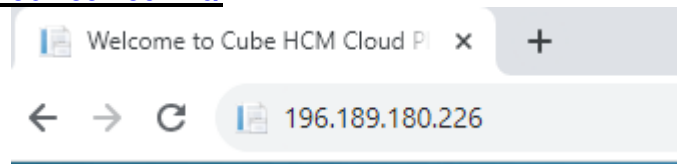


Contents

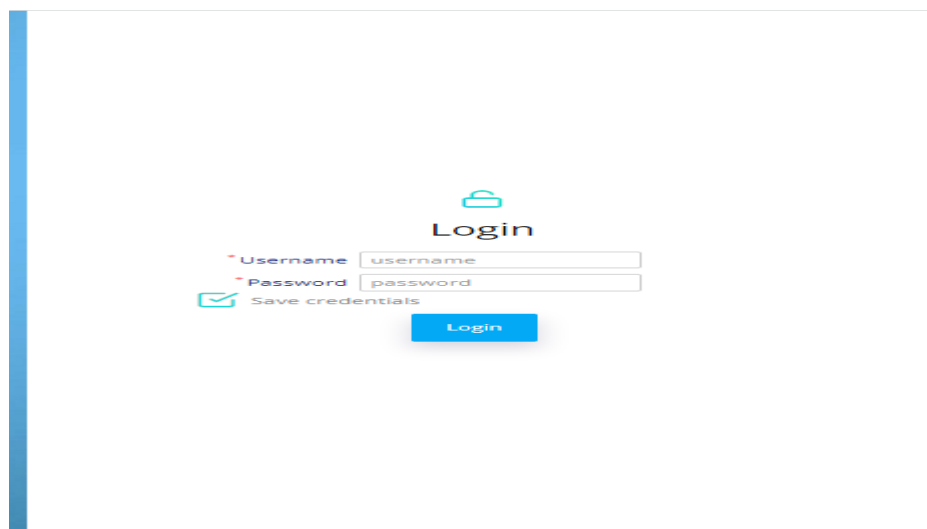
1. Introduction
2. Login and Password Change
3. Dashboard
4. Notification and Message
5. Employee
 - a. Registration
 - b. Update
 - c. Other
6. Attendance
 - a. Attendance Rule
 - b. Company Time
 - Shift
 - Timetable
 - c. Scheduling
 - Shift
 - Timetable
 - d. Schedule Roster
 - e. Attendance Device
 - Device Management
 - User Management
 - Employee On Device
 - Browse On Device
 - f. Justifications
 - Check In/Out
 - Manual Adjustment
 - DayOff
 - Business Leave
 - Holidays
 - Import Log From Excel
 -
 -
 - g. Attendance Report
 - Daily Attendance Report
 - Overtime Sheet
 - Attendance Summary
 - Main Report
 -
7. Leave
8. Overtime
9. Payroll
10. Tools

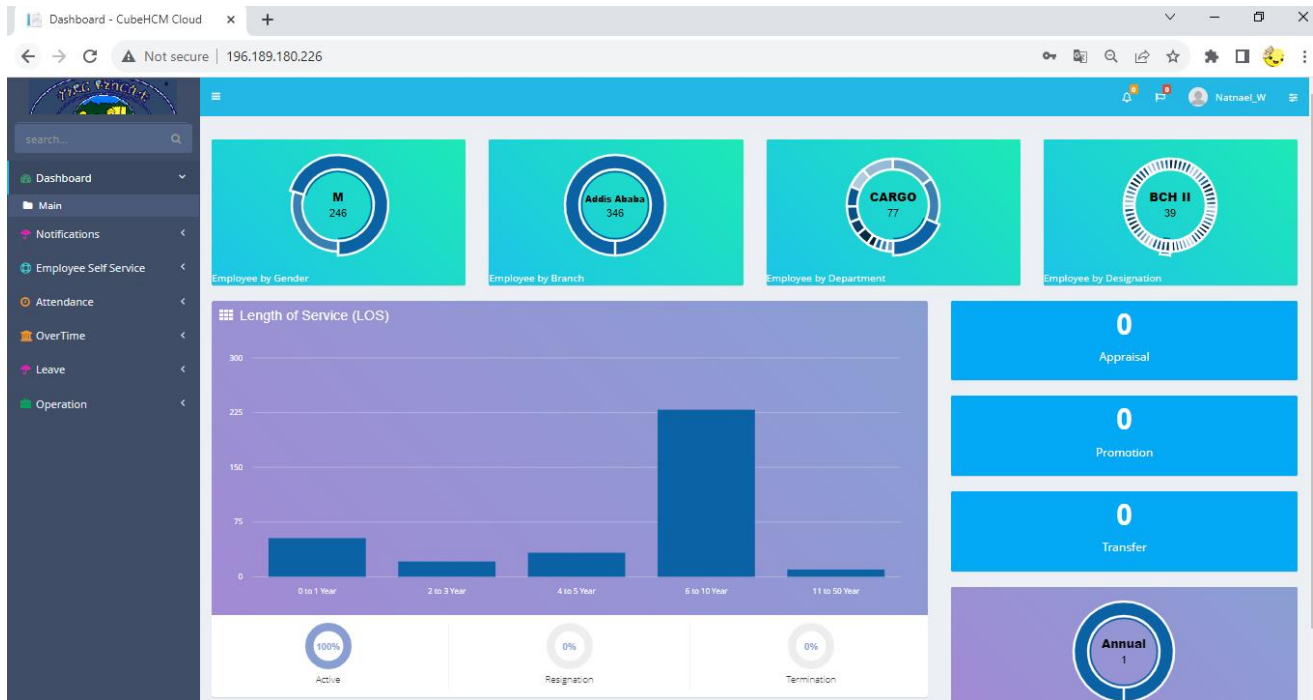
To Open SMARTOFFICEATTENDANCE

- Open your favorite browser and go to your browser url then write <http://196.189.180.226/>



- Then you will get a login page insert your username and password





Changing your Password

To change your Self-Service password, click on the Change My Password button link in the menu located on the top right side of the screen.



After open **Change My Password** link, you will arrive at the Change [My] Password page.
On the top of the page is your User ID or Employee ID.

Directly below your information are three rows with three different boxes: Current Password, New Password, and Confirm Password.

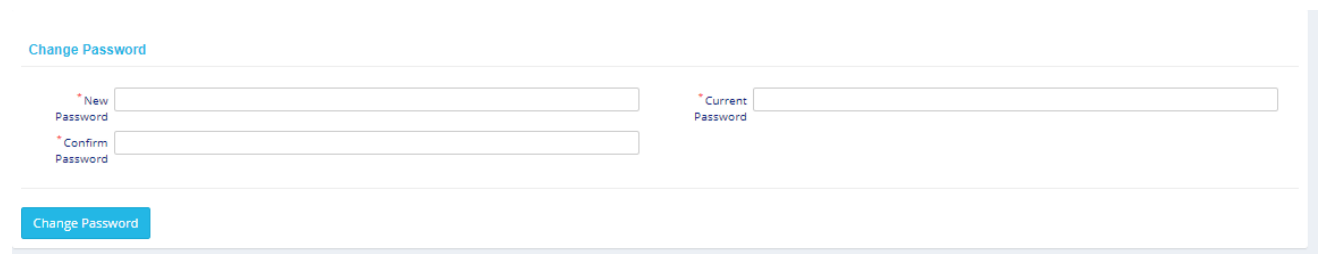
To change your password, enter the password you use now in the Current Password text box.
Next, choose a new password. Your new password must be at least 8 characters with one numerical value.

Enter your desired password in the New Password text box.

Next, re-enter your new password in the Confirm Password text box.

Finally, click on the Change Password button located under the Confirm Password text box.
After you click on the Change Password button, a page will appear that confirms the password change. Click the OK Button to change your password.

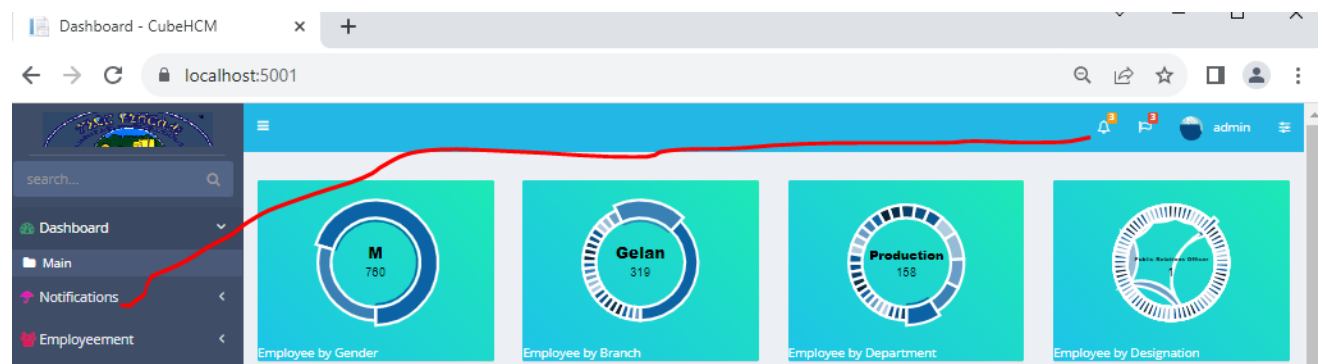
Remember your new password the next time you log into Self-Service.



The image shows a 'Change Password' form. At the top left, there is a link labeled 'Change Password'. Below it, there are three input fields: 'New Password', 'Confirm Password', and 'Current Password'. Each field has a red asterisk icon to its left. Below the input fields is a blue button labeled 'Change Password'.

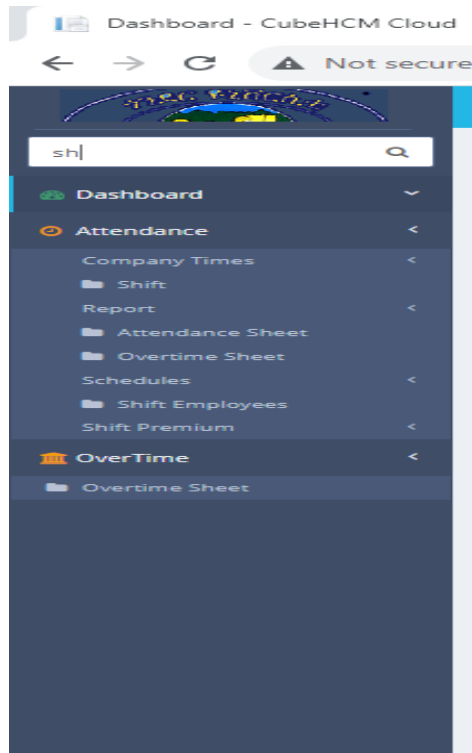
Notification and Message

You will get a notification message if there any update or alert regards your employees in the system



How to find features or Jobs and search what you want to do

You can type the job you want to do on the navigation menu search space you will find the possible option links that you designer to open.



Leave

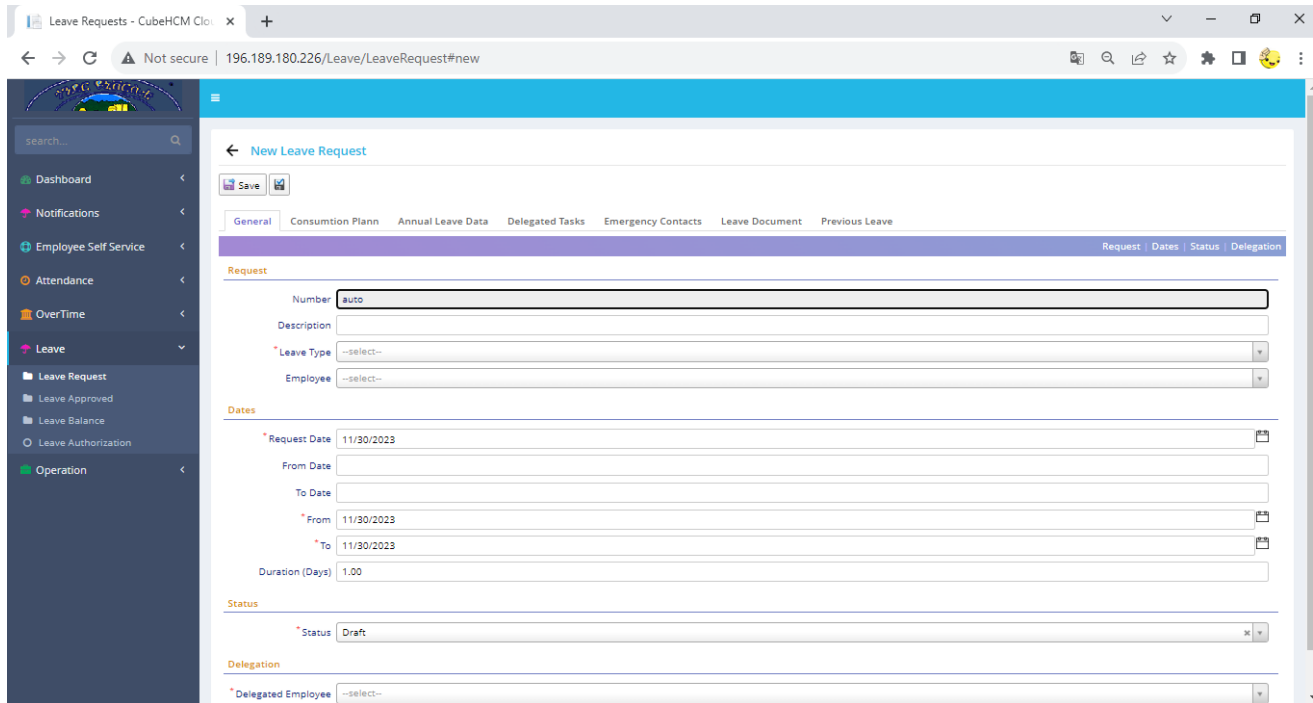
You have to navigate to leave category on the menu to do leave related jobs there are three steps to Certifies employees leave.

✓ Request Leave

To request leave go to leave request and open the request form. When you fill the form please make sure to enter the necessary information.

- Select the **employee name** and it bring the employees leave data and his previously leave taken history. So that you can check the balance and everything.
- Then choose the **type of leave**. And give the number of **days** to be request
- Then select the **start date**. And the **request status** to '**Request**'.

- Finally send the request to approval by clicking **Save**

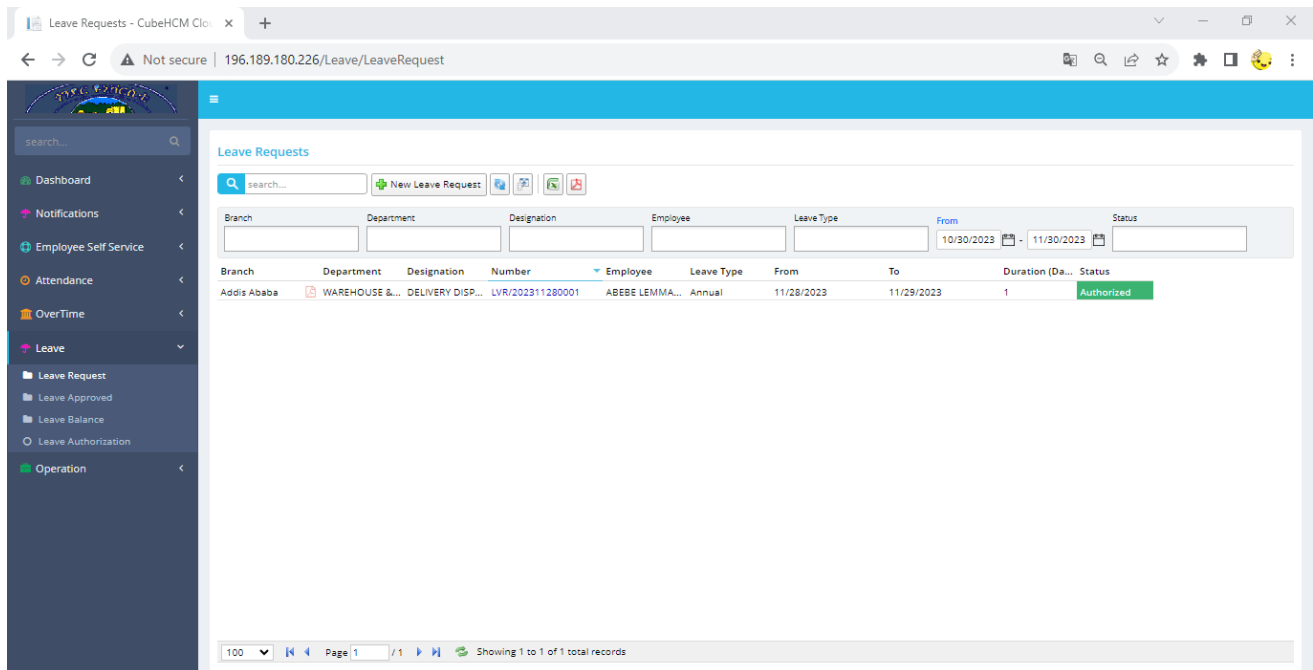


- ✓ Approve Leave

All new leave requests will be exist here waiting approval

- ✓ Authorize Leave

Approved leaves are listed here and need certified by authorizer.



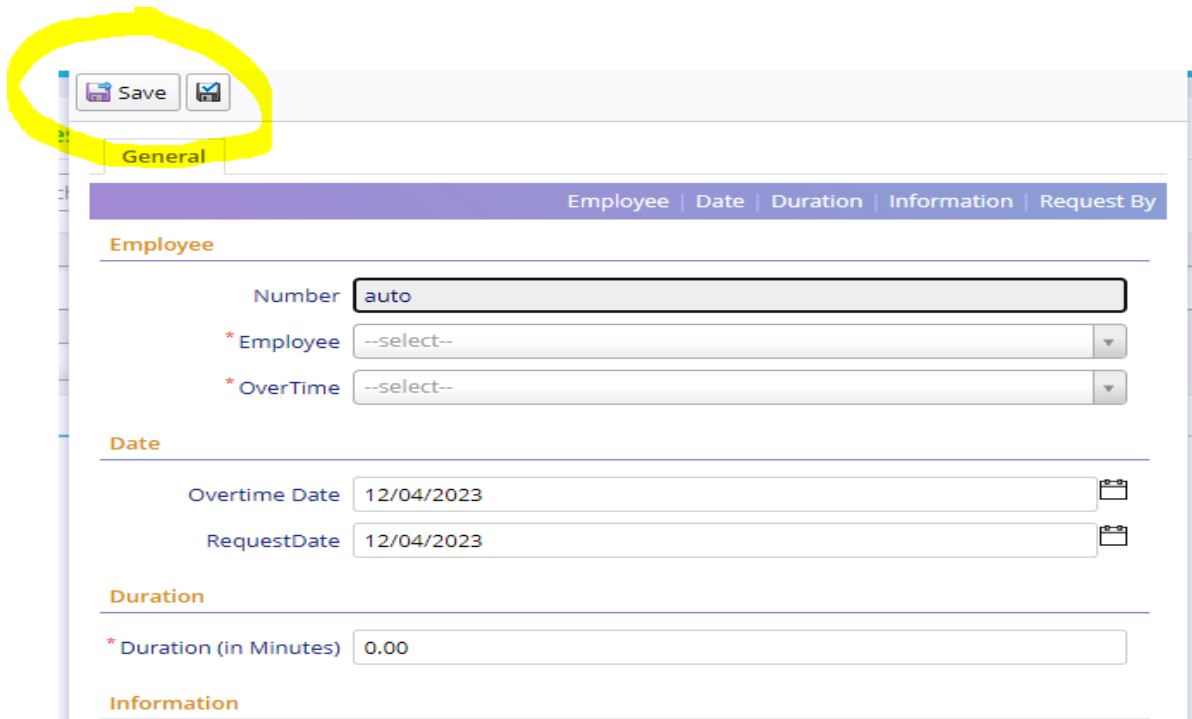
Overtime

You have to navigate to leave category on the menu to do leave related jobs there are three steps to Certifies employees leave.

✓ Request Overtime

To request overtime open the request form from the Overtime Menu and fill the form.

- Select the overtime **employees name**
- select the **Overtime Date**
- Then choose the **type of Overtime** and Hrs. to be request
- Finally send the request to approval click **Save**



The screenshot shows a web application interface for managing overtime requests. At the top, there is a 'Save' button highlighted with a yellow circle. Below it, a tabbed interface is visible with tabs for 'General', 'Employee', 'Date', 'Duration', 'Information', and 'Request By'. The 'General' tab is currently selected. Under the 'General' tab, there are several input fields: 'Number' with a value of 'auto', 'Employee' with a dropdown menu showing '--select--', 'Overtime' with a dropdown menu showing '--select--', 'Overtime Date' with a date picker showing '12/04/2023', 'RequestDate' with a date picker showing '12/04/2023', 'Duration (in Minutes)' with a text input showing '0.00', and an 'Information' section at the bottom.

✓ Approve Overtime

Here you will get all overtime requests and needs to be approved just click the record to view the detail of the request and

Select **Approve** on the **Approval status** or Reject to decline
Then **click save**

✓ Authorize Overtime

Here you will get all overtime requests and needs to be approved just click the record to view the detail of the request and

Select **Approve** on the **Approval status** or Reject to decline
Then **click save**

Overtime Authorization

search... New Overtime Authorization Group By Date No Grouping Authorize Selected OTs

Branch Department Designation Overtime Date Overtime Status

11/04/2023 - 12/04/2023

| Number | Department | Designation | Approval Nu... | Employee Name | Overtime Type | Overtime Date | Duration | Overtime Sta... | Authorized By | Approver |
|---------------|------------|-----------------|----------------|---------------------|---------------|---------------|----------|-----------------|---------------|----------|
| OTATH/2023... | HR | Human Resour... | OTA/2023111... | ESTIFANOS DEBE D... | Normal | 11/14/2023 | 4 | Authorized | ABDENE HUS... | ABDELA K |

And you can also cross check overtime hours collected from the biometric device at the overtime sheet

✓ Overtime Sheet

OvertimeSheets

search... Group By Department Group By Department & Employee No Grouping Transfer Overtime

Branch Department Designation Name Period Start Date

12/04/2023

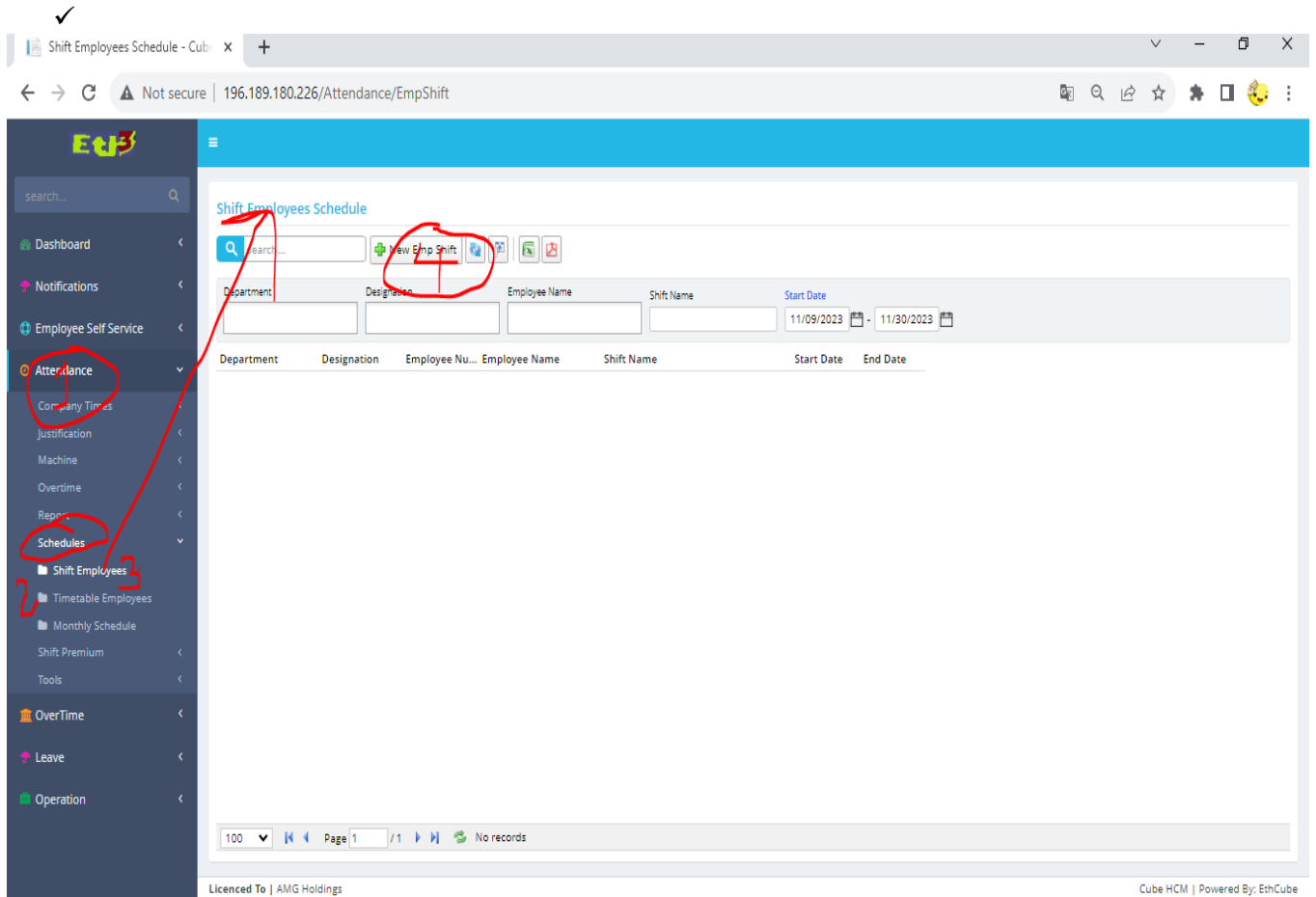
End Date

| Department | Designation | EmpNo | Name | Date | OT Type | Cloc... | Clock... | OT(Min) |
|------------|------------------|---------------|---------------|------------|---------|---------|----------|---------|
| HR | Senior Human ... | AMG/202310... | BIZUWORK Z... | 10/25/2023 | Normal | 12:0... | 8:00 PM | 479 |

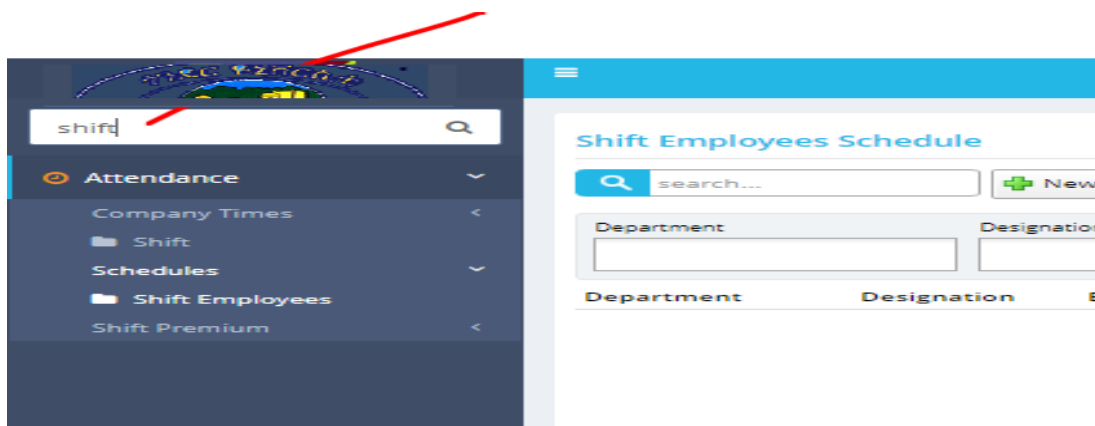
Employee Schedule

Employees scheduling is easy

- ✓ Navigate to attendance
- ✓ click on schedule then
- ✓ select shift employee
- ✓ click new shift employee schedule



Or



Click New Shift Schedule and get scheduling form

Save Schedule

General Scheduled History

Filter Employee Scheduled Period Select from the list

Filter Employee

MainShift --select-- Employee --select-- Department CARGO X Designation --select--

Scheduled Period

Start Date 10/01/2023 End Date 10/31/2023

Select from the list

Shift List

search... Select All

☐ AL
☐ BL
☐ D
☒ E
☐ E-
☐ E1

Employee List

search... Select All

☐ ABATE YIMER ARGAW
☒ ABDULSELAM HABIB KEDIR
☒ ADDISALME MOGES ALEMU
☒ ADDISU AMARE GEBREMARIAM
☒ ADDISU NEGEWO REGASA
☐ ADERAW BIRASEW AGAJE

Tenant

Refer the available times

Save Schedule

General Scheduled History Available Shifts

Shift List

SN Id Name

1 Normal

Edit Main Shift (Normal)

Update Delete

General Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Schedule Employees

Friday

FriIn ☒ FriOut ☒

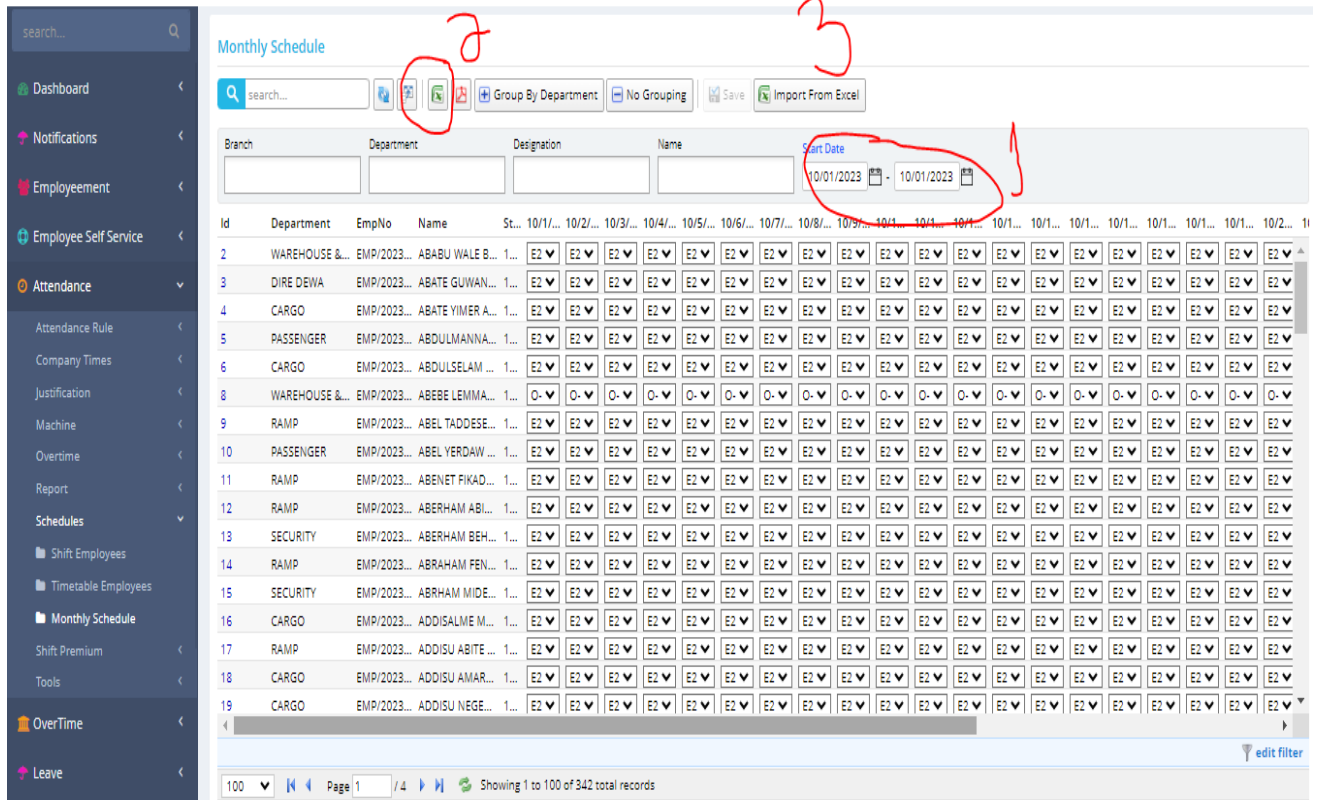
*friinDet 10 08:00 *frioutDet 10 17:00

Fricountas 1.00

Import Schedule from Excel

Follow this steps to Import scheduling from excel

- ✓ Navigate to attendance
- ✓ click on schedule and open monthly schedule
- ✓ Adjust your period start date and end date (as shown no 1. Below picture)
- ✓ Click Export Excel to download your employees with excel
- ✓ Click Import from excel to find your schedule adjusted excel file



The screenshot shows the 'Monthly Schedule' interface. The left sidebar contains navigation options: Dashboard, Notifications, Employment, Employee Self Service, Attendance (selected), Schedules, Shift Employees, Timetable Employees, Monthly Schedule, Shift Premium, Tools, OverTime, and Leave. The main area displays a table of employee schedules. The table has columns for Id, Department, EmpNo, Name, and a grid of dates from 10/1 to 10/2. The 'Start Date' field is highlighted with a red circle and an arrow. The 'Export' button is highlighted with a red circle and an arrow. The 'Import From Excel' button is highlighted with a red circle and an arrow.

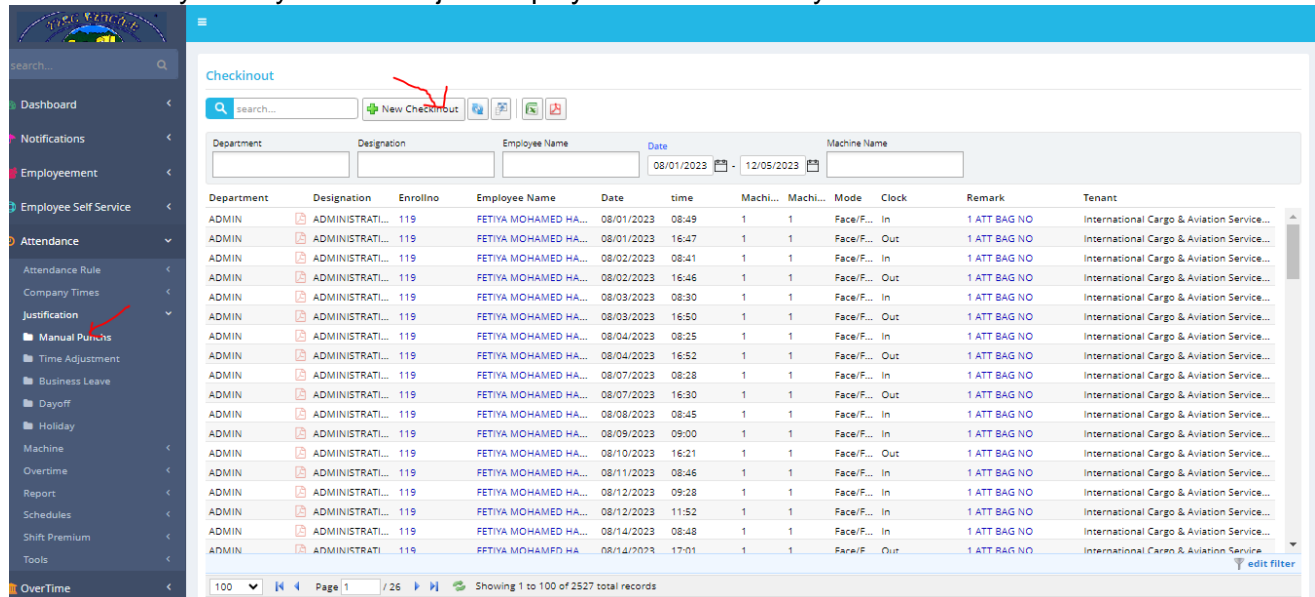
| Id | Department | EmpNo | Name | St... | 10/1/... | 10/2/... | 10/3/... | 10/4/... | 10/5/... | 10/6/... | 10/7/... | 10/8/... | 10/9/... | 10/10/... | 10/11/... | 10/12/... | 10/13/... | 10/14/... | 10/15/... | 10/16/... | 10/17/... | 10/18/... | 10/19/... | 10/20/... | 10/21/... | 10/22/... | 10/23/... | 10/24/... | 10/25/... | 10/26/... | 10/27/... | 10/28/... | 10/29/... | 10/30/... | 10/31/... |
|----|----------------|-------------|------------------|-------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 2 | WAREHOUSE &... | EMP/2023... | ABABU WALE B... | 1... | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | | |
| 3 | DIRE DEWA | EMP/2023... | ABATE GUWAN... | 1... | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | | |
| 4 | CARGO | EMP/2023... | ABATE YIMER A... | 1... | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | | |
| 5 | PASSENGER | EMP/2023... | ABDULMANNA... | 1... | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | | |
| 6 | CARGO | EMP/2023... | ABDULSELAM ... | 1... | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | | |
| 8 | WAREHOUSE &... | EMP/2023... | ABEBE LEMMA... | 1... | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | O- | | |
| 9 | RAMP | EMP/2023... | ABEL TADDESE... | 1... | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | | |
| 10 | PASSENGER | EMP/2023... | ABEL YERDAW ... | 1... | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | | |
| 11 | RAMP | EMP/2023... | ABENET FIKAD... | 1... | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | | |
| 12 | RAMP | EMP/2023... | ABERHAM ABI... | 1... | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | | |
| 13 | SECURITY | EMP/2023... | ABERHAM BEH... | 1... | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | | |
| 14 | RAMP | EMP/2023... | ABRAHAM FEN... | 1... | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | | |
| 15 | SECURITY | EMP/2023... | ABRAHAM MIDE... | 1... | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | |
| 16 | CARGO | EMP/2023... | ADDISALME M... | 1... | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | |
| 17 | RAMP | EMP/2023... | ADDISU ABITE ... | 1... | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | |
| 18 | CARGO | EMP/2023... | ADDISU AMAR... | 1... | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | |
| 19 | CARGO | EMP/2023... | ADDISU NEGE... | 1... | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | E2 | |

100 / 4 Page 1 / 4 Showing 1 to 100 of 342 total records

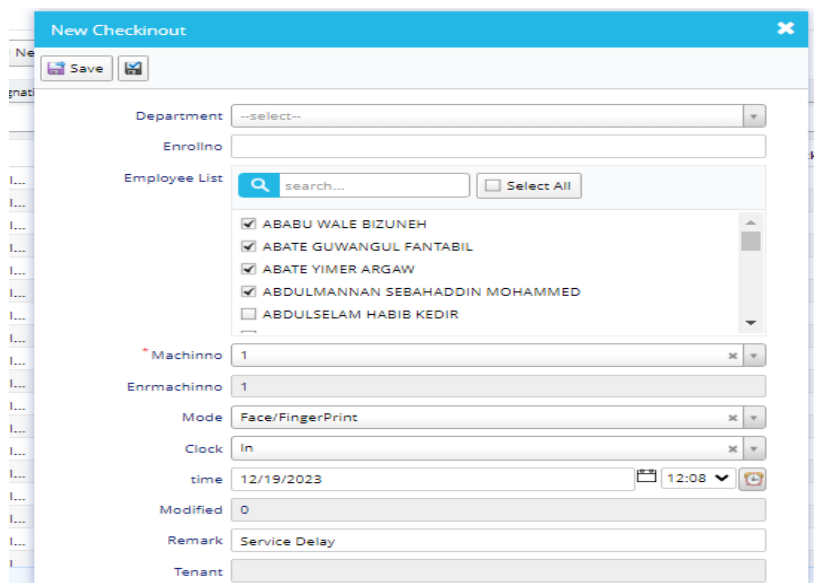
Employee Attendance

Time Adjustment

Some cases you may need to adjust employee's time manually

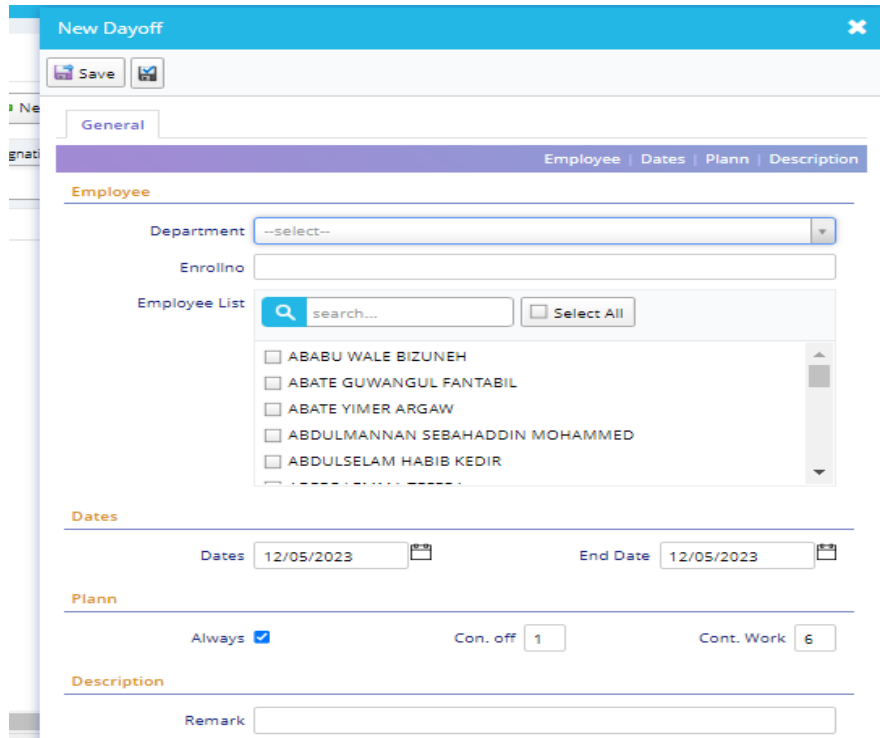


- ✓ Navigate to attendance
- ✓ click on **Justification** and open **Time Adjustment**
- ✓ Select employee
- ✓ Choose the clock type(In, Out)
- ✓ Pick your date and time
- ✓ Give Remark on description
- ✓ Click Save



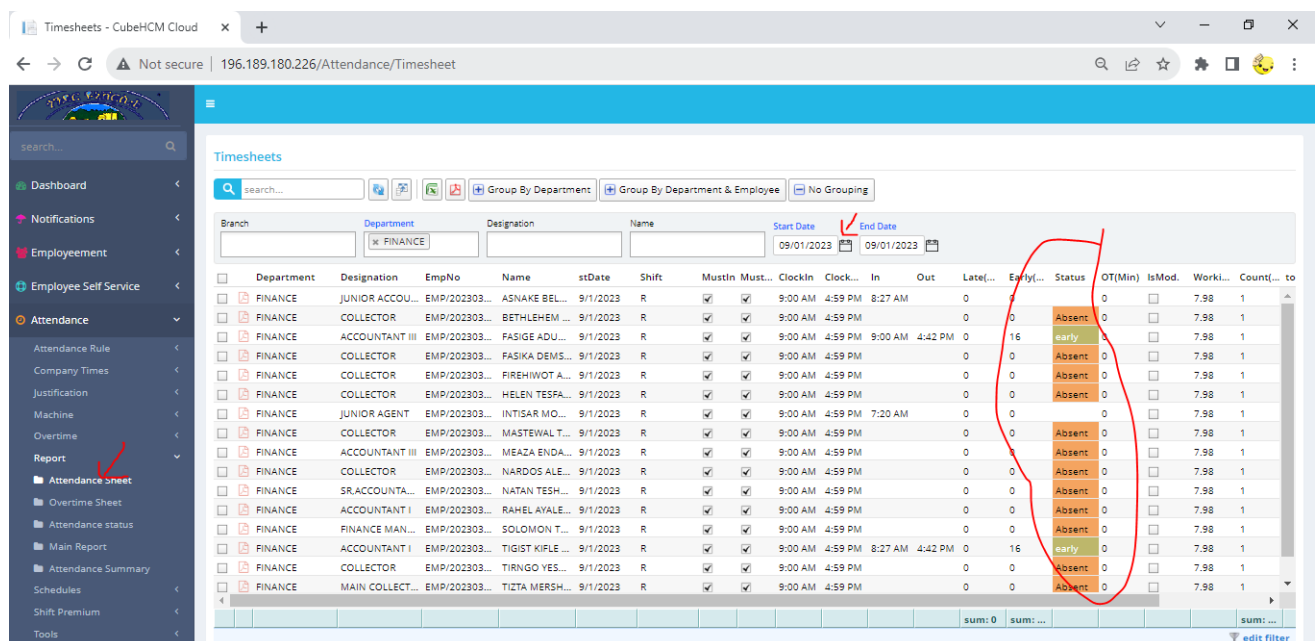
Day Off

Employee day off also can be record individually as below



Timesheet report

To access employees attendance



| Branch | Department | Designation | EmpNo | Name | stDate | Shift | MustIn | Must... | ClockIn | Clock... | In | Out | Late... | Early... | Status | OT(Min) | IsMod | Worki... | Counti... |
|--------|------------|-----------------|---------------|-----------------|----------|-------|--------|---------|---------|----------|---------|---------|---------|----------|--------|---------|-------|----------|-----------|
| | FINANCE | JUNIOR ACCOU... | EMP/202303... | ASNAKE BEL... | 9/1/2023 | R | | | 9:00 AM | 4:59 PM | 8:27 AM | | | 0 | Absent | 0 | | 7.98 | 1 |
| | FINANCE | COLLECTOR | EMP/202303... | BETHLEHEIM... | 9/1/2023 | R | | | 9:00 AM | 4:59 PM | | | | 0 | Absent | 0 | | 7.98 | 1 |
| | FINANCE | ACCOUNTANT III | EMP/202303... | FASIGE ADU... | 9/1/2023 | R | | | 9:00 AM | 4:59 PM | 9:00 AM | 4:42 PM | 0 | 16 | early | 0 | | 7.98 | 1 |
| | FINANCE | COLLECTOR | EMP/202303... | FASIKA DEMS... | 9/1/2023 | R | | | 9:00 AM | 4:59 PM | | | | 0 | Absent | 0 | | 7.98 | 1 |
| | FINANCE | COLLECTOR | EMP/202303... | FIREHIWOT A... | 9/1/2023 | R | | | 9:00 AM | 4:59 PM | | | | 0 | Absent | 0 | | 7.98 | 1 |
| | FINANCE | COLLECTOR | EMP/202303... | HELEN TESFA... | 9/1/2023 | R | | | 9:00 AM | 4:59 PM | | | | 0 | Absent | 0 | | 7.98 | 1 |
| | FINANCE | JUNIOR AGENT | EMP/202303... | INTISAR MO... | 9/1/2023 | R | | | 9:00 AM | 4:59 PM | 7:20 AM | | | 0 | Absent | 0 | | 7.98 | 1 |
| | FINANCE | COLLECTOR | EMP/202303... | MASTEWALT T... | 9/1/2023 | R | | | 9:00 AM | 4:59 PM | | | | 0 | Absent | 0 | | 7.98 | 1 |
| | FINANCE | ACCOUNTANT III | EMP/202303... | MEAZA ENDA... | 9/1/2023 | R | | | 9:00 AM | 4:59 PM | | | | 0 | Absent | 0 | | 7.98 | 1 |
| | FINANCE | COLLECTOR | EMP/202303... | NARDOS ALE... | 9/1/2023 | R | | | 9:00 AM | 4:59 PM | | | | 0 | Absent | 0 | | 7.98 | 1 |
| | FINANCE | SR.ACCOUNTA... | EMP/202303... | NATAN TESHA... | 9/1/2023 | R | | | 9:00 AM | 4:59 PM | | | | 0 | Absent | 0 | | 7.98 | 1 |
| | FINANCE | ACCOUNTANT I | EMP/202303... | RAHEL AYALE... | 9/1/2023 | R | | | 9:00 AM | 4:59 PM | | | | 0 | Absent | 0 | | 7.98 | 1 |
| | FINANCE | FINANCE MAN... | EMP/202303... | SOLOMON T... | 9/1/2023 | R | | | 9:00 AM | 4:59 PM | | | | 0 | Absent | 0 | | 7.98 | 1 |
| | FINANCE | ACCOUNTANT I | EMP/202303... | TIGIST KIFLE... | 9/1/2023 | R | | | 9:00 AM | 4:59 PM | 8:27 AM | 4:42 PM | 0 | 16 | early | 0 | | 7.98 | 1 |
| | FINANCE | COLLECTOR | EMP/202303... | TIRNGO YES... | 9/1/2023 | R | | | 9:00 AM | 4:59 PM | | | | 0 | Absent | 0 | | 7.98 | 1 |
| | FINANCE | MAIN COLLECT... | EMP/202303... | TIZTA MERSH... | 9/1/2023 | R | | | 9:00 AM | 4:59 PM | | | | 0 | Absent | 0 | | 7.98 | 1 |
| | | | | | | | | | sum: 0 | sum: ... | | | | | | | | sum: ... | |

Summary attendance report

To get employee attendance by summary

AttendanceSummaries - CubeHC

Not secure | 196.189.180.226/Attendance/AttendanceSummary

AttendanceSummaries

search...

Group By Department Group By Department & Employee No Grouping Transfer Absent

Branch Department Designation Name Period Start Date End Date

FINANCE JUNIOR ACCO... EMP/202303... ASNAKE BEL... 02/01/2023 02/28/2023 27 216 9 72 18 0 0 0 0 0 0 0 0 0 0 0 0 0 0

FINANCE COLLECTOR EMP/202303... BETHLEHEM ... 02/01/2023 02/28/2023 27 216 9 72 18 0 0 0 0 0 0 0 0 0 0 0 0 0 0

FINANCE ACCOUNTANT III EMP/202303... FASIGE ADU... 02/01/2023 02/28/2023 27 216 19.5 156 7.5 0 0 0 0 0 0 0 0 0 0 0 0 0 0

FINANCE COLLECTOR EMP/202303... FASIKA DEMS... 02/01/2023 02/28/2023 27 216 10 80 17 0 0 0 0 0 0 0 0 0 0 0 0 0 0

FINANCE COLLECTOR EMP/202303... FIREHIWOT A... 02/01/2023 02/28/2023 27 216 9 72 18 0 0 0 0 0 0 0 0 0 0 0 0 0 0

FINANCE COLLECTOR EMP/202303... HELEN TESFA... 02/01/2023 02/28/2023 27 216 9 72 18 0 0 0 0 0 0 0 0 0 0 0 0 0 0

FINANCE JUNIOR AGENT EMP/202303... INTISAR MO... 02/01/2023 02/28/2023 27 216 11 88 16 0 0 0 0 0 0 0 0 0 0 0 0 0 0

FINANCE COLLECTOR EMP/202303... MASTEWAL T... 02/01/2023 02/28/2023 27 216 9 72 18 0 0 0 0 0 0 0 0 0 0 0 0 0 0

FINANCE ACCOUNTANT III EMP/202303... MEAZA ENDA... 02/01/2023 02/28/2023 27 216 11 88 16 0 0 0 0 0 0 0 0 0 0 0 0 0 0

FINANCE COLLECTOR EMP/202303... NARDOS ALE... 02/01/2023 02/28/2023 27 216 10 80 17 0 0 0 0 0 0 0 0 0 0 0 0 0 0

FINANCE SR.ACCOUNTA... EMP/202303... NATAN TESH... 02/01/2023 02/28/2023 27 216 9 72 18 0 0 0 0 0 0 0 0 0 0 0 0 0 0

FINANCE ACCOUNTANT I EMP/202303... RAHEL AYALE... 02/01/2023 02/28/2023 27 216 9 72 18 0 0 0 0 0 0 0 0 0 0 0 0 0 0

FINANCE FINANCE MAN... EMP/202303... SOLOMON T... 02/01/2023 02/28/2023 27 216 9 72 18 0 0 0 0 0 0 0 0 0 0 0 0 0 0

FINANCE ACCOUNTANT I EMP/202303... TIGIST KIFLE... 02/01/2023 02/28/2023 27 216 15 120 12 0 0 0 0 0 0 0 0 0 0 0 0 0 0

FINANCE COLLECTOR EMP/202303... TIRINGO YES... 02/01/2023 02/28/2023 27 216 9 72 18 0 0 0 0 0 0 0 0 0 0 0 0 0 0

FINANCE MAIN COLLECT... EMP/202303... TIJTA MERSH... 02/01/2023 02/28/2023 27 216 9 72 18 0 0 0 0 0 0 0 0 0 0 0 0 0 0

max... sum... edit filter