PeopleStrong - Attendance User Manuals

Team HR

Welcome to our Attendance module

PeopleStrong alt

Core HR | Workforce Management | Payroll | Talent Management

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.

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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.

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 ▼	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	

SUBMIT   CANCEL

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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

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Attendance Module – After your login
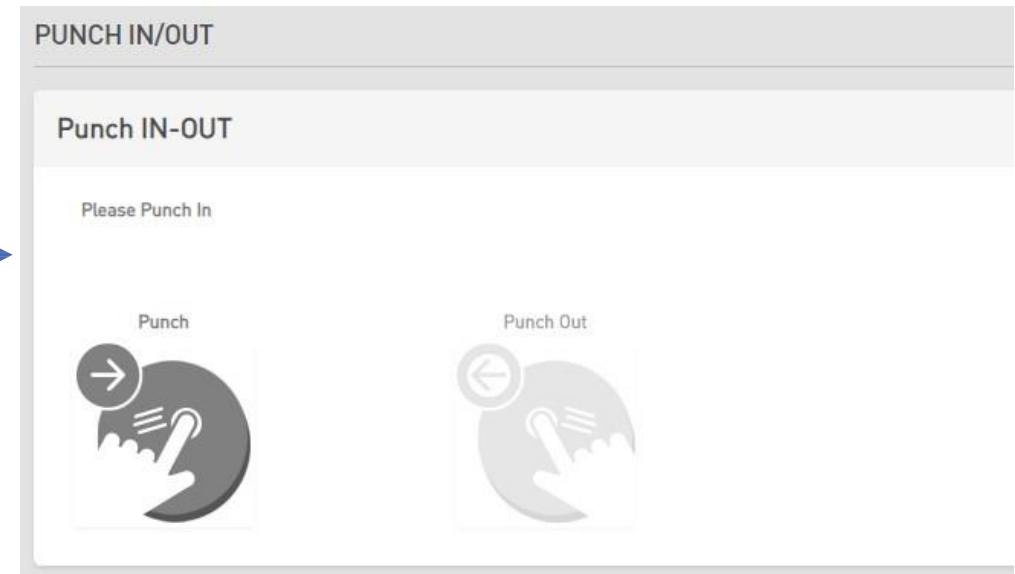
Employee – Web Punch

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.

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Employee - Regularization Summary

Attendance > Regularization summary

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

Employee – My Attendance

1. **Attendance -> My Attendance details**

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	

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

SUBMIT   CANCEL

2. Click here to submit your regularization

13

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Attendance Regularize – Employee

valtech_ HOME HRIS LEAVE **ATTENDANCE** TASK(S) **14** DOWNLOADS

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
☐	18 May 2021	General Shift	09:00	NA	18:00	NA	NA	NA	A
☐	17 May 2021	General Shift	09:00	NA	18:00	NA	NA	NA	A
☐	16 May 2021	Weekly Off	NA	NA	NA	NA	NA	NA	WO
☐	15 May 2021	Weekly Off	NA	NA	NA	NA	NA	NA	WO
☐	14 May 2021	Holiday	09:00	NA	18:00	NA	NA	NA	H
☐	13 May 2021	General Shift	09:00	NA	18:00	NA	NA	NA	A

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Attendance – Reporting Manager Approve/Reject

Reporting Manager – Home

Click here to open tasks

Reporting Manager – Task

Click here

Reporting Manager – Approval

valtech_ HOME HRIS LEAVE ATTENDANCE 15 TASK(S) DOWNLOADS

Task(S)
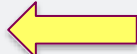
Employee Information

System generated information (Can't be editable)

System generated information (Can't ne 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	Apr 23, 2021 09:00	Apr 23, 2021 18:00	Forgot to Punch	test	

Approver comment is mandatory

Click here to Approve ← APPROVE REJECT

18

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Reporting Manager – Regularization Approved

valtech_   HOME   HRIS   LEAVE   ATTENDANCE   [15] TASK(S)   DOWNLOADS

Task(S)

Request Approved Successfully.   ✕

EMPLOYEE CODE

MY TASK LIST

SNo	Task Code	Employee Code	Employee Name	Stage	Status	Application Date	Due Date
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

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Reporting Manager – Home Page

Click here to open tasks

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HOME   HRIS   LEAVE   ATTENDANCE

TASKS 14   DOWNLOADS

Attendance Regularizations 5
You Have Pending Attendance Regularizations Requests

Leave Requests 9
You Have Pending Leave Requests

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.

Birthdays

Anniversaries

New Joiners

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

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Reporting Manager - Task

HOME   HRIS   LEAVE   ATTENDANCE

15 TASK(S)   DOWNLOADS

Task(S)

EMPLOYEE CODE

MY TASK LIST

SNo	Task Code	Employee Code	Employee Name	Stage	Status	Application Date	Due Date
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

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Reporting Manager - Rejection

System generated information (Can't be editable)

Approver comment is mandatory

Click here to Reject

Reporting Manager – Regularization Rejected

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HOME   HRIS   LEAVE   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

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Assign Roster by Employee - Reporting Manager / HRBP

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

Assign Roster by Employee – Reporting Manager /HRBP

1. Select Start Date

2. Select End Date

Assign Roster

Start Date:* [May 19, 2021] 📅

End Date:* [May 19, 2021] 📅

Select Roster* [Please Select ▾]

[🔍]

3. Select roster which need to be assigned

Please Select
roaster
General

4. Click on assign

[ASSIGN] [CANCEL]

Assigned Rosters

Start Date	End Date	Roster Name	Delete
No records found.			

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Reporting Manager / HRBP - roster assigned Successfully

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14 TASK(S)   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 ⇕
☐						
☐	2198	◄	Settu	Gopal	Senior Director – Digital Commerce Practice	Organization Default : roaster
☐	3306	◄	Priya	Monteiro	Senior Project Manager	Organization Default : roaster
☐	2605	◄	Abhishek	Kanavalli	Business Analyst	Organization Default : roaster
☐	2967	◄	Amit	Sheth	Senior Vice President - Finance & IT (APAC)	Organization Default : roaster
☐	2882	◄	Channaveeresh	S S	Manager - Finance	Organization Default : roaster
☐	9309	◄	Tejus	S		Organization Default : roaster
☐	2402	◄	SriHari	L	Associate Director - Gen. Admin, Facilities & Travel	Organization Default : roaster

26

HRBP - Task Reassign

Attendance -> Task Reassignment

SOLUTIONS™

Task Reassignment

SECTION

Select	Regularization Code ⇕	Employee Name ⇕	Employee Code ⇕	Approver Name ⇕	Role ⇕	Stage ⇕	Status ⇕
☐							
☐	EA05301609240665372	Dev Narayan	FCM/IND/0002	Sanjay Malik	L1 Manager	L1 Approval	Pending

|◄ ◄◄ 1 ►► ►| 10

2. Click on regularization code

Reassign

3. Click on reassign

Reassign Task

EMPLOYEE LIST

Employee Code ⇕	Employee Name ⇕	User Name ⇕	Reassign
00003	Nikhil Carvalho	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

4. Click here, task will be reassigned

TASK REASSIGN

DOWNLOADS MORE

1 tasks has been reassigned to Anusha Shetty successfully. ✕

SECTION

Select	Regularization Code ⇕	Employee Name ⇕	Employee Code ⇕	Approver Name ⇕	Role ⇕	Stage ⇕	Status ⇕
☐							
☐	EA04071587995528176	Dummy S Dhara	Dummy1	Dummy Sushana	L1 Manager	L1 Approval	Pending

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

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Reporting Manager / HRBP – Proxy Attendance

1. Attendance -> Proxy Attendance

Reporting Manager / HRBP – Proxy Attendance

1. Select the date which you want to apply proxy
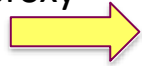
3. After you click here a pop up window will be open

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	May 16, 2021 06:00	May 16, 2021 15:00	Please Select	

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

SUBMIT   CANCEL

2. Click here to submit your regularization

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Reporting Manager / HRBP – Shift Upload

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
☐	EA05501621248266711	Dummy D	Dummy4	Reporting Manager Approval	Pending	ⓘ
☐	EA05501621249015758	Dummy D	Dummy4	Reporting Manager Approval	Pending	ⓘ
☐	EA05501621402196647	Dummy D	Dummy4	Reporting Manager Approval	Pending	ⓘ
☐	EA05501621403571199	Dummy D	Dummy4	Reporting Manager Approval	Pending	ⓘ
☐	EA05501620275384391	Dummy D	Dummy4	Reporting Manager Approval	Pending	ⓘ

Remarks

Approver Comments:

1. Select the task which you want to approve

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

DANCE APPROVE   ATTENDANCE REJECT

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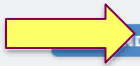
Reporting Manager / HRBP – Employee Attendance Status

Attendance -> Employee Attendance Status

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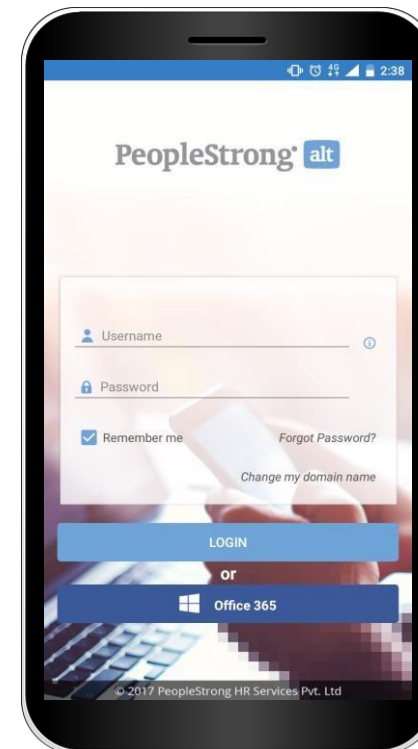
Mobile App Login

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Mobile Login

Download Mobile App from Google
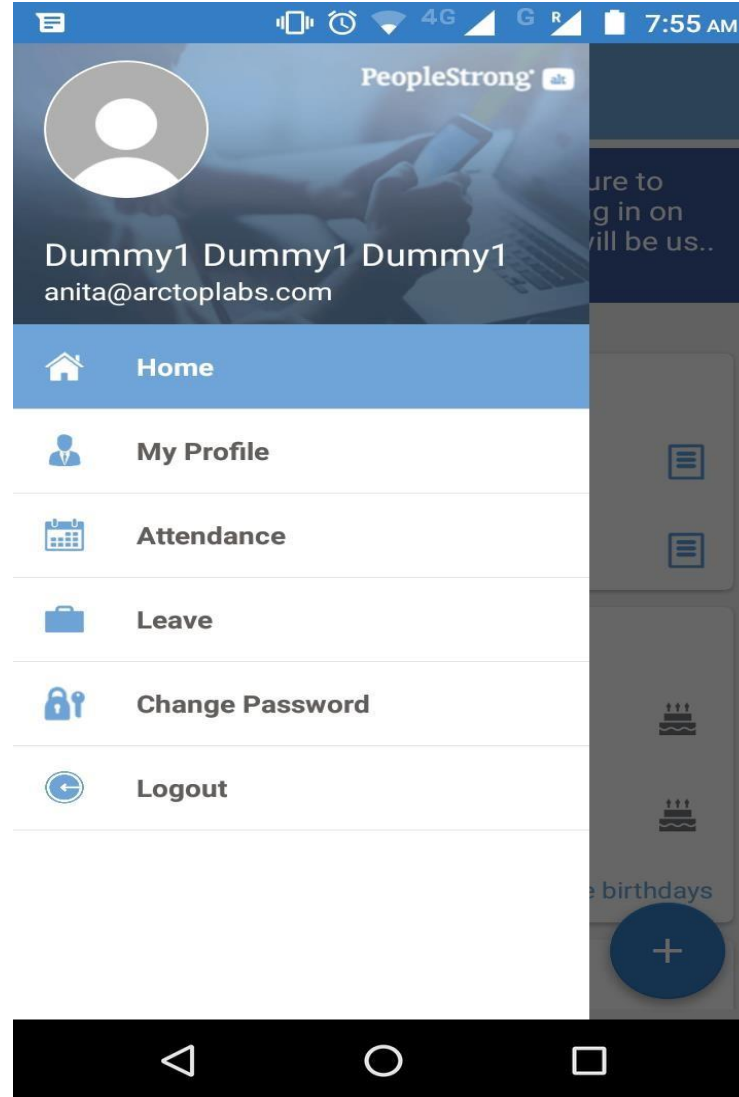Play Store & Apple App Store

How to Login?

Domain: *Valtechindia.peoplestrong.com*

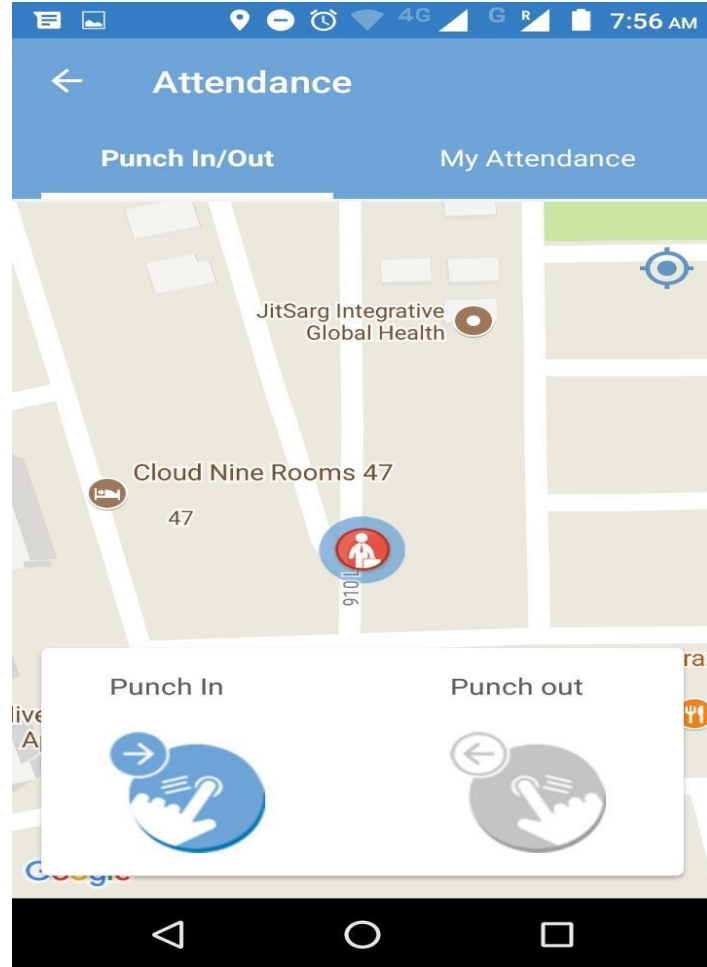**User Name - Employee Code
Password – same as altworklife
password**

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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 form 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.
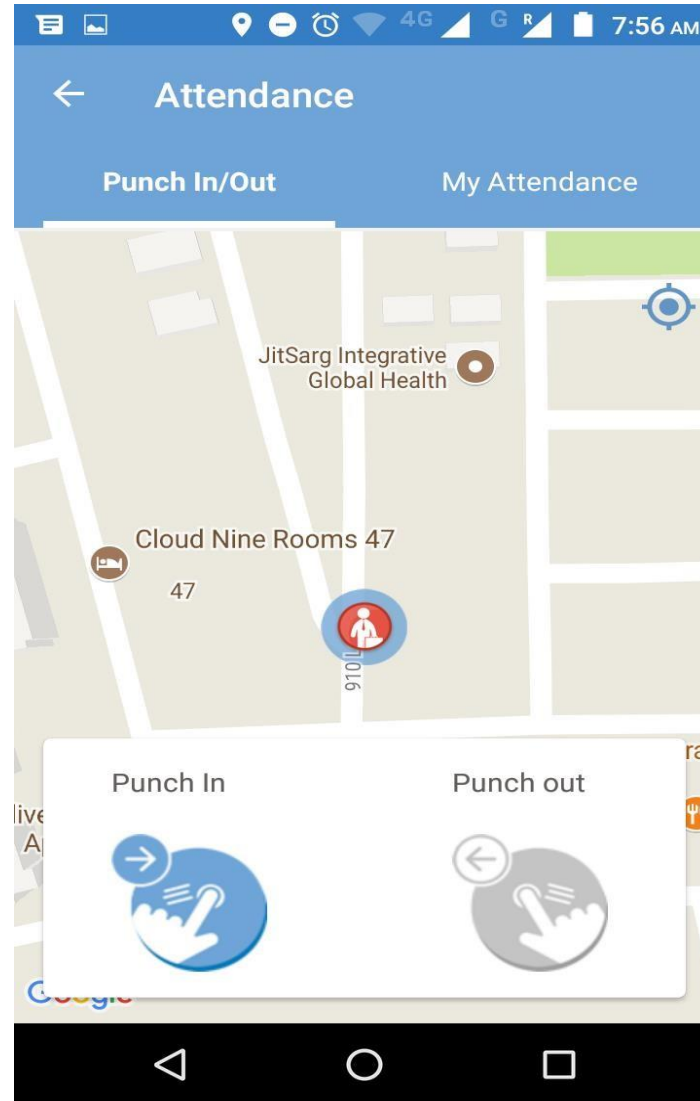
Timing of Attendance

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

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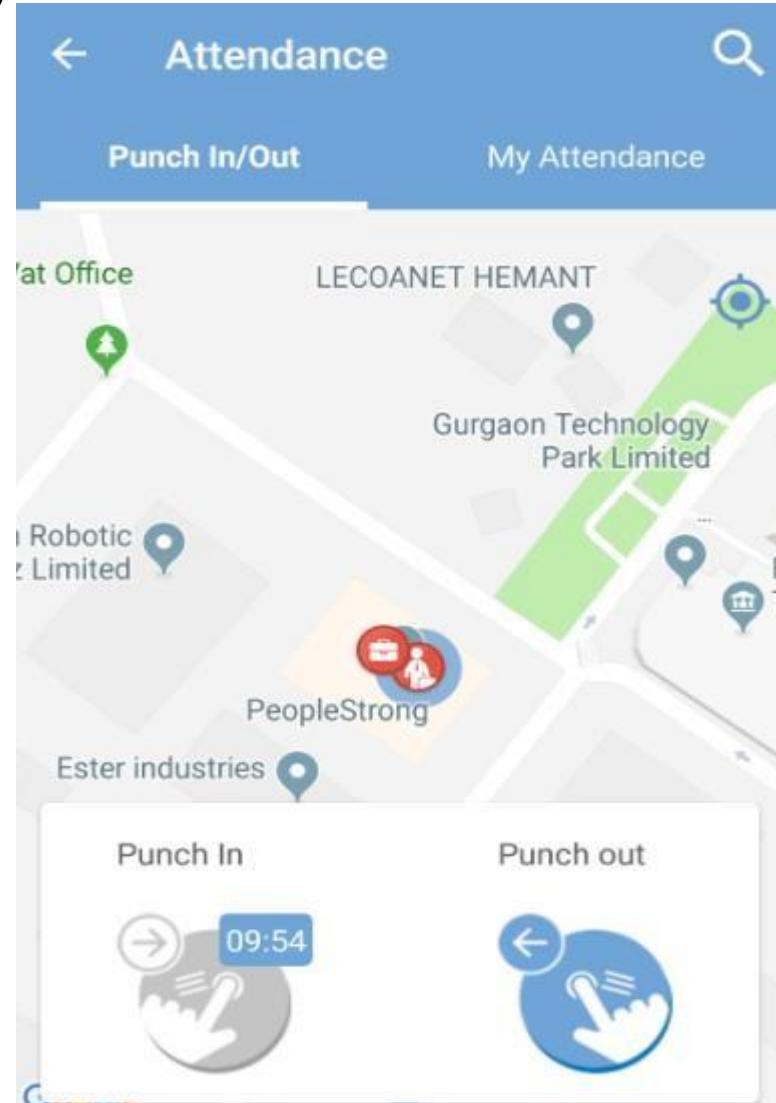
My Attendance

Select the date for which attendance needs to be regularized.

Click on regularize

Attendance Regularization

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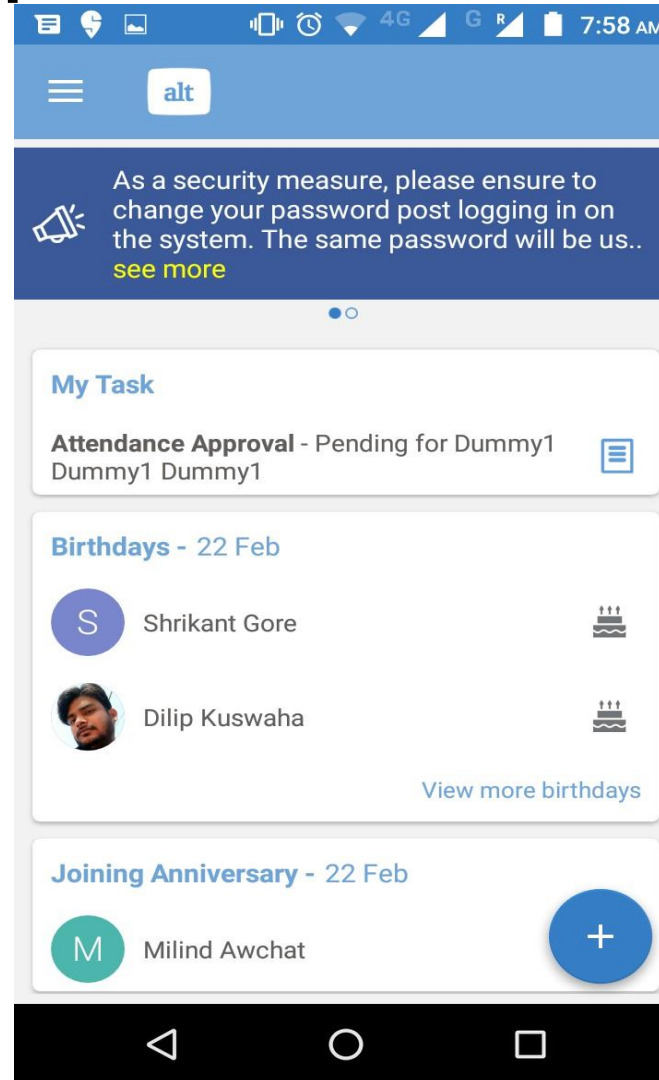Employee Note will be the reason of regularization.

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.

Thank You

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