**Attendance Summary business logic**

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1. **Absence days:** If Employee are not in present at that day.
2. **Late days:** Late days will consider below scenario:

* If day first “Log In Time” will cross the login grace time (15 mins) limit. Eg: If duty time is 9:00 and anyone can log in 9.16 then that day will consider as late days.

1. **Salary days:** “NoOfDays” **-** “Absent Days”. (NoOfDays = Total Number of Days between Two Dates)
2. **Present days**: “NoOfDays” – (“Absent Days ”+ “Holidays” + “Leave Days” + “Weekend”)
3. **Leave days**: Number of leave applied which are approved from Employee end.
4. **Weekend days:** Weekend days will count according to shifting setup wise.
5. **Holidays:** Assigned public holidays which are applicable. Some of Employee will working at Holidays. For that days corresponding employee will get compensatory leave or OT.
6. **Off Duty Hrs**: Off Duty Hrs will consider based on Employee types (Management & Non Management). Two rules are describe as below:

* **For Management Employee:** Only consider First Sign In & Last Sign Out. Off Duty Hrs will calculate by duration of First Sign In & Last Sign Out. If First Sign In is less then Duty Start Time, at this stage Duty Start Time will consider as First Sign In.

Please consider below example for better understanding. Assume that Office hour start from 9:00AM to 5:00PM and check in grace time 15minutes then we consider three different scenario:

1. If someone have been Check In 9:00AM and Check Out 4:30PM then Off Duty Hrs should be 30min.
2. If someone have been Check In 9:30AM and Check Out 5:30PM then Off Duty Hrs should be Zero.
3. If someone have been Check In 8:30AM and Check Out 4:30PM then Off Duty Hrs should be 30min.

* **For Non-Management Employee:** Consider each Sign In & Sign Out for each Duty Day. Off Duty Hrs will calculate by each Sign In & Sign Out. If First Sign In is less then Duty Start Time, at this stage Duty Start Time will consider as First Sign In. Please consider below example for better understanding. Assume that Office hour start from 9:00AM to 5:00PM, check in grace time 15 minutes & duty grace time 1hour then we consider below scenario:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  | | --- | --- | --- | | **Scenario: 1** | | | | **Check in** | **Checkout** | **Out of office** | | 9.00AM | 11:00AM |  | | 11.20AM | 1.00PM | 20m | | 2.00PM | 5:00PM | 1h | | Off Duty Hrs: 20min. | | | | |  |  |  | | --- | --- | --- | | **Scenario: 2** | | | | **Check in** | **Checkout** | **Out of office** | | 9.00AM | 11:00AM |  | | 11.20AM | 1.00PM | 20m | | 1.30PM | 5:00PM | 30m | | Off Duty Hrs: 0 | | | |
|  |  |
| |  |  |  | | --- | --- | --- | | **Scenario: 3** | | | | **Check in** | **Checkout** | **Out of office** | | 8.00AM | 11:00AM |  | | 11.20AM | 1.00PM | 20m | | 2.00PM | 4:30PM | 1h & 30m | | Off Duty Hrs: 50min. | | | | |  |  |  | | --- | --- | --- | | **Scenario: 4** | | | | **Check in** | **Checkout** | **Out of office** | | 9.30AM | 11:00AM | 30m late check in | | 11.20AM | 1.00PM | 20m | | 2.00PM | 5:30PM | 1h | | Off Duty Hrs: 50m. | | | |

1. **Schedule OT Hrs:** Summation of total OT Hours of present days.
2. **Cal OT Hrs: “**Schedule OT Hrs” - “Off Duty Hrs”**.**
3. **Alter Rostering:** Alter roster data will be replaced with general duty time which is situated in shifting form.

**Note:** System will consider those attendance which has both (Check In, Check Out) data, for example see below scenario

|  |  |  |
| --- | --- | --- |
| **Check In** | **Check Out** | **Action** |
| 9.00AM | 11:00AM | Consider |
| 11.20AM | null | Not consider |
| 12:00PM | 1:00PM | Consider |
| 1:20PM | null | Not consider |