FASTEP WORK

Attendance, Overtime, Leave & Salary Management Application

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1. Introduction

FASTEP WORK is a company-internal workforce management application designed for construction and manpower supply companies.
The system digitalizes attendance, overtime, leave, and salary processes with approval-based verification.

Its primary goal is to create a transparent, automated, and dispute-free environment between workers and company management.

The system operates through:

- **Worker Application (Mobile/Web App)**

- **Admin Panel (Web Dashboard)**

All business rules and timers run server-side to ensure data integrity and prevent misuse.

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2. Core Objectives

- Digital daily attendance recording

- Verified job start and job end tracking

- Controlled overtime management

- Structured leave request system

- Automatic salary calculation

- Approval-based payroll release

- Permanent attendance and salary history records

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3. User Roles

Worker

- Logs in using Worker ID and Password

- Starts and ends daily shifts

- Applies for overtime

- Applies for leave

- Views attendance history and calendar

- Views salary statements

- Receives approval notifications

Admin

- Logs in using secure Email and Password

- Manages worker profiles

- Monitors live working workers

- Approves attendance

- Approves or rejects overtime

- Approves or rejects leave

- Generates salary sheets and reports

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4. Application UI Style

The application follows a clean professional mobile-first design:

- White background

- Rounded cards

- Clear professional fonts

- Bottom tab navigation

- Touch-friendly buttons

- No decorative emojis

This ensures easy usage on-site and presents a premium company image.

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5. Worker Application Structure

Main Tabs

1. Dashboard

2. Attendance History

3. Site Feed

4. Profile

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6. Dashboard – Daily Work Control

The Dashboard is the worker's daily control center.

Button States

- If shift not started → **START JOB**

- If shift running → **END JOB**

- If 10 hours completed → **END JOB** or **APPLY OVERTIME**

- If overtime requested → Waiting for admin decision with 5-minute countdown

- If overtime running → **END OVERTIME / END SHIFT**

Dashboard Displays

- Today's working hours

- Estimated earnings

- Approved earnings

- Blue tick for approved attendance

- Monthly earnings summary

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7. Daily Attendance Rules

- Fixed daily working hours: **10 hours**

- START JOB begins shift

- END JOB closes shift

10-Hour Completion Alert

- Automatic notification after 10 hours

- Message: "Shift completed, end job or apply overtime"

- 5-minute response window

Auto-End Rule

- If no action within 5 minutes → shift auto-ended

- Auto-ended attendance saved permanently

This prevents open-shift misuse and ensures correct records even if worker forgets.

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8. Overtime Management

Apply Overtime

- Available after 10-hour completion
- No reason or hours input required
- Admin receives instant notification

Admin Decision Window

- Admin has 5 minutes to Approve or Reject
- If no action → Overtime auto-approved and started

Overtime Running

- OT timer starts after approval
- Worker ends OT manually

Maximum OT Rule

- Maximum OT per day: **4 hours**
- OT auto-ends at 4 hours

This ensures uninterrupted site operations with full company control.

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9. Leave Management

Leave Application

Worker selects:

- Leave date
- Reason:
  - Sick
  - Emergency
  - Family Problem
  - Passport / Iqama Work

o Camp Issue

o Other (custom text)

Admin receives notification immediately.

Leave Decision

Admin chooses:

- Accept Leave

- Reject Leave

Worker receives decision notification.

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10. Leave Salary Rule

- **1 Rejected Leave = 100 SAR deduction**

- Accepted Leave → No salary cut

- Rejected Leave → Salary deduction applied

This maintains fairness and transparency in leave policy.

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11. Salary Calculation

Fixed Parameters

- Monthly salary set in worker profile

- 30 days per month

- 10 working hours per day

- OT multiplier = 1.5

Formulas

- Daily Pay = Monthly Salary ÷ 30

- Normal Hourly = Daily Pay ÷ 10

- OT Hourly = Normal Hourly × 1.5

Final Salary

Final Pay =
Base Salary
– (Rejected Leaves × 100)

- Approved OT Pay

Estimated vs Approved

- Pending approvals → Estimated earnings

- Approved records → Approved earnings + Blue Tick

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12. Monthly Calendar View

Worker calendar indicators:

- Green circle → Working day

- Green + Blue Tick → Approved day

- Red → Leave day

- Red L-A → Leave accepted

- Red L-R → Leave rejected

Provides full monthly visibility.

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13. Attendance History

Displays:

- Date

- Hours worked

- Estimated amount

- Approved amount

- Status (Pending / Approved / Rejected)

Permanent verified attendance record.

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14. Site Feed

Internal company feed:

- Workers and admin post photos and short updates

- Admin moderates and controls posts

Improves team communication and site reporting.

15. Profile Screen

Worker profile includes:

- Photo

- Name

- Trade

- Monthly salary

- Phone number

Ensures data transparency.

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16. Admin Panel Functions

Admin can:

- View live working workers

- Approve attendance

- Approve / reject overtime

- Approve / reject leave

- Manage worker profiles

- Generate salary sheets

- Export reports

- Control internal feed

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17. Notification System

Worker Receives

- Shift completion alert

- Auto-end alert

- OT approved / rejected / auto-start

- Leave approved / rejected

- Attendance approved (blue tick)

Admin Receives

- Shift started / submitted

- OT requests

- Leave requests

- Auto-end and auto-approval alerts

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18. Fail-Safe Server Authority

All critical timers run server-side:

- 10-hour shift completion

- 5-minute OT decision window

- 4-hour OT limit

- Auto-end enforcement

Even if:

- Phone is off

- App closed

- Internet disconnected

System still records correct data.

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19. Final Outcome

FASTEP WORK delivers:

- Automated verified attendance

- Controlled overtime

- Transparent leave system

- Automatic salary calculation

- Approval-based payroll

- Dispute-free workforce operations

- Scalable solution for manpower and construction companies