Time and Attendance Requirements

Admin Login

Master Data: T&A Configuration (T&A Config Table)

    Employee Level   (1 Yes / 0-No)

        Employee can edit punch in/out (1/0) (CheckBox for yes/no)

        Employee can edit/delete his own record(1/0)

        Supervisor can edit/delete all his subordinates record.(1/0)

        Multiple Punch Allowed (1/0)

    Shift Level [General settings]

     FullDay_Minutes [Integervalue]

     HalfDay_Minutes

     LateMin_Allowed

     EarlyMin_Allowed

Both of these settings should fit in one screen with separate tab for each (employee, shift)

Time and Attendance [Main Module Menu Name)

 - **Manage Shift**

     CRUD Shift using Table TA_Shift

 - **Manage Employee Shift Schedule**

   - Select an employee and allow to set the shift from Shift Master deop down list and mark it current.

   - Bulk Assignment of Shift schedules to Multiple employees like (leave entitlement assignment)

   - Should be able to edit/modify shift schedule associated with employee

   - Use Table TA_EmployeeShiftSchedule

- **Import Attendance**

  - Allow system to upload the attendance file.

  - Uploaded Attendance data is processed into TA_Attendance file.

  - Uploaded file control is updated in TA_UploadedAttendanceControl

- **Manage Employee T & A**

  - List Daily T& A details of all employees of selected division and location. Allow option to filter by different criteria (location, dept, supervisor etc

    as we have in HRMS)

  - Uses TA_Attendance table

- Daily Absence List

  List all employees missing TA records and with action link 'Reminder to File Leave'

Reports

 Daily

   - Attendance Report

   - Absence Report

   - Late Coming Report

   - Early Going Report

   - OT Report

   - Shiftwise Attendance

 Monthly

       - Employee Attendance Summary

   - Monthly OT Hrs Report

   - Monthly Absence Summary

   - Late Summary

 Yearly

- Yearly Attendance Summary

Employee Login

My Time/Attendance

- List out employees TA records with option to filter by week or month or year etc.

My Missing TA

- List only missed TA records with action button to file leave against this absence. When you click file leave, it should take the user to leave module and start and end date for leave application should be prepopulated. Once leave filed, this record status should change to 'Leave submitted' and action button will now change to 'Cancel' in case user wants to change the response.

Enter T&A (Manual - TA_Attendance)

Date   Punch In   Punch Out Note   OT Total Hrs   Status

Changes to Leave Module

When the employee's leave application is approved for **upcoming vacation or leave after today**, missing attendance entry table should be populated for those **approved vacation days** with "**missingactionTypeID**" set to **vacation or Leave/LOA/SICK along with Ref_LeaveID filled with corresponding Leave ID for this approved leave.**

For any other days missed to punch in /out, then employee will see the link to take action against this by filing the leave ID. This Leave ID should be filled in the Ref_LeaveID field.

Supervisor Login

View Subordinates Attendance (Option to filter by daily, monthly or yearly]

Employee Name Punch in Time, Punch out Time, Total Hrs, OT etc

Employee's missing punch data should have action to request to file leave with status of 'Pending Leave Application'. Once Supervisor clicks, it sends email notification to employee to file leave. Once employee files the leave, the status entry for this record will change to 'Leave submitted' or whatever the corresponding leave status.

Subordinated Daily Absence [Option to filter by daily, monthly and yearly]

List only those with missing punch data should have action to request to file leave with status of 'Pending Leave Application'. Once Supervisor clicks, it sends email notification to employee to file leave. Once employee files the leave, the status entry for this record will change to 'Leave submitted' or whatever the corresponding leave status.