

A person is wearing a VR headset, with their face partially visible. The scene is lit with vibrant blue and purple neon lights, creating a futuristic atmosphere. The person's hand is visible, holding the side of the headset. The background is dark, emphasizing the glowing lights and the person's features.

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# PeopleStrong - Attendance User Manuals

Team HR

# Welcome to our Attendance module

PeopleStrong<sup>®</sup> alt

Core HR | Workforce Management | Payroll | Talent  
Management

New



# Attendance- A Brief Overview

- Attendance module captures In & Out time records based on punches
- An employee can regularize attendance records in case of any missed attendance or any other attendance issues
- Attendance Punch-In and Attendance Punch-Out can be marked through any of the systems (Web)
- Attendance Punch-In and Attendance Punch-Out can be marked through Bio Metric Machine.
- Attendance system takes only first Punch in & last Punch out time for total working hour calculation.

# Things to remember



When submitting a request for regularization, maximum 5 days can be selected for regularization.

Employee will not be able to submit the regularization request for more than 5 days.

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HOME

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ATTENDANCE

TASK(S) 14

DOWNLOADS



## My Attendance

Please select 5 or less Regularization Date.

### Attendance Duration

Start Date Apr 19, 2021

End Date: May 18, 2021

REFRESH

### ATTENDANCE DETAILS

Check Box	Date ↕	Shift	Expected In Time	Actual In Time	Expected Out Time	Actual Out Time	Work Hours	Extra Hours	Status
<input type="checkbox"/>	18 May 2021	General Shift	09:00	NA	18:00	NA	NA	NA	A
<input type="checkbox"/>	17 May 2021	General Shift	09:00	NA	18:00	NA	NA	NA	A
<input type="checkbox"/>	16 May 2021	Weekly Off	NA	NA	NA	NA	NA	NA	WO
<input type="checkbox"/>	15 May 2021	Weekly Off	NA	NA	NA	NA	NA	NA	WO
<input type="checkbox"/>	14 May 2021	Holiday	09:00	NA	18:00	NA	NA	NA	H
<input checked="" type="checkbox"/>	13 May 2021	General Shift	09:00	NA	18:00	NA	NA	NA	A
<input checked="" type="checkbox"/>	12 May 2021	General Shift	09:00	NA	18:00	NA	NA	NA	A
<input checked="" type="checkbox"/>	11 May 2021	General Shift	09:00	NA	18:00	NA	NA	NA	A

# Things to remember



While submitting regularization request, if the employee does not enter any value in the modified In Time and Out Time, a pop-up message will appear and employee will not be able to submit the request

## Regularize Attendance

Please Select one Regularization Reason.  
Comment is required for date 12 May 2021.

Date	Sys In Time	Sys Out Time	Expected In Time	Expected Out Time	Modified In Time	Modified Out Time	Reason List	Extra Hours	Employee Comment
12 May 2021	NA	NA	09:00	18:00	May 12, 2021 09:00	May 12, 2021 18:00	Please Select	00	

SUBMIT

CANCEL



# Things to remember



- ✓ While submitting regularization request, if the employee does not enter Employee Comments, a pop up message will appear and the employee will not be able to submit the request
- ✓ Attendance data is processed mid night and reflects the status of attendance on next day under “My attendance” section

## Regularize Attendance

Comment is required for date 12 May 2021.

Date	Sys In Time	Sys Out Time	Expected In Time	Expected Out Time	Modified In Time	Modified Out Time	Reason List	Extra Hours	Employee Comment
12 May 2021	NA	NA	09:00	18:00	May 12, 2021 09:00	May 12, 2021 18:00	Off Duty	00  00	<input type="text"/>

SUBMIT

CANCEL

# Things to Remember on Comp Off grant

You will have to update and regularize your attendance with the timing under “My Attendance”, Upon approval, later apply for CompOff under the Attendance >> My CompOff Request – Sites and finally get it approved



# **Attendance Module – After your login**



# Employee – Web Punch

## 1. Attendance -> Web Punch

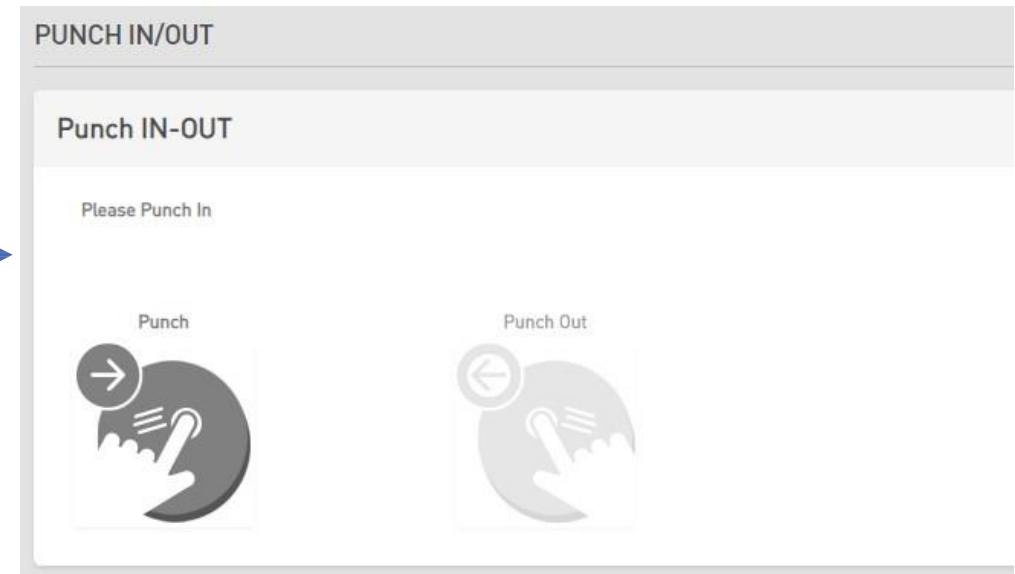
### Attendance Marking/Punching –

**Punch In** – Click on “Punch in” to mark attendance with entry time or In-time. In-time is recorded and displayed below Punch-in Icon on the page. Icon color changes from blue to gray and Punch-out icon becomes active.

**Punch Out** – Click on “Punch Out” to mark attendance with out time. Punch out time appears below the icon. Punch out button remains blue throughout the day irrespective the no of hit on Punch out.

### Attendance card on Home Page

Attendance can be marked from here and Punch in button will get enabled once you entered the registered network in system.



# Employee - Regularization Summary

Attendance > Regularization summary

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HOME

HRIS


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ATTENDANCE

TASK(S)

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DOWNLOADS



Regularization Summary

MY REGULARIZATION LIST

Regularization Code	Application Date	Stage	Status
<input type="text"/>		<input type="text"/>	<input type="text"/>
EA05501621403571199	19 May 2021	Reporting Manager Approval	Pending
EA05501621402196647	19 May 2021	Reporting Manager Approval	Pending
EA05501621249015758	17 May 2021	Reporting Manager Approval	Pending
EA05501621248266711	17 May 2021	Reporting Manager Approval	Pending

# Employee – Weekly Shift

Under Weekly shift tab employee will able to see the assigned shift , employee can edit start date and end date then click on refresh to check the shift.


Attendance >  
Weekly Shift

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HOMEHRISLEAVEATTENDANCE

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DOWNLOADS



▼

Weekly Shift

Period

Start Date

May 19, 2021

End Date

May 26, 2021

REFRESH

SHIFT DETAIL

Shift Date	Shift Name	Start Time	End Time
19 May 2021	Night Shift	18:00	03:00
20 May 2021	General Shift	09:00	18:00
21 May 2021	Night Shift	18:00	03:00
22 May 2021	Weekly Off	00:00	00:00
23 May 2021	Weekly Off	00:00	00:00
24 May 2021	General Shift	09:00	18:00

# Employee – My Attendance

## 1. Attendance -> My Attendance details

valtech. HOME HRIS LEAVE ATTENDANCE

TASK(S) 14 DOWNLOADS

### My Attendance

Attendance Duration

Start Date: Apr 19, 2021 End Date: May 18, 2021 [REFRESH](#)

#### ATTENDANCE DETAILS

Check Box	Date	Shift	Expected In Time	Actual In Time	Expected Out Time	Actual Out Time	Work Hours	Extra Hours	Status
<input type="checkbox"/>	18 May 2021	General Shift	09:00	NA	18:00	NA	NA	NA	A
<input type="checkbox"/>	17 May 2021	General Shift	09:00	NA	18:00	NA	NA	NA	A
<input type="checkbox"/>	16 May 2021	Weekly Off	NA	NA	NA	NA	NA	NA	WO
<input type="checkbox"/>	15 May 2021	Weekly Off	NA	NA	NA	NA	NA	NA	WO
<input type="checkbox"/>	14 May 2021	Holiday	09:00	NA	18:00	NA	NA	NA	H
<input type="checkbox"/>	13 May 2021	General Shift	09:00	NA	18:00	NA	NA	NA	A
<input type="checkbox"/>	12 May 2021	General Shift	09:00	NA	18:00	NA	NA	NA	A
<input type="checkbox"/>	11 May 2021	General Shift	09:00	NA	18:00	NA	NA	NA	A
<input type="checkbox"/>	10 May 2021	General Shift	09:00	NA	18:00	NA	NA	NA	A

[REGULARIZE](#)

2. Select the day which you want to regularize.

3. After you click here a pop up window will be open

# Attendance Regularize – Employee

Regularize Attendance

Date	Sys In Time	Sys Out Time	Expected In Time	Expected Out Time	Modified In Time	Modified Out Time	Reason List	Extra Hours	Employee Comment
23 Apr 2021	NA	NA	09:00	18:00	Apr 23, 2021 09:00	Apr 23, 2021 18:00	Please Select	00 00	


**SUBMIT** **CANCEL**

**1. Modified In Time, Modified Out Time, Reason list & comment is mandatory to submit.**

**2. Click here to submit your regularization**


# Attendance Regularize – Employee

My Attendance


Request has been submitted 

Attendance Duration

Start Date

Apr 19, 2021 

End Date:

May 18, 2021 

REFRESH

ATTENDANCE DETAILS

Check Box	Date ↕	Shift	Expected In Time	Actual In Time	Expected Out Time	Actual Out Time	Work Hours	Extra Hours	Status
<input type="checkbox"/>	18 May 2021	General Shift	09:00	NA	18:00	NA	NA	NA	A
<input type="checkbox"/>	17 May 2021	General Shift	09:00	NA	18:00	NA	NA	NA	A
<input type="checkbox"/>	16 May 2021	Weekly Off	NA	NA	NA	NA	NA	NA	WO
<input type="checkbox"/>	15 May 2021	Weekly Off	NA	NA	NA	NA	NA	NA	WO
<input type="checkbox"/>	14 May 2021	Holiday	09:00	NA	18:00	NA	NA	NA	H
<input type="checkbox"/>	13 May 2021	General Shift	09:00	NA	18:00	NA	NA	NA	A

# Attendance – Reporting Manager Approve/Reject





# Reporting Manager – Home

The screenshot shows the Valtech Reporting Manager Home dashboard. At the top, the Valtech logo is on the left, and navigation links for HOME, HRIS, LEAVE, and ATTENDANCE are in the center. On the right, there are icons for TASKS (with a red badge showing 15), DOWNLOADS, and a user profile. A yellow arrow points down to the TASKS icon. Below the navigation bar, a banner states "15 Tasks Await You Today". A dropdown menu is open, showing "Attendance Regularizations" (6) and "Leave Requests" (9), both with subtext "You Have Pending... Requests". A yellow arrow points from the text "Click here to open tasks" to the Attendance Regularizations item. The dashboard features several widgets: "Good Afternoon" with a profile completion progress bar at 57% and a "FLIP FOR MY TEAM" button; "Mark Attendance" with "Punch In Time" and "Punch Out Time" buttons and an "ATTENDANCE STATUS" button; "Wish" for the date 19-05-2021 with a "No record found." message; "Holidays" listing Janmashtami (30 Aug 2021), Ganesh Chaturthi (10 Sep 2021), Dussehra (15 Oct 2021), and Diwali (04 Nov 2021); "09 Leave Approval"; "00 Leave Applied" (Last 30 Days) with a table showing 0 in two columns; "06 Attendance Regularization Approvals"; and "02 Attendance Regularization Applied" (Last 30 Days).

valtech. HOME HRIS LEAVE ATTENDANCE

15 Tasks Await You Today

Attendance Regularizations 6  
You Have Pending Attendance Regularizations Requests

Leave Requests 9  
You Have Pending Leave Requests

Good Afternoon

Profile Completion 57%  
COMPLETE NOW

FLIP FOR MY TEAM

Mark Attendance

Punch In Time Punch Out Time

ATTENDANCE STATUS

Wish 19-05-2021  
No record found.

Holidays

Janmashtami 30 Aug 2021, Mon

Ganesh Chaturthi 10 Sep 2021, Fri

Dussehra 15 Oct 2021, Fri

Diwali 04 Nov 2021, Thu

09 Leave Approval

00 Leave Applied Last 30 Days

0	0
---	---

06 Attendance Regularization Approvals

02 Attendance Regularization Applied Last 30 Days

Click here to open tasks

# Reporting Manager – Task

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HOME

HRIS

LEAVE

ATTENDANCE

TASK(S) 15

DOWNLOADS



Task(S)

EMPLOYEE CODE

MY TASK LIST

SNo ⇅	Task Code ⇅	Employee Code ⇅	Employee Name ⇅	Stage ⇅	Status ⇅	Application Date ⇅	Due Date ⇅
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	EA05501620894240342	Dummy4	Dummy D D	Reporting Manager Approval	Pending	13-May-2021	13-May-2021
2	EA05501621248266711	Dummy4	Dummy D D	Reporting Manager Approval	Pending	17-May-2021	17-May-2021
3	EA05501621249015758	Dummy4	Dummy D D	Reporting Manager Approval	Pending	17-May-2021	17-May-2021
4	EA05501621402196647	Dummy4	Dummy D D	Reporting Manager Approval	Pending	19-May-2021	19-May-2021



Click here

# Reporting Manager – Approval

valtech\_ [HOME](#) [HRIS](#) [LEAVE](#) [ATTENDANCE](#)

TASK(S) 15 DOWNLOADS

Task(S)

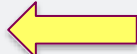
Employee Information

System generated information (Can't be editable)

Employee Code: Dummy2 Employee Name: Dummy B B  
Employee DOJ: 01/03/2020 Designation:  
Work Location: India>Haryana>Gurugram>802-803 , 8th floor , Tower B>Unitech Cyber Park>Sector 39>122003 Org Unit: Valtech India Systems Private Limited>Alumni>Alumni  
L1 Manager: Dummy B B HR Manager: Dummy B AA  
Official Mail Id: divya.3@peoplestrong.com Personal Mailid: dummyb@gmail.com

Attendance Detail

Date	Shift-In	Shift-Out	Modified In Time	Modified Out Time	Regularization Reason	Employee Comments	Approver Comment*
23 Apr 2021	09:00	18:00	<input type="text" value="Apr 23, 2021 09:00"/>	<input type="text" value="Apr 23, 2021 18:00"/>	<input type="text" value="Forgot to Punch"/>	<input type="text" value="test"/>	<u>Approver comment is mandatory</u>

Click here to Approve 



# Reporting Manager – Regularization Approved

Task(S)

Request Approved Successfully.

EMPLOYEE CODE

MY TASK LIST

SNo ⌵	Task Code ⌵	Employee Code ⌵	Employee Name ⌵	Stage ⌵	Status ⌵	Application Date ⌵	Due Date ⌵
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	EA05501620894240342	Dummy4	Dummy D D	Reporting Manager Approval	Pending	13-May-2021	13-May-2021
2	EA05501621248266711	Dummy4	Dummy D D	Reporting Manager Approval	Pending	17-May-2021	17-May-2021
3	EA05501621249015758	Dummy4	Dummy D D	Reporting Manager Approval	Pending	17-May-2021	17-May-2021
4	EA05501621402196647	Dummy4	Dummy D D	Reporting Manager Approval	Pending	19-May-2021	19-May-2021

# Reporting Manager – Home Page

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HOME

HRIS

LEAVE

ATTENDANCE

14 Tasks Await You Today

Good Afternoon

Profile Completion  
57%  
COMPLETE NOW

FLIP FOR MY TEAM

Mark Attendance

Punch In Time

Punch Out Time

ATTENDANCE STATUS

Wish

19-05-2021

No record found.

Holidays

Janmashtami  
30 Aug 2021, Mon

Ganesh Chaturthi  
10 Sep 2021, Fri

Dussehra  
15 Oct 2021, Fri

Diwali  
04 Nov 2021, Thu

09 Leave Approval

+5 More

00 Leave Applied

Last 30 Days

0 Pending

0 Rejected

05 Attendance Regularization Approvals

02 Attendance Regularization Applied

Last 30 Days

14 Tasks Await You Today

Attendance Regularizations 5

You Have Pending Attendance Regularizations Requests

Leave Requests 9

You Have Pending Leave Requests

Birthdays

Anniversaries

New Joiners

Downloads

Click here to open tasks

# Reporting Manager - Task

Task(S)

EMPLOYEE CODE

MY TASK LIST


SNo	Task Code	Employee Code	Employee Name	Stage	Status	Application Date	Due Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	EA05501620894240342	Dummy4	Dummy D D	Reporting Manager Approval	Pending	13-May-2021	13-May-2021
2	EA05501621248266711	Dummy4	Dummy D D	Reporting Manager Approval	Pending	17-May-2021	17-May-2021
3	EA05501621249015758	Dummy4	Dummy D D	Reporting Manager Approval	Pending	17-May-2021	17-May-2021
4	EA05501621402196647	Dummy4	Dummy D D	Reporting Manager Approval	Pending	19-May-2021	19-May-2021



Click here

# Reporting Manager - Rejection

**valtech.**HOMEHRISLEAVEATTENDANCE

TASK(S)15DOWNLOADS

Task(S)

Employee Information

Employee Code: Dummy2

Employee DOJ: 01/03/2020

Work Location: India>Haryana>Gurgaon>882-883, 8th floor, Tower B>Unitech Cyber Park>Sector 39>122003

L1 Manager: Dummy B B

Official Mail Id: divya.3@peoplestrong.com

Employee Name: Dummy B B

Org Unit: Valtech India Systems Private Limited>Alumni>Alumni

HR Manager: Dummy B AA

Personal Mailid: dummyb@gmail.com

System generated information (Can't be editable)

Attendance Detail

Date	Shift-In	Shift-Out	Modified In Time	Modified Out Time	Regularization Reason	Employee Comments	Approver Comment*
23 Apr 2021	09:00	18:00	<input type="text" value="Apr 23, 2021 09:00"/>	<input type="text" value="Apr 23, 2021 18:00"/>	<input type="text" value="Forgot to Punch"/>	<input type="text" value="test"/>	<div>Approver comment is mandatory</div>

Click here to Reject

REJECT



# Reporting Manager – Regularization Rejected

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HOME

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ATTENDANCE

TASK(S)

14

DOWNLOADS

Task(S)

Request Rejected Successfully.

EMPLOYEE CODE

MY TASK LIST

SNo	Task Code	Employee Code	Employee Name	Stage	Status	Application Date	Due Date
1	EA05501621248266711	Dummy4	Dummy D D	Reporting Manager Approval	Pending	17-May-2021	17-May-2021
2	EA05501621249015758	Dummy4	Dummy D D	Reporting Manager Approval	Pending	17-May-2021	17-May-2021
3	EA05501621402196647	Dummy4	Dummy D D	Reporting Manager Approval	Pending	19-May-2021	19-May-2021
4	EA05501621403571199	Dummy4	Dummy D D	Reporting Manager Approval	Pending	19-May-2021	19-May-2021

# Assign Roster by Employee - Reporting Manager / HRBP

Attendance -> Assign / Upload -> Assign roster by employee

**valtech.**HOMEHRISLEAVEATTENDANCE

14

TASK(S)

↓

DOWNLOADS

**Assign Roster By Employee**

Search

Employment Type: Please Select Employee Status: Please Select

**Employee List**

Select	Employee Code	First Name	Last Name	Designation	Current Roster
<input type="checkbox"/>					
<input type="checkbox"/>	2198	Gopal	Gopal	Senior Director – Digital Commerce Practice	Organization Default : roster
<input type="checkbox"/>	3306	Monteiro	Monteiro	Senior Project Manager	Organization Default : roster
<input type="checkbox"/>	2605	Abhishek	Kanavalli	Business Analyst	Organization Default : roster
<input type="checkbox"/>	2967	Amit	Sheth	Senior Vice President - Finance & IT (APAC)	Organization Default : roster
<input type="checkbox"/>	2882	Channaveeresh	S S	Manager - Finance	Organization Default : roster
<input type="checkbox"/>	9309	Tejus	S		Organization Default : roster
<input type="checkbox"/>	2402	SriHari	L	Associate Director - Gen. Admin, Facilities & Travel	Organization Default : roster

Click on Assign Roster

Assign Roster

View Roster

# Assign Roster by Employee – Reporting Manager /HRBP

The screenshot shows a web form titled "Assign Roster" with a close button (X) in the top right corner. The form contains the following elements:

- 1. Select Start Date:** A text box labeled "Start Date:" with a red asterisk, containing the date "May 19, 2021" and a calendar icon.
- 2. Select End Date:** A text box labeled "End Date:" with a red asterisk, containing the date "May 19, 2021" and a calendar icon.
- 3. Select roster which need to be assigned:** A dropdown menu labeled "Select Roster:" with a red asterisk. The dropdown is open, showing a search bar and a list of options: "Please Select", "roaster", and "General".
- 4. Click on assign:** A blue button labeled "ASSIGN" and a white button labeled "CANCEL".

Below the form is a section titled "Assigned Rosters" containing a table with the following columns: "Start Date", "End Date", "Roster Name", and "Delete". The table is currently empty, with the text "No records found." displayed below it.



# Reporting Manager / HRBP - roster assigned Successfully

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HOMEHRISLEAVEATTENDANCE

TASK(S)

14

DOWNLOADS

Assign Roster By Employee

Search

Employment Type:

Please Select

Employee Status:

Please Select

Successful: Roster assigned successfully for Settu Gopal

Employee List

Select	Employee Code	First Name	Last Name	Designation	Current Roster
<input type="checkbox"/>					
<input type="checkbox"/>	2198	Settu	Gopal	Senior Director – Digital Commerce Practice	Organization Default : roster
<input type="checkbox"/>	3306	Priya	Monteiro	Senior Project Manager	Organization Default : roster
<input type="checkbox"/>	2605	Abhishek	Kanavalli	Business Analyst	Organization Default : roster
<input type="checkbox"/>	2967	Amit	Sheth	Senior Vice President - Finance & IT (APAC)	Organization Default : roster
<input type="checkbox"/>	2882	Channaveeresh	S S	Manager - Finance	Organization Default : roster
<input type="checkbox"/>	9309	Tejus	S		Organization Default : roster
<input type="checkbox"/>	2402	SriHari	L	Associate Director - Gen. Admin, Facilities & Travel	Organization Default : roster

# HRBP - Task Reassign

Attendance ->  
Task  
Reassignment

**SOLUTIONS**

**Task Reassignment**

SECTION

Select	Regularization Code	Employee Name	Employee Code	Approver Name	Role	Stage	Status
<input type="checkbox"/>	EA05301609240665372	Dev Narayan	FCM/IND/0002	Sanjay Malik	L1 Manager	L1 Approval	Pending

**Reassign**

**Reassign Task**

**EMPLOYEE LIST**

Employee Code	Employee Name	User Name	Reassign
00003	Nikhil Carvaltho	nikhil@vastuhfc.com	Reassign
00005	Rohith Balakrishnan	rohith@vastuhfc.com	Reassign
00007	Anusha Shetty	anusha@vastuhfc.com	Reassign
00008	Bharat Mehta	bharat@vastuhfc.com	Reassign
00028	Vikki Soni	vikki@vastuhfc.com	Reassign
00029	Sarvajeet Kabra	sarvajeet.kabra@vastuhfc.com	Reassign

**TASK REASSIGN**

1 tasks has been reassigned to Anusha Shetty successfully.

SECTION

Select	Regularization Code	Employee Name	Employee Code	Approver Name	Role	Stage	Status
<input type="checkbox"/>	EA04071587995528176	Dummy S Dhara	Dummy1	Dummy Sushana	L1 Manager	L1 Approval	Pending

2. Click on  
regularization code

3. Click on reassign

4. Click here,  
task will be  
reassigned

Once task is  
reassigned,  
message will  
appear, task has  
been  
reassigned

# Reporting Manager / HRBP – Proxy Attendance

## 1. Attendance -> Proxy Attendance

**valtech.** HOME HRIS LEAVE ATTENDANCE

TASK(S) 14 DOWNLOADS

### Proxy Attendance

1. Select employee

Select Employee

Employee Name:

2. Select Start Date

Start Date:

3. Select End Date

End Date:

**REFRESH**

4. Click on refresh

### ATTENDANCE DETAILS

Check Box	Date ▾	Shift ▾	Expected In Time	Actual In Time	Expected Out Time	Actual Out Time	Work Hour	Status
No records found.								

**REGULARIZE**

# Reporting Manager / HRBP – Proxy Attendance

**valtech.** HOME HRIS LEAVE ATTENDANCE

TASK(S) 14 DOWNLOADS

### Proxy Attendance

Select Employee

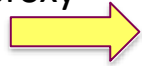
Employee Name: Dummy E Test Start Date: Apr 18, 2021 End Date: May 18, 2021 REFRESH

#### ATTENDANCE DETAILS

Check Box	Date	Shift	Expected In Time	Actual In Time	Expected Out Time	Actual Out Time	Work Hour	Status
<input type="checkbox"/>	18 May 2021	Morning Shift	06:00	NA	15:00	NA	NA	A
<input type="checkbox"/>	17 May 2021	Morning Shift	06:00	NA	15:00	NA	NA	A
<input checked="" type="checkbox"/>	16 May 2021	Morning Shift	06:00	NA	15:00	NA	NA	A
<input type="checkbox"/>	15 May 2021	Weekly Off	NA	NA	NA	NA	NA	WO
<input type="checkbox"/>	14 May 2021	General Shift	09:00	NA	18:00	NA	NA	A
<input type="checkbox"/>	13 May 2021	General Shift	09:00	NA	18:00	NA	NA	A
<input type="checkbox"/>	12 May 2021	Leave	09:00	NA	18:00	NA	NA	Sabbatical Leave
<input type="checkbox"/>	11 May 2021	General Shift	09:00	NA	18:00	NA	NA	A

REGULARIZE

1. Select the date which you want to apply proxy



3. After you click here a pop up window will be open





# Reporting Manager / HRBP – Proxy Attendance

01 May 2021   Night Shift   18:00   NA   03:00   NA   NA   A

### Regularize Attendance

Selected Date	Sys In Time	Sys Out Time	Modified In Time	Modified Out Time	Reason List	Approver Comment
16 May 2021	NA	NA	<input type="text" value="May 16, 2021 06:00"/>	<input type="text" value="May 16, 2021 15:00"/>	<input type="text" value="Please Select"/> ▼	<input type="text"/>

**1. Modified In Time, Modified Out Time, Reason list & Approver comment is mandatory to submit.**

**2. Click here to submit your regularization**

# Reporting Manager / HRBP – Shift Upload

Shift Upload

Upload Shift Details

NOTES -

- Downloaded template can have a maximum of 65535 employees at once. Additional employees needs to be manually inserted.

Select Excel file to upload

[+ Upload File](#)

[SUBMIT](#)

[2. Select from Date](#)

[2. Select to Date](#)

[3. Download the template](#)

[4. Upload the template](#)

[5. Click on Submit](#)

From Date\*

To Date\*

DOWNLOAD TEMPLATE

SAVE CANCEL

# Reporting Manager – Bulk Approval

**Bulk Task Approval**

**Attendance Duration**

Start Date  End Date  [REFRESH](#)

Select	Task Code	Employee Name	Employee Code	Stage	Status	More Info
<input type="checkbox"/>	EA05501621248266711	Dummy D	Dummy4	<a href="#">Reporting Manager Approval</a>	Pending	<a href="#">i</a>
<input type="checkbox"/>	EA05501621249015758	Dummy D	Dummy4	<a href="#">Reporting Manager Approval</a>	Pending	<a href="#">i</a>
<input type="checkbox"/>	EA05501621402196647	Dummy D	Dummy4	<a href="#">Reporting Manager Approval</a>	Pending	<a href="#">i</a>
<input type="checkbox"/>	EA05501621403571199	Dummy D	Dummy4	<a href="#">Reporting Manager Approval</a>	Pending	<a href="#">i</a>
<input type="checkbox"/>	EA05501620275384391	Dummy D	Dummy4	<a href="#">Reporting Manager Approval</a>	Pending	<a href="#">i</a>

**Remarks**

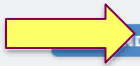
Approver Comments:

[ATTENDANCE APPROVE](#) [ATTENDANCE REJECT](#)

1. Select the task which you want to approve



2. Enter the Approver Comment and click on attendance approve or Attendance reject




# Reporting Manager / HRBP – Employee Attendance Status

Attendance -> Employee Attendance Status

**valtech.**[HOME](#)[HRIS](#)[LEAVE](#)[ATTENDANCE](#)

TASK(S) 14

DOWNLOADS




**Employee Attendance Status**

Select Employee

Select Employee Level:  
Select One

User Role:  
L1 manager

Search Employee  


ATTENDANCE STATUS DETAILS (NO. OF RECORDS-1)

Date	Employee Code	Employee Name	Shift Premise	First Punch Time	Second Punch Time	Mob Number	Work From
2021-05-19	Dummy4	Dummy D D		11:14			NA

EXPORT TO EXCEL

Under Employee Attendance Status I will able to check the Live punches of employees

# Mobile App Login



# Mobile Login

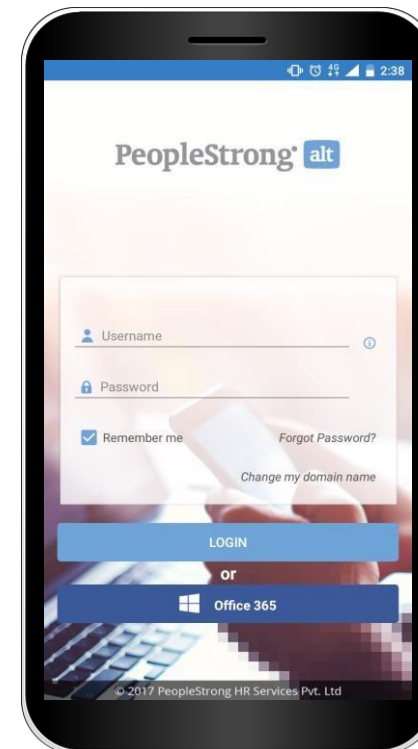
Download Mobile App from Google  
Play Store & Apple App Store



## How to Login?

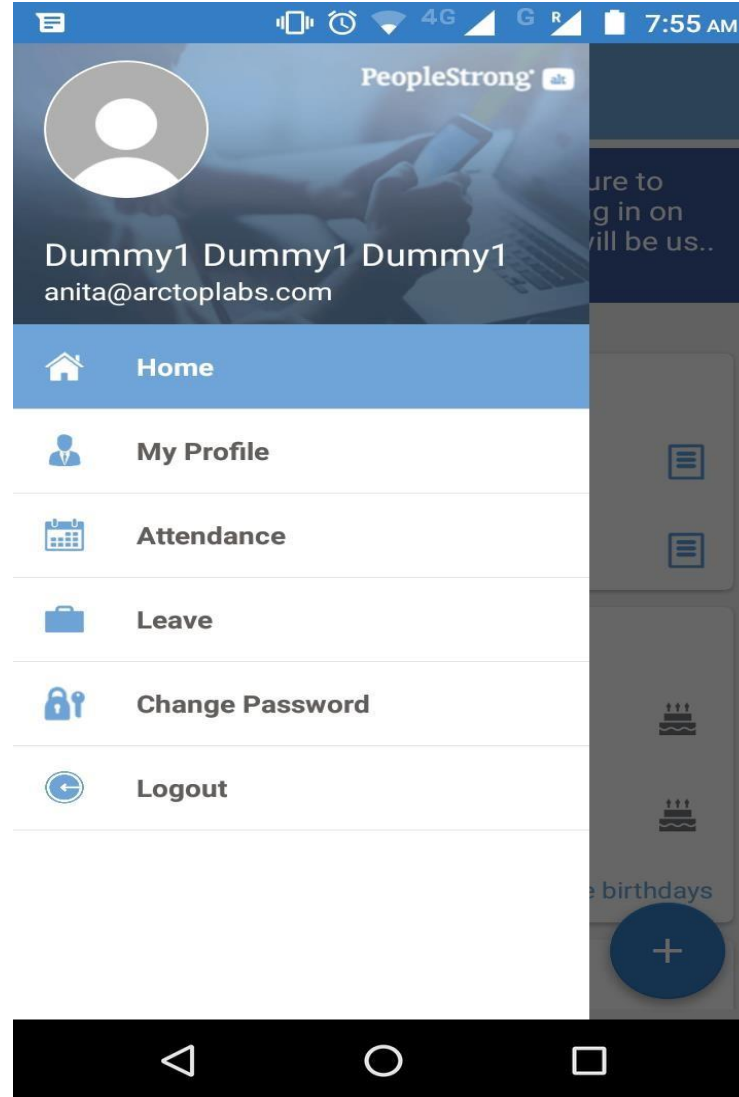
Domain: *Valtechindia.peoplestrong.com*

**User Name - Employee Code**  
**Password – same as altworklife**  
**password**



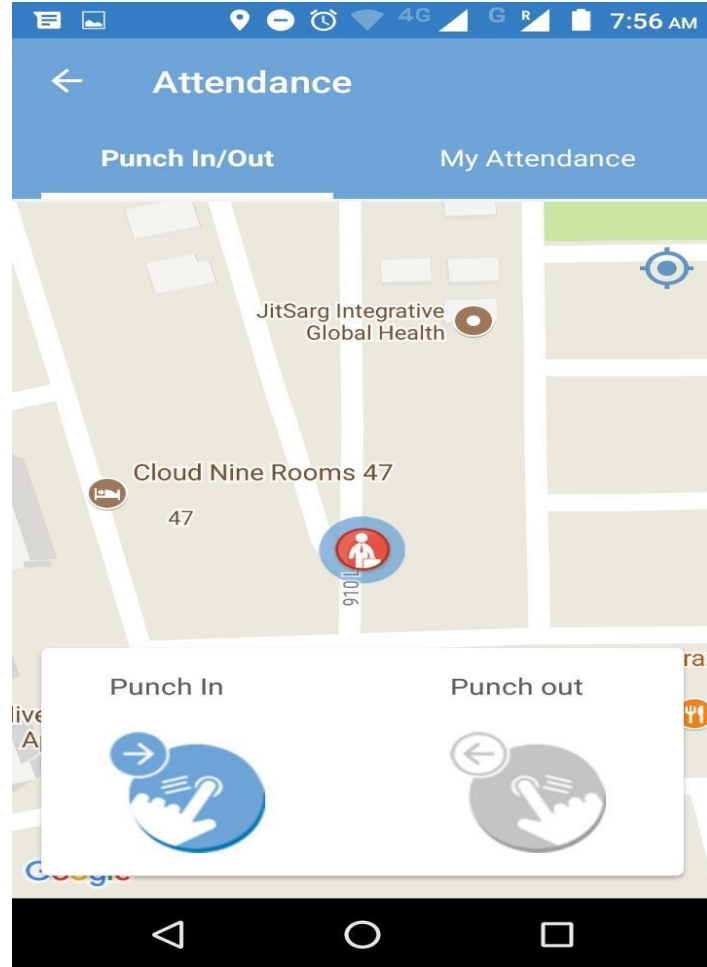
# Attendance option

Attendance menu enabled. Employee  
can mark the attendance on mobile





# Mark attendance



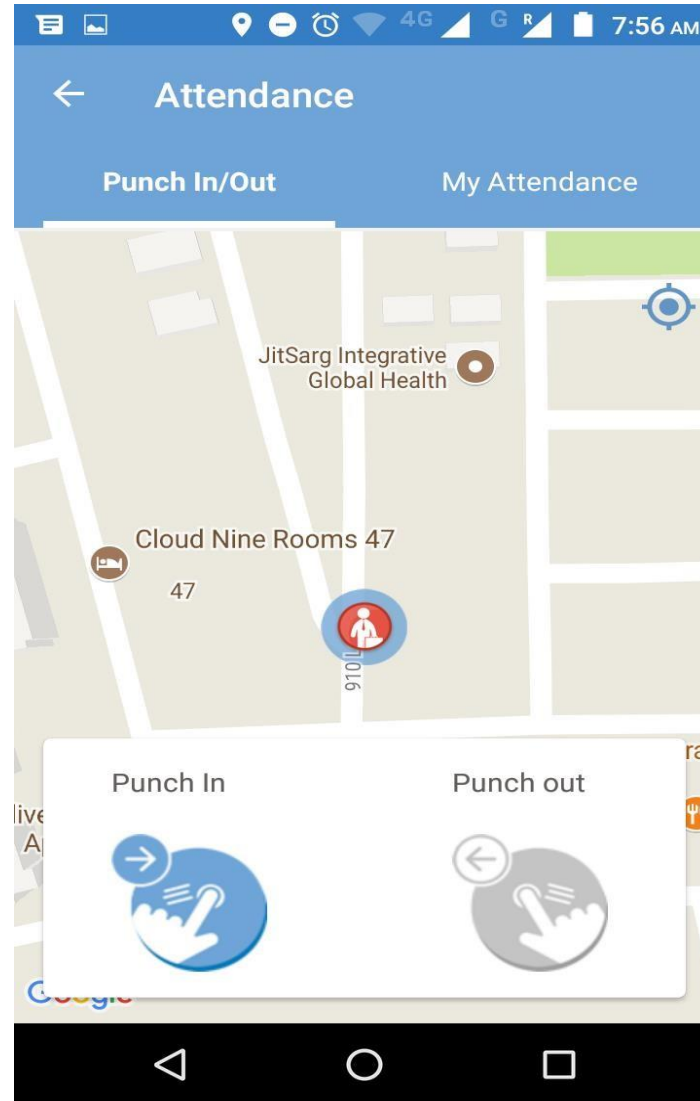
## Attendance Marking/Punching –

**Punch In** – Click Punch in to mark attendance In-time. In-time is recorded and displayed below Punch-in Icon on the page and icon color changes from blue to gray and Punch-out icon becomes active.

**Punch Out** – Click Punch Out to mark attendance out time. Punch out time appears below the icon. Punch out can be hit multiple times but system considers last punch time for attendance data processing. Punch out button remains blue throughout the day or irrespective the no of hit on Punch out.

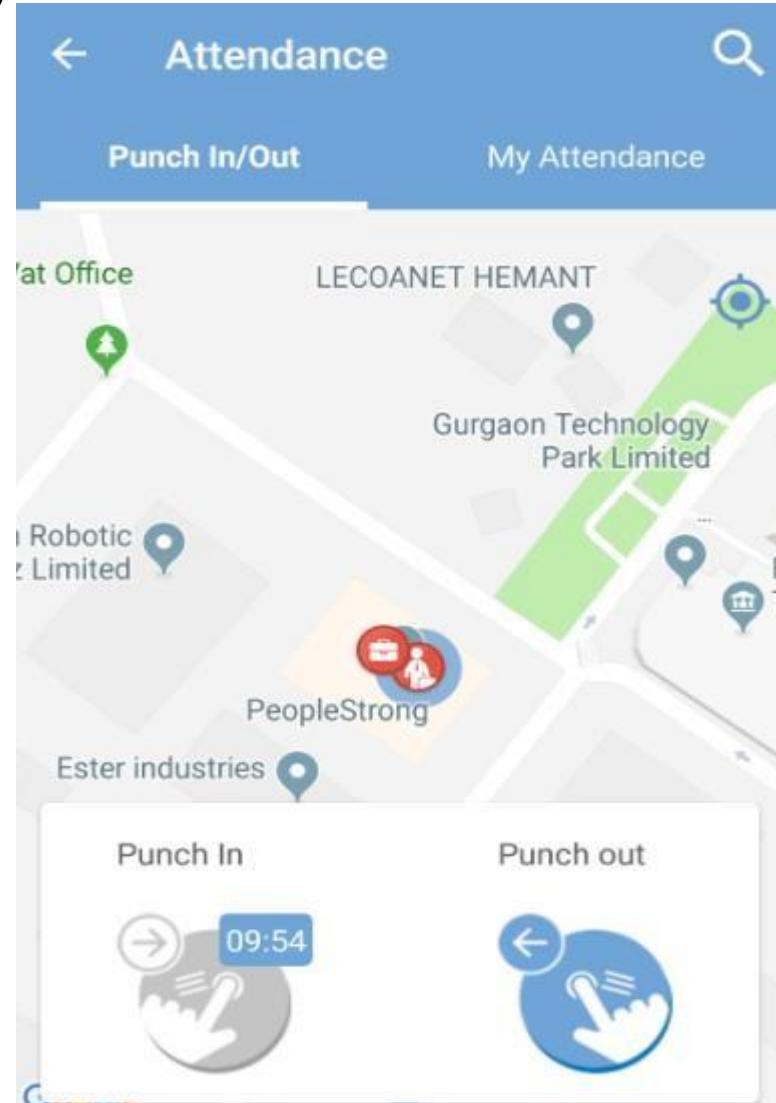
# Mark attendance

Employee will be able to mark the attendance, with the GPS on.



# Timing of Attendance

Once the employee marks the attendance through mobile, In time and Out time will appear.



# My Attendance

Select the date for which attendance needs to be regularized.



Click on regularize

Attendance

Punch In/Out My Attendance

Start Date End Date

15 Feb 2018 To 21 Feb 2018

SEARCH

✓ 21 Feb 2018	00:00 hrs	A
✓ 20 Feb 2018	00:00 hrs	L
✓ 19 Feb 2018	00:00 hrs	L
		P

REGULARIZE

# Attendance Regularization

Employee will fill the form with  
In/Out time.  
Employee Note will be the reason of  
regularization.

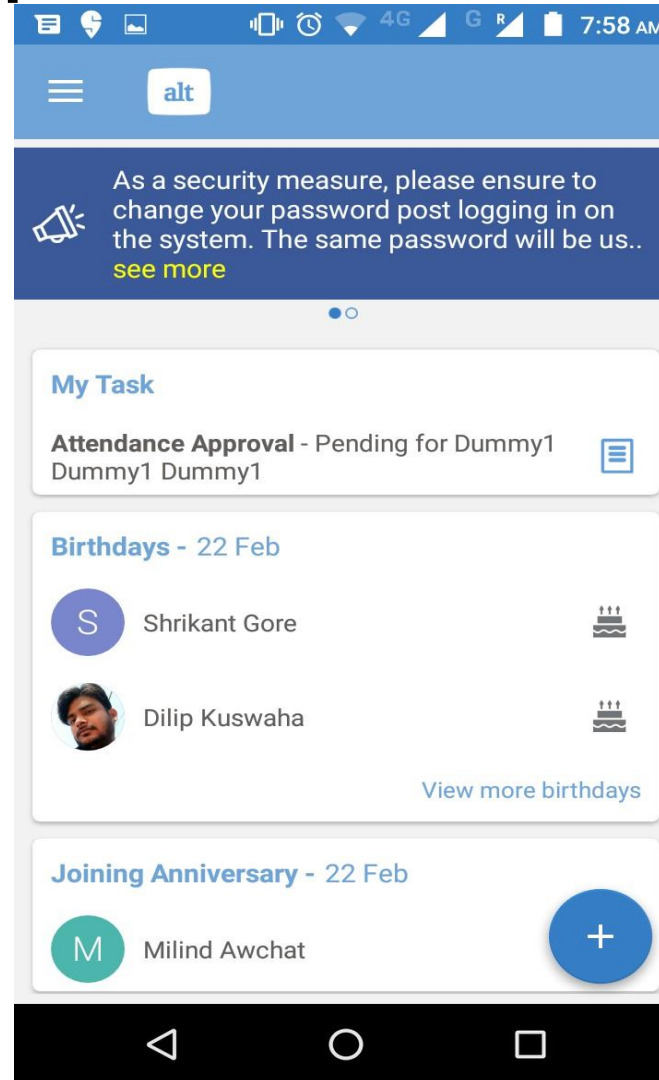
The screenshot shows a mobile application interface for 'Regularization'. At the top, there's a status bar with icons for notifications, battery, and network. Below it, a blue header bar contains a back arrow and the title 'Regularization'. The main form area is white and contains the following fields:

In Date	In Time
16-02-2018	07:57
Out Date	Out Time
16-02-2018	00:00
Emp. Note	

A blue arrow points from the text 'Employee Note will be the reason of regularization.' to the 'Emp. Note' field. At the bottom of the form, there is a blue button labeled 'REGULARIZE'. The entire interface is set against a light gray background.

# Regularization Approval

Pending request of attendance will appear on the home page of L1 Manager



# Regularization Approval

L1 Manager can view the details filled by employee.  
Manager comments needs to be filled.  
Request can be approved or Rejected.



The screenshot shows a mobile application interface for 'Attendance Approval'. At the top, there's a status bar with various icons and the time 7:58 AM. Below it is a blue header bar with a back arrow and the title 'Attendance Approval'. The main content is divided into two sections: 'Employee Details' and 'Attendance Details'. The 'Employee Details' section shows a placeholder profile picture, the name 'Dummy1 Dummy1 Dummy1', and the role 'Team Leader'. The 'Attendance Details' section contains a form with the following fields: 'Date' (21 Feb 2018), 'Time In' (00:00), 'Time Out' (00:00), 'Modified-In' (21 Feb 2018 08:57), 'Modified-Out' (21 Feb 2018 23:57), 'Reason' (gsg), and 'Manager's Comment'. At the bottom, there are two blue buttons labeled 'APPROVE' and 'REJECT'. The entire interface is set against a light gray background.

Attendance Details	
Date	21 Feb 2018
Time In	Time Out
00:00	00:00
Modified-In	Modified-Out
21 Feb 2018 08:57	21 Feb 2018 23:57
Reason	
gsg	
Manager's Comment	



# Thank You