

Dear employees,

We have been facing frequent attendance related issues like incomplete duty hours, missing check-in/check outs etc. Following practices need to be adopted by every employee to overcome such issues

For Daily Attendance:

1. If an employee want to mark his / her attendance on device at the time of arrival, please make sure that you select the right mode at device as “Check In”
2. If you are leaving office in the same day after shift end, make sure to change the device mode to “Check Out”

For Break Timings:

We really appreciate those employees who mark their break timings regularly. For those, who do not mark or missed to mark; please mark it regularly according to your break timings. The accurate process is given below:

1. Start break: press the right button at device for 'Time Out'
2. End break: press the left button at device for 'Time In'

For Incomplete Duty-hours:

1. Every employee is supposed to serve the organization for 9hrs/day and 45hrs/week
2. If some employee is unable to complete assigned duty hours due to any reason then it is mandatory for that employee to submit short leave/ full leave to cover that gap

Pay Attention:

Employees are majorly getting problems in their attendance due to wrong selection of the device mode or by missing Check In or Check Out.

1. If device is giving the message i.e. “unprocessed – thank you”, you need to check it again. If you find any wrong mode selection then mark your attendance once again with the mode you want to select for accurate attendance
2. If an employee forgets to press the Check In or Check Out button at device and marks the wrong attendance, then he/she should wait for 1 (one) minute and then try again
3. In case, if employee does not mark his/her attendance (Check-in & Check-out), it will be considered as Absence

Note:

1. NextHRM is already sending auto generated emails of your time log, every week. It helps employees to check their attendance more efficiently.
2. If you find any problem with time log, contact HR Department or send an email to hr@nxb.com.pk with a ‘CC’ to your line manager