**ATTENDANCE**

Version: 1.0

**WorkmatecLogo.png**

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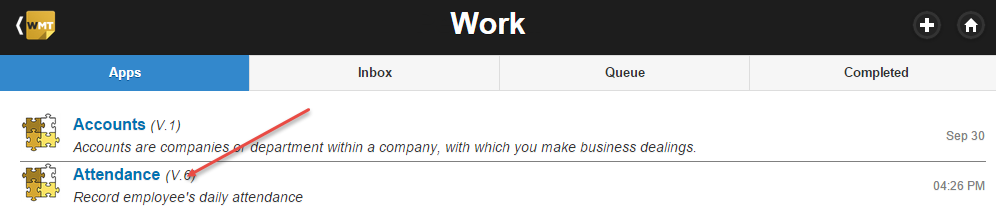
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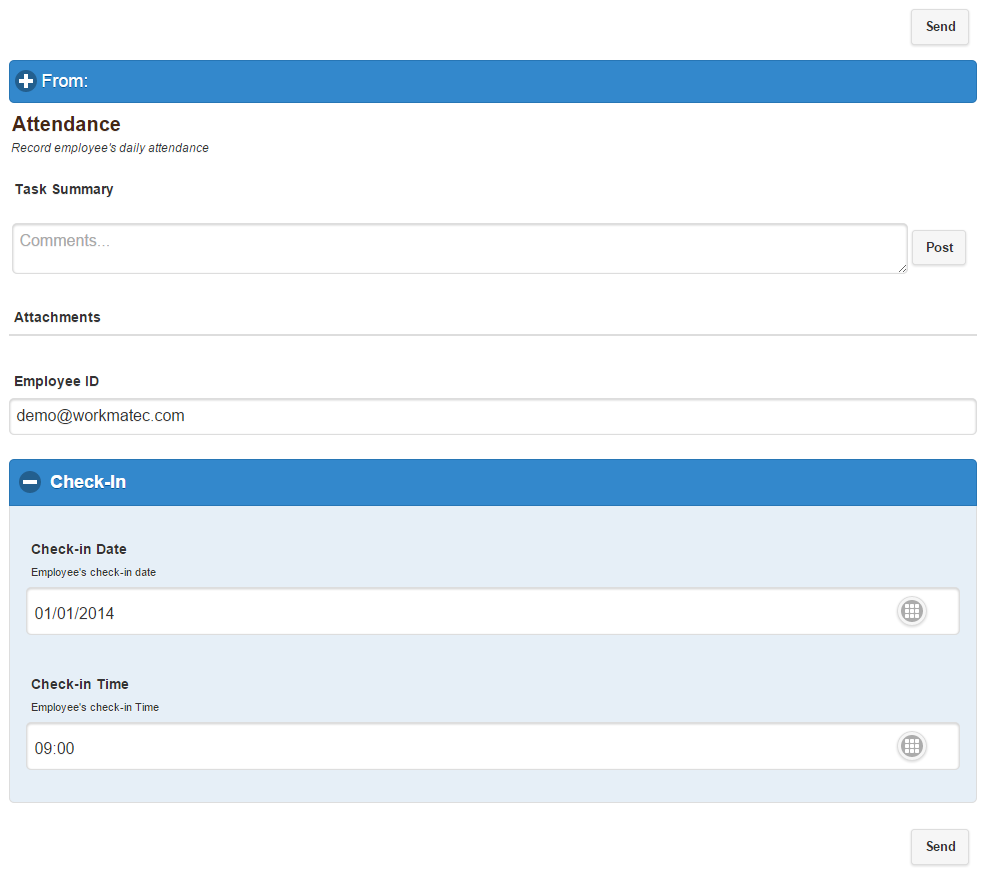
1. **Purpose**

Purpose of this process is to record employee’s daily attendance.

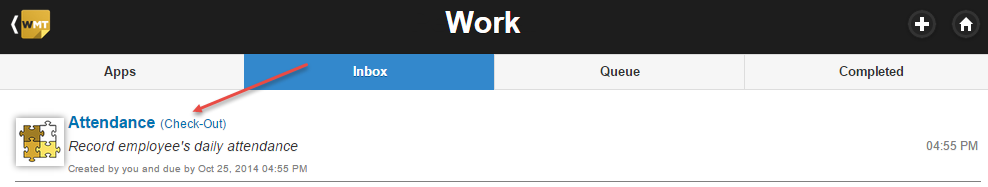
1. **Process Description**
2. Before start of work, select process of Attendance from the Apps tab:



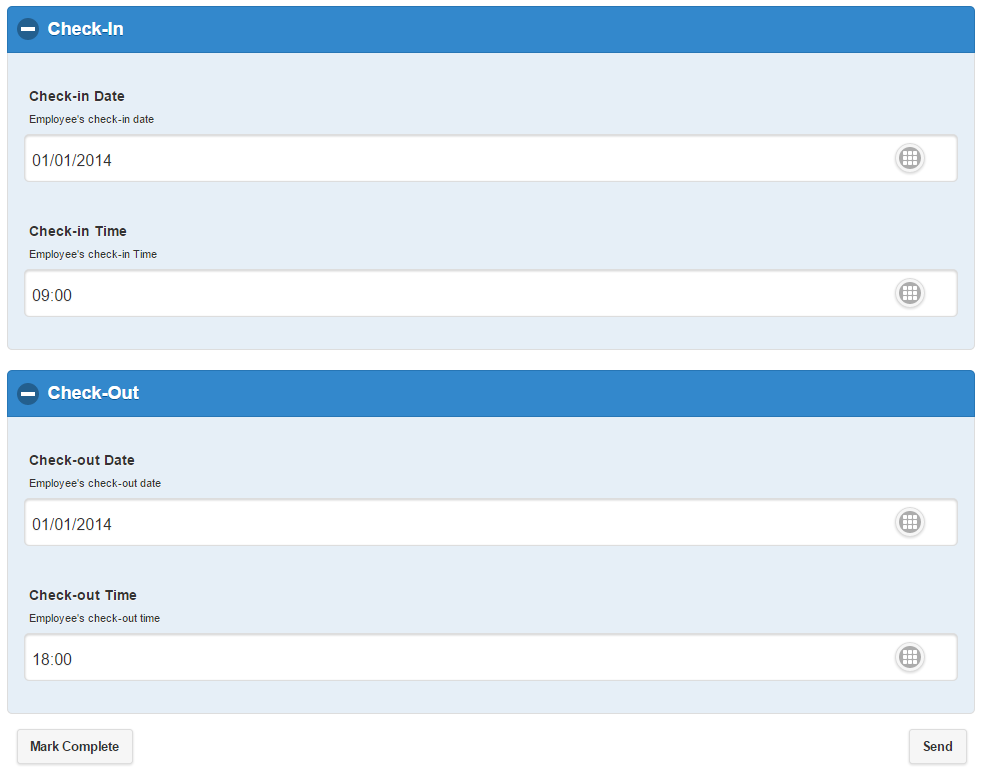
1. This will initiate the attendance process of the employee. Here employee will enter its check-in date and time and submit the form.



1. After close of work employee will open its task from Inbox tab.



1. Here employee will enter its check-out date and time and submit the form. This step will complete the attendance process for the day.



1. **Process Flow**

