attendance for 24h shift employees.
- Cash module.
- Purchase module.
- Regarding Portal

### **Attendance For 24h Shift Employees**

Mr. Usman Aziz highlighted the problems in 24h shift attendance and he told the following scenarios:

#### **Scenario 1:**

An employee (employee1) started his time at 09:30 AM on day 1, he stayed at office for night shift and ended his time at 06:00 AM in the next morning on day 2. Then he will be on OFF on day 3.

Day	Time (in)	Time (out)	Status
1	09:30 AM	No Time Out	Continue/Night Shift
2	No Time In	06:00 AM	Present
3	OFF	OFF	OFF

### Scenario 2:

An employee (employee2) started his time at 09:30 AM on day 1, he stayed at office for night shift and ended his time at 06:00 AM in the next morning on day 2. Then he was supposed to be on OFF on day 3 but his manager stopped him due to some reason, employee2 stayed at night and ended his time in the morning on day 3, then he is eligible for two OFFs.

Day	Time (in)	Time (out)	Status
1	09:30 AM	No Time Out	Continue/Night Shift
2	No Time In	06:00 AM	Continue/Night Shift
3	No Time In	06:00 AM	Present
4	OFF	OFF	OFF
5	OFF	OFF	OFF

### Important Note(s):

- In case, employee does not avail his OFF(s) and he performs his on duty. He can avail that OFF(s) on any date in that year.
- Days considered as OFF(s) are excluding (Sundays).

### Requirements/Suggestions:

- An option on the **Portal/WhatsApp** to get a report of a certain period, which shows:
  - Total leaves/short leaves
  - Total absents
  - Total late
  - Total presents

### Solutions (Summarized):

- To get the true attendance of 24h staff, we can add an option on the portal to design rosters for specific employees and schedule their daily attendance. Only authorized employee(s) can design the rosters, schedule the shifts and specify who will stay for night shift and who will not.
- Authorized manager(s) can update the attendance (only status will be editable) of the employee(s) daily, because the issue is only with statuses and not with the timings.

## **Advance Cash Module**

### **How to clear advance cash request?**

Mr. Antash explained to them the whole process to clear the request.

### **How much can an employee request from his monthly salary?**

- Depends upon the percentage of his salary?
- Depends upon his working days of that month?
- Depends upon the day he requested?

### **Requirements/Suggestions:**

- Add a category/purpose field in the advance cash form to specify the request if it's against salary or for purchasing purposes.
- Expiry of the approved advance cash request if it's not collected after a certain time.

### **Summary:**

Mr. Antash explained to them the whole structure of the advance cash module and its flow.

## **Purchase Module (PR/PO)**

### **Summary:**

Mr. Antash explained to them the whole structure of the purchase module and its flow, and how to send and when to send the request.

He showed them the delivery challan form, and the use of repair requests.

### **Requirements/Suggestions:**

- There should be an option after approval of PR/PO for receiving. Which shows that the requested person has received the required purchased item(s).
- Amount field in the Repair Request Form to enter the estimated amount for repairing.

## **General Points Regarding Portal**

### **WhatsApp:**

It would better to show all shortcut commands in the beginning, when communicating with the portal's WhatsApp. For example:

- Shortcut to fetch the monthly attendance.
- Shortcut to get the portal ID and Password.
- etc

Also, they need to add an option on portal's WhatsApp to get their total absents, leaves/short leaves, presents, and late of a certain period.

### **Leaves**

It would be better to add an option to reverse/cancel the leave request after approval/authorization. In case the employee doesn't want to avail themselves of the granted leaves due to some reasons.

### **Portal Profile**

If it is possible to add an option to change their profile picture on the portal.

Need a date filter/range in so that they can fetch their attendance for previous months. Now, they only can view the current month's attendance.

## **Suggestions/Requirements**

- Every request from QFS should be routed through an authorized person on the site. Means, if a cash request generated from QFS is first sent to an authorized person at QFS, if he approved that request then it will proceed to the head office. Similarly for PR/PO, leave requests, repair requests, etc.
- It would be better for the company if we visited QFS once every month or every two months so that their problems and issues can be resolved quickly and communication between head office and the site becomes better.