ATTENDANCE MANAGEMENT SYSTEM

OBJECTIVE

Improve employee productivity considerably

Enforce organization policies and regulations

ATTENDANCE USES

Easy access to report

Cost effective

Time saving for the user

Easy contact between the people

Date storage is easy

FUNCTION REQUIREMENT

These reports should be completely customizable, allowing you to filter by employee or student,

date period, and other criteria.

It should also contain roles and permissions that regulate who has access to, modifies, or deletes

attendance data.

Managers or administrators should be allowed to approve or reject leave requests as well.

Scheduling: The system should allow managers or administrators to plan shifts or courses, as well as

alert employees or students of their future schedules.

Time and attendance reporting: The system should generate attendance data such as attendance

records, attendance percentages, and tardiness statistics.

Mobile access: The system should be accessible through mobile devices such as smartphones or

tablets, enabling employees or students to remotely check their attendance or request time off.

Data backup and recovery: A solid data backup and recovery solution should be included in the

system to ensure that attendance data is not lost in the event of a system failure.

Attendance tracking: The system should be able to track attendance for both individual employees

or students as well as groups or courses.

This might involve writing down the dates and hours of arrival and departure, as well as the duration

of stay.

Payroll integration: The system should be able to connect to payroll systems in order to calculate

and monitor employee or student pay based on attendance data automatically.

Access control: The system should include a secure login mechanism to ensure that only authorised

users may access attendance data.

Employees or students should be able to use the system to request and track leave, such as vacation

or sick time.

1. Time management

2. Attendance management

3. Absence and leave management

4. Scheduling

5. Document management

6. Employee communication

7. Integrations

OUTPUT OF ATTENDANCES

\* Most attendance management systems offer data for each employees and teachers

 Having all the information available at one ensures ease of access and there by greater

bussiness

NON FUNCTIONAL REQUIREMENTS

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3. Managers or administrators should be allowed to approve or reject leave requests as well.
4. Scheduling: The system should allow managers or administrators to plan shifts or courses, as well as alert employees or students of their future schedules.
5. Time and attendance reporting: The system should generate attendance data such as attendance records, attendance percentages, and tardiness statistics.
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7. Data backup and recovery: A solid data backup and recovery solution should be included in the system to ensure that attendance data is not lost in the event of a system failure.
8. Attendance tracking: The system should be able to track attendance for both individual employees or students as well as groups or courses.
9. This might involve writing down the dates and hours of arrival and departure, as well as the duration of stay.
10. Payroll integration: The system should be able to connect to payroll systems in order to calculate and monitor employee or student pay based on attendance data automatically.
11. Access control: The system should include a secure login mechanism to ensure that only authorised users may access attendance data.
12. Employees or students should be able to use the system to request and track leave, such as vacation or sick time.

POINTS TO REMEMBER

1. Clocking in/out the time-starved reality, it is of utmost importance to build an environment that fosters knowledge workers' creativity

2.Leave requests Bringing automation into the admin routine never fails,

the same goes for attendance and leave management. ...

3.Payroll integration ...

4.Policy compliance and reports ...

5.Calendar integration ...

VALIDATES OF ATTENDANCE

Some attendance management systems do come with **facial recognition technology** that validates employee identities whenever they check in or check out. These attendance entries are centralized in a single system and can be accessed by HR teams from anywhere, at any time.

USERS

An **attendance management system** is software that helps enterprises manage and track employee time and attendance data. It can automate several attendance-related tasks, including monitoring attendance, figuring out working hours, controlling overtime, and producing reports.



 