WFH and Attendance Monitoring System Business Requirements

Scope:
The WFH and Attendance Monitoring System will be the PCW's internal system for checking the staff's attendance and her/his task status when she/he applied for work from home (WFH). The Directors, Division Chiefs or Section Heads can also use the system to track the status of the staff's assigned task.

Staff User: Dashboard
Basically, the dashboard of the staff is the simplest of all the user roles. The menus are only limited to Profile, WFH Requests and Timesheets. Below are different variations of staff dashboard:
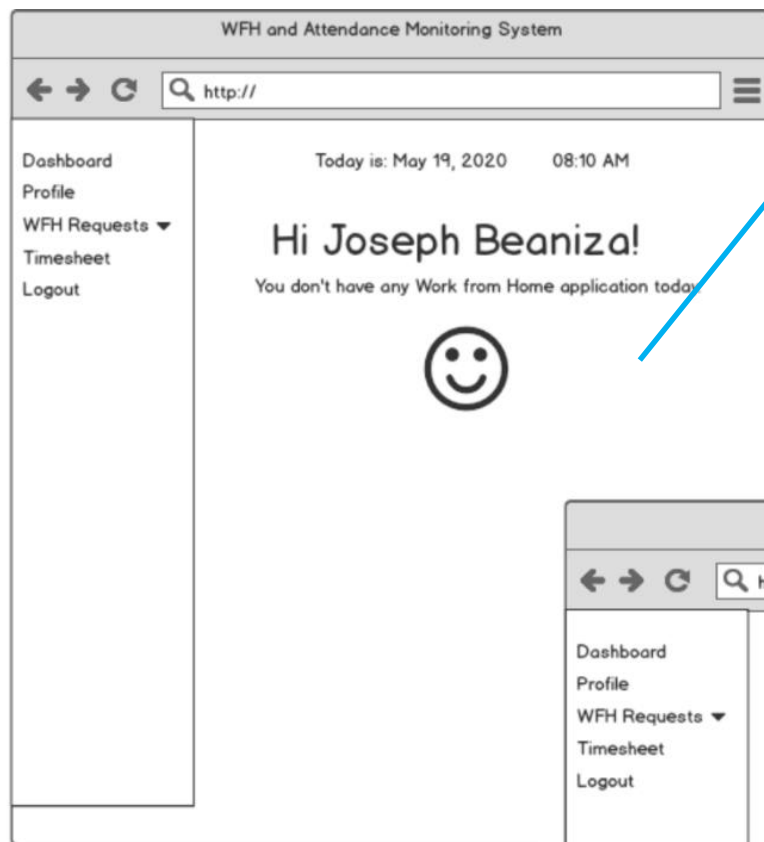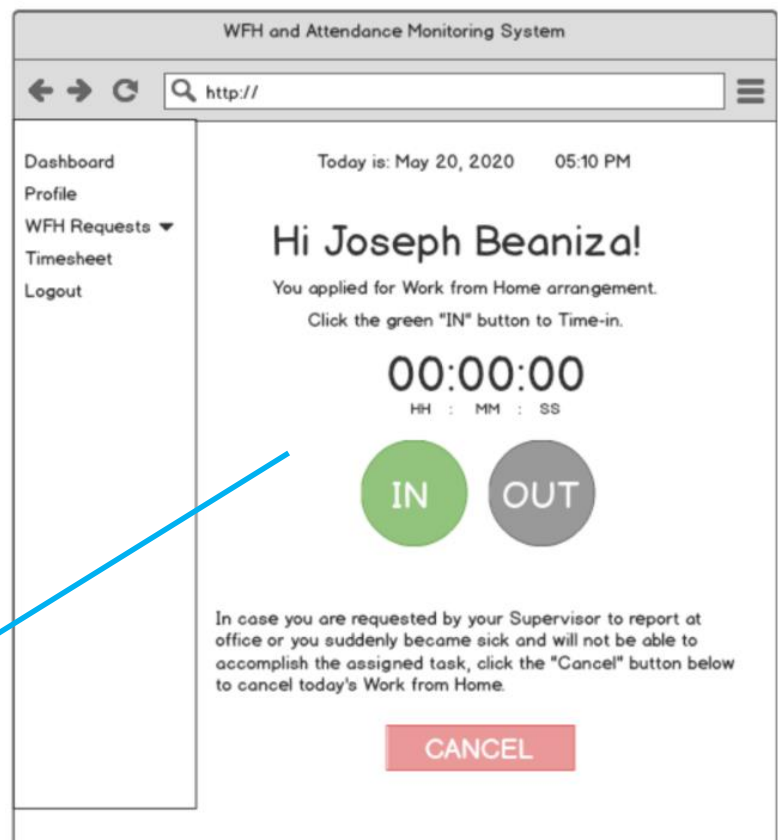
Fig.1. *No WFH Application.*
Simply display a welcome message informing her/him that there's no approved WFH for today.

Fig.2. *Approved WFH.*
Together with the welcome message, the staff should see the Time-in/Time-out (TiTo). The TiTo should follow the work schedule set i.e. Flexi, Fixed Regular, etc.
The Time-in button should only be enabled once the earliest Time-in for the staff is reached.

A timer should also be displayed during the whole day duration of WFH for time tracking.

The staff can also cancel the WFH in case that the supervisor requested her/him to report in the office or if the staff suddenly become sick and won't be able to perform the tasks assigned for the day.
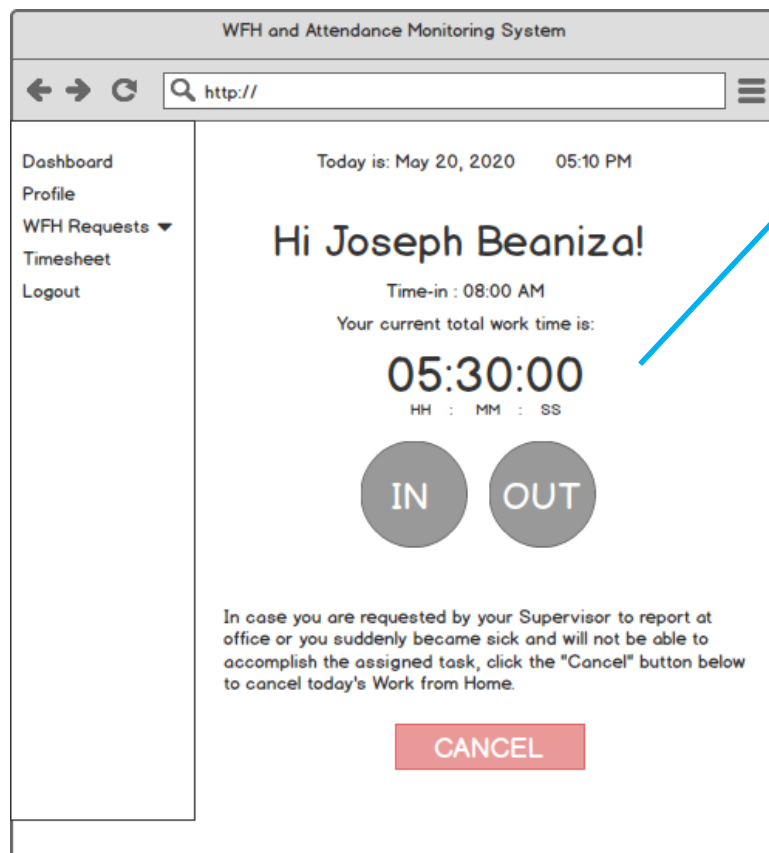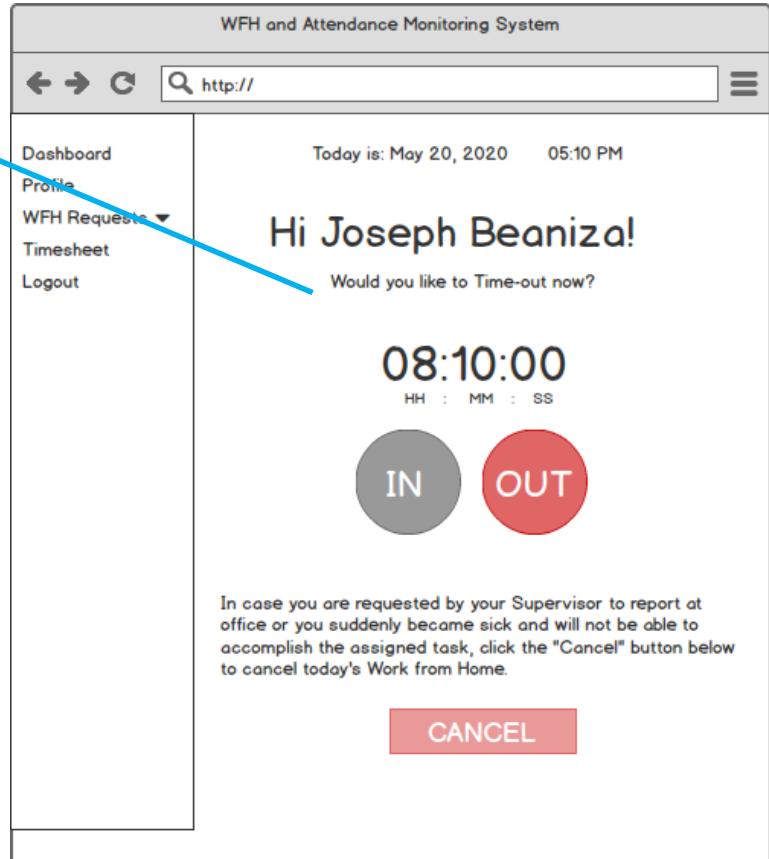
WFH and Attendance Monitoring System

Dashboard
Profile
WFH Requests ▼
Timesheet
Logout

Today is: May 20, 2020   05:10 PM

Hi Joseph Beaniza!

Time-in : 08:00 AM
Your current total work time is:

05:30:00
HH : MM : SS

(IN)   (OUT)

In case you are requested by your Supervisor to report at office or you suddenly became sick and will not be able to accomplish the assigned task, click the "Cancel" button below to cancel today's Work from Home.

CANCEL

Fig.3. After *Time-in*
Display Time-in and the current total work time.

Fig.4. *Time out*
A message telling the staff to Time-out will appear when the staff already completed the required 8-hour work.

WFH and Attendance Monitoring System

Dashboard
Profile
WFH Requests ▼
Timesheet
Logout

Today is: May 20, 2020   05:10 PM

Hi Joseph Beaniza!

Would you like to Time-out now?

08:10:00
HH : MM : SS

(IN)   (OUT)

In case you are requested by your Supervisor to report at office or you suddenly became sick and will not be able to accomplish the assigned task, click the "Cancel" button below to cancel today's Work from Home.

CANCEL

WFH and Attendance Monitoring System

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Dashboard
Profile
WFH Requests ▼
Timesheet
Logout

Today is: May 20, 2020   05:10 PM

Hi Joseph Beaniza!

Would you like to Time-out now?

08:10:00
HH : MM : SS

(IN) (OUT)

In case you are requested by your Supervisor to report at office or you suddenly became sick and will not be able to accomplish the assigned task, click the "Cancel" button below to cancel today's Work from Home.

CANCEL

Update Task Reminder   ✕

You need to update your today's task before you can Time-out.

Fig.5. *Time out*
When the staff clicked the button, a modal window will appear instructing the staff to input an update to her/his task for the day first before she/he can time-out.

Fig.6. *Updating WFH*
After clicking he link, the staff will be redirected to Updating WFH window .

Updating of WFH   ✕

Purpose/Reason for WFH: Development of LIIMS

WFH Duration: May 19, 2020 - May 20, 2020

Proposed Schedule Details

| Target | | | | Actual Accomplishment | | | | |
Start Date	End Date	Work to be accomplished	Duration	Date	Accomplishments /Update	Time Spent	Remarks	Action
April 19, 2020	April 19, 2020	Creation of database structure and design	4 hrs	April 19, 2020	Database structure and design created	4 hrs		Update
April 19, 2020	April 19, 2020	Mockup for Admin Module	4 hrs					Update
April 20, 2020	April 20, 2020	Coding Admin Module	8 hrs					Update

Print

Updating of WFH

Purpose/Reason for WFH: Development of LIIMS

WFH Duration: May 19, 2020 - May 20, 2020

Proposed Schedule Details

	Target		Wor... acco...		emarks	Action
	Start Date	End Date				Update
	April 19, 2020	April 19, 2020	Creation structure			Update
	April 19, 2020	April 19, 2020	Mockup for			Update
	April 20, 2020	April 20, 2020	Coding A			

Print

Update Task ✕

Purpose/Reason for WFH: Creation of database structure and design
Start Date: Aptil 19, 2020
End Date: Aptil 19, 2020

Actual Accomplishment

Date: [Date ▼]

Accomplishment/Update:

[   ]

Time Spent (hrs): [   ]

Save

Staff User: WFH Requests

The WFH Requests lists two submenus: My Requests (available to all except for Director) and Staff Requests (available only to the account of HR, Section Head, Division Chief and Director). All WFH applications/requests are displayed here.

WFH and Attendance Monitoring Sys...

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Dashboard
Profile
WFH Requests ▼
  My Requests
Timesheet
Logout

My WFH Requests

➕ Apply for WFH

Filter: [Date From ▼] [Date To ▼]   Search: [   ]

Start Date	End Date	Work to be accomplished	Duration	Status	Action
April 19, 2020	April 20, 2020	Terms of Reference for the Development of PCW Corporate Identity Kit	24hrs	Approved	Cancel I Print
May 10, 2020	May 10, 2020	Review of the contract for the Sophos migration	3hrs	Pending	Edit I Delete I Print
May 15, 2020	May 15, 2020	Creation of TOR for Endpoint Solution	3hrs	Cancelled	

Print

Fig.9. *Apply for WFH*
The staff can apply for WFH by providing the necessary details. She/he needs also to determine who will review and approve her/his application. For staff under a Section, they need to provide names to all three combo list in the window. For Division chief, they only need to provide name in the Director combo list. The names provided on the combo list will also be used for the approval process. In approval stage, once the staff submitted the application, her/his immediate supervisor (Section Head/Division Chief) will received an email notification. The immediate supervisor needs to approve it thru the system. After the approval, the next Supervisor (Director) will received an email notification. The Director needs to approve it also thru the system.

Fig.10. *Cancelling WFH.*
Staff can cancel the approved WFH for the day by providing remarks. She/he will no longer provide Accomplishment Report (AR) updates for the day if it is successfully cancelled.

Fig.11. *Cancelled WFH.*
The TiTo buttons should be disabled once the WFH is cancelled. A reminder message will also appear.

Staff User: My Timesheet

This window displays the timesheet summary report of the logged in user. All users with Regular User role has this menu.
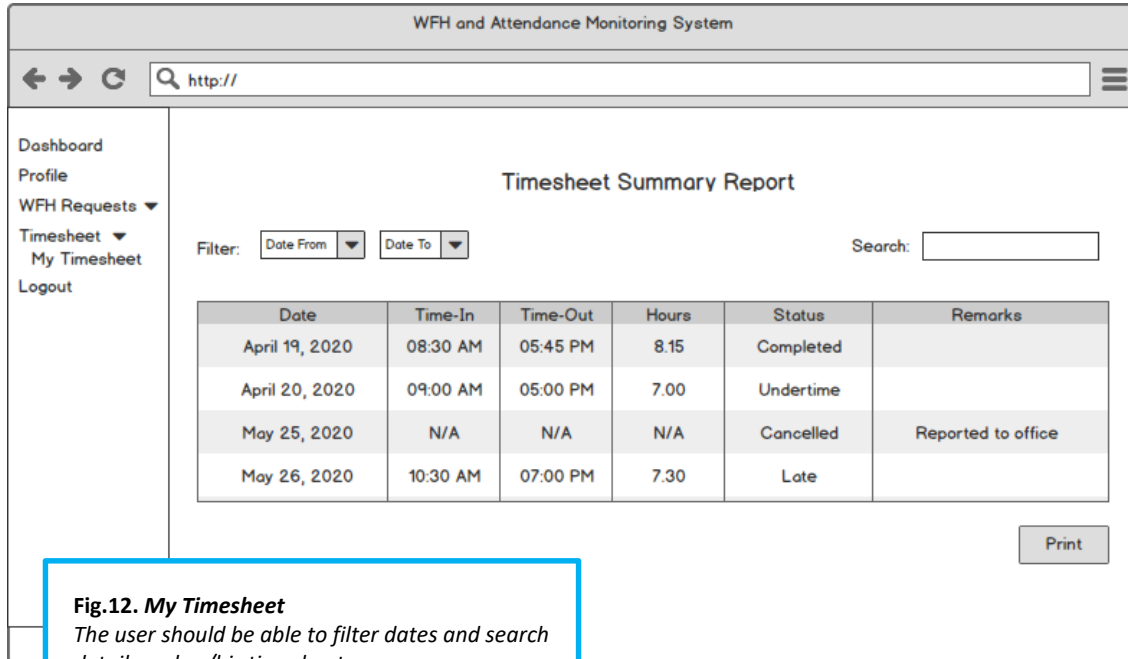
WFH and Attendance Monitoring System

http://

Dashboard
Profile
WFH Requests ▼
Timesheet ▼
   My Timesheet
Logout

Timesheet Summary Report

Filter: [Date From ▼] [Date To ▼]   Search: [_____]

Date	Time-In	Time-Out	Hours	Status	Remarks
April 19, 2020	08:30 AM	05:45 PM	8.15	Completed	
April 20, 2020	09:00 AM	05:00 PM	7.00	Undertime	
May 25, 2020	N/A	N/A	N/A	Cancelled	Reported to office
May 26, 2020	10:30 AM	07:00 PM	7.30	Late	

[Print]

Fig.12. *My Timesheet*
The user should be able to filter dates and search details on her/his timesheet.

Staff Profile

The profile window will display the basic details of the staff which is retrieved from the HRIS database.

WFH and Attendance Monitoring System

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Dashboard
Profile
WFH Requests ▼
Timesheet
Logout

Today is: May 20, 2020   05:10 PM

Joseph Beaniza
Employee ID: 20190000
Position: Computer Programmer II
Division/Section: CAIRMD-ICTS
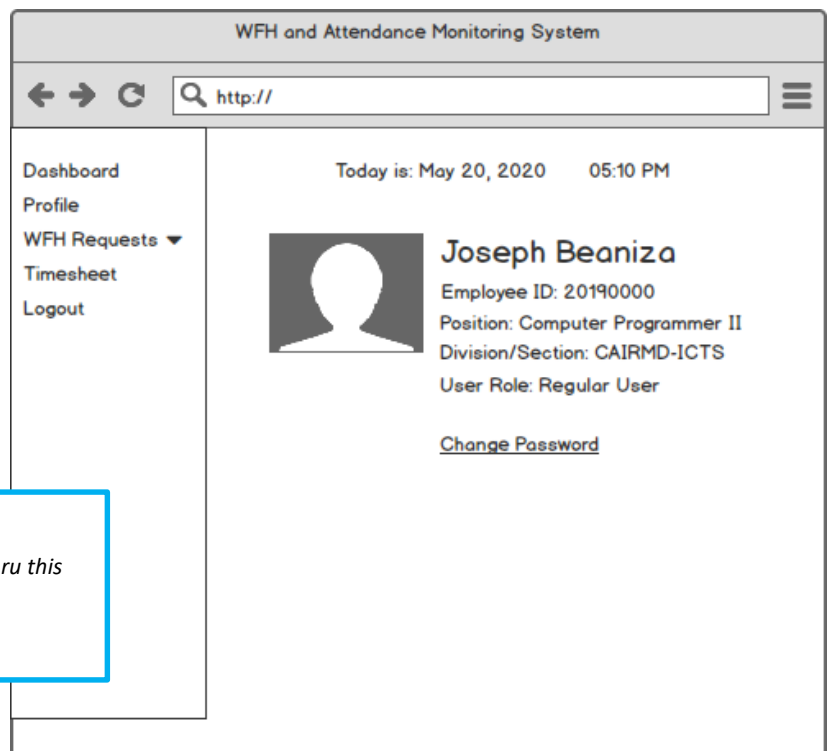User Role: Regular User

Change Password

Fig.13. *Staff Profile*
The staff can change her/his password thru this window.

Supervisor (Section Head, Division Chief, Director): Dashboard
The dashboard of the Supervisor is almost the same with the Regular User with additional menu and functionalities.
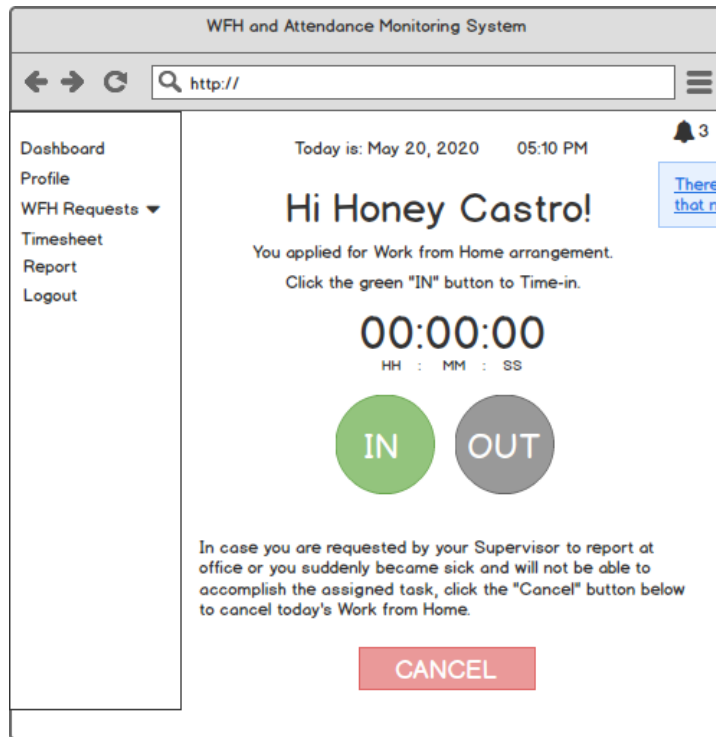

Fig.14. *Supervisor: Dashboard*
Supervisor should be notified thru email as well as in the system if there's a new WFH requests from her/his staff.

If the Supervisor is also registered as Regular User then she/he can also apply for WFH subject for the Director's approval. Hence, the TiTo screen on her/his dashboard.

Fig.15. *Supervisor: Dashboard Empty*
The display of the Supervisor's dashboard when there's no WFH requests for her/his approval.
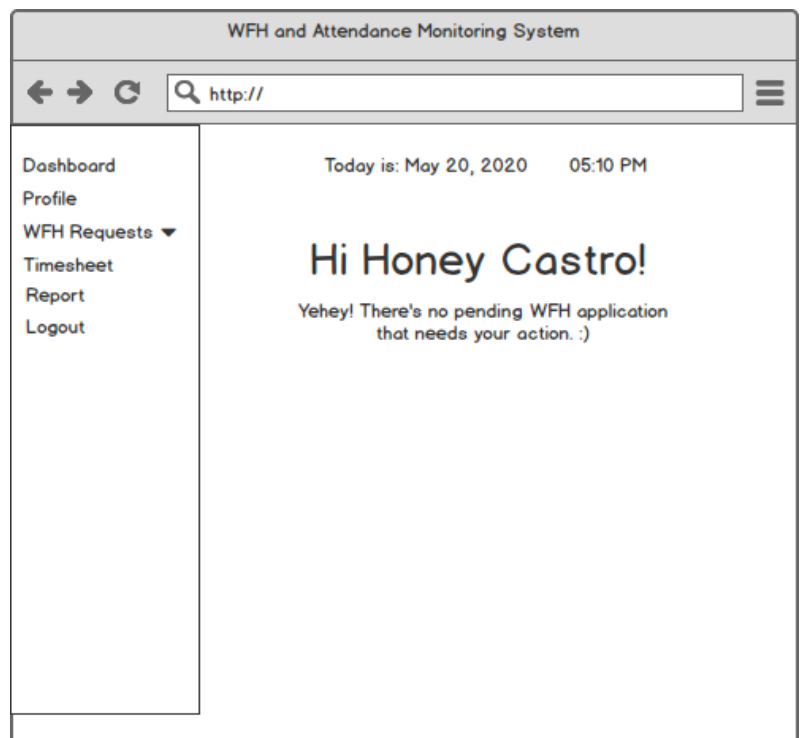
WFH and Attendance Monitoring System

http://

Dashboard
Profile
WFH Requests ▼
  My Requests
  Staff Requests
Timesheet
Report
Logout

My WFH Requests

➕ Apply for WFH

Filter: [Date From ▼] [Date To ▼]   Search: [   ]

Start Date	End Date	Work to be accomplished	Duration	Status	Action
April 19, 2020	April 20, 2020	Review of Terms of Reference for the Development of PCW Corporate Identity Kit	3hrs	Approved	Cancel I Print
May 10, 2020	May 10, 2020	Review of the contract for the Sophos migration	3hrs	Pending	Edit I Delete I Print

[Print]

Fig.15. *Supervisor: My WFH Requests*
The Supervisor can also apply for WFH. Example of these user roles are: Section Head and Division Chief. The application interface for WFH is just the same with the Regular User.

WFH and Attendance Monitoring System

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WFH Requests ▼
  My Requests
  Staff Requests
Timesheet
Report
Logout

WFH Requests of Staff

Filter: [Date From ▼] [Date To ▼]   Search: [   ]

Staff Name	Division/Section	Start Date	End Date	Work to be accomplished	Duration	Status	Action
Vicky Torres	CAIRMD	May 15, 2020	May 15, 2020	Creation of TOR for Endpoint Solution	3hrs	Pending	Approve I Disapprove
Nico Natividad	CAIRMD-ICTS	May 10, 2020	May 10, 2020	Mockup design for LIIMS	3hrs	Pending	Approve I Disapprove
Mary Gladys Esquibal	CAIRMD-ICTS	April 19, 2020	April 19, 2020	GMMS FAQs	3hrs	Approved	View

[Print]

Fig.16. *Supervisor: WFH Requests of Staff*
The window where the Supervisor can see the list of all WFH requests done by her/his staff. The approval process is done thru this window.

View WFH

Staff Name: Joseph Beaniza

Division/Section: CAIRMD-ICTS
Purpose/Reason for WFH: Development of LIIMS
WFH Duration: May 19, 2020 - May 20, 2020

Proposed Schedule Details

Target				Actual Accomplishment			
Start Date	End Date	Work to be accomplished	Duration	Date	Accomplishments /Update	Remarks	Action
April 19, 2020	April 19, 2020	Creation of database structure and design	4 hrs	April 19, 2020	Database structure and design created		Put Remarks
April 19, 2020	April 19, 2020	Mockup for Admin Module	4 hrs				Put Remarks
April 20, 2020	April 20, 2020	Coding Admin Module	8 hrs				Put Remarks

Report
Logout

Staff Name	Division/Section	Start Date	End Date	Work to be accomplished	Duration	Status	Action
Vicky Torres	CAIRMD	May 15, 2020	May 15, 2020	Creation of TOR for Endpoint Solution	3hrs	Pending	Approve | Disapprove
Nico Natividad	CAIRMD-ICTS	May 10, 2020	May 10, 2020	Mockup design for LIIMS	3hrs	Pending	Approve | Disapprove
Joseph Beaniza	CAIRMD-ICTS	April 19, 2020	April 20, 2020	Development of LIIMS	16hrs	Approved	View

Print

View WFH

Staff Name: Joseph Beaniza

Division/Section: CAIRMD-ICTS
Purpose/Reason for WFH: Development of LIIMS
WFH Duration: May 19, 2020 - May 20, 2020

Proposed Schedule Details

Start Date	End Date			Remarks	Action
April 19, 2020	April 19, 2020	Creat struct			Put Remarks
April 19, 2020	April 19, 2020	Mockup			Put Remarks
April 20, 2020	April 20, 2020	Codin			Put Remarks

Put Remarks

Purpose/Reason for WFH: Creation of database structure and design
Start Date: Aptil 19, 2020
End Date: Aptil 19, 2020

Actual Accomplishment

Date: April 19, 2020

Accomplishment/Update:
Database structure and design created
Time Spent (hrs): 4hrs

Remarks:

Good job! But can you still drop the unnecessary fields on the table like....
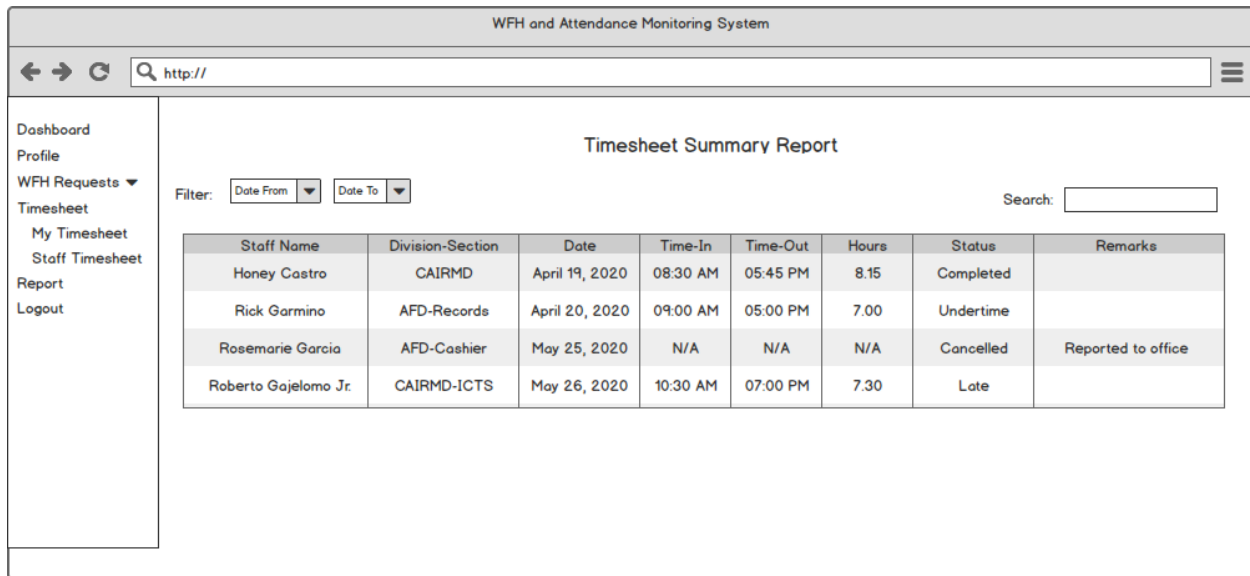
Save

Fig.19. *Supervisor: Timesheet Summary Report*
Shows the summary of her/his staffs' TiTo, hours accumulated as well as status and remarks. Undertime and Late is still applicable for staff who is under WFH mode.

Fig.20. *Supervisor: WFH Applications per Month Report*
The report window is also available to HR. Basically, this window shows a graphical report on WFH-related data of PCW per month. The report can also be filtered by per Division and per Year. The different reports can be printed either in spreadsheet format or in PDF.

WFH and Attendance Monitoring System

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WFH Requests ▼
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Report
Logout

Select Report Type: [List of approved WFH per year ▼]

┌─ WFH Applications per Month ────────────────┐
Filter Division: [All ▼]   Year Interval: [5 ▼]

80
70
60
50
40
30
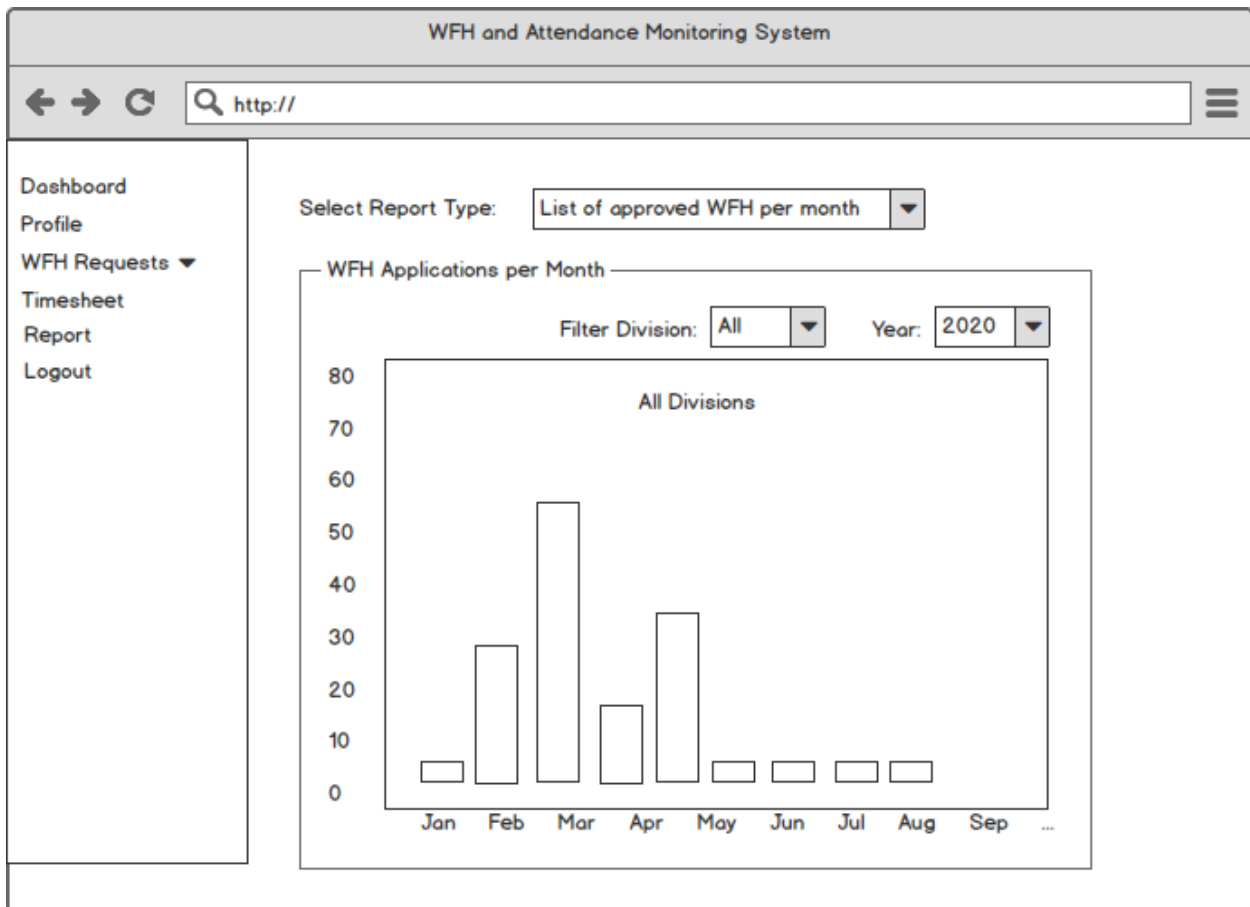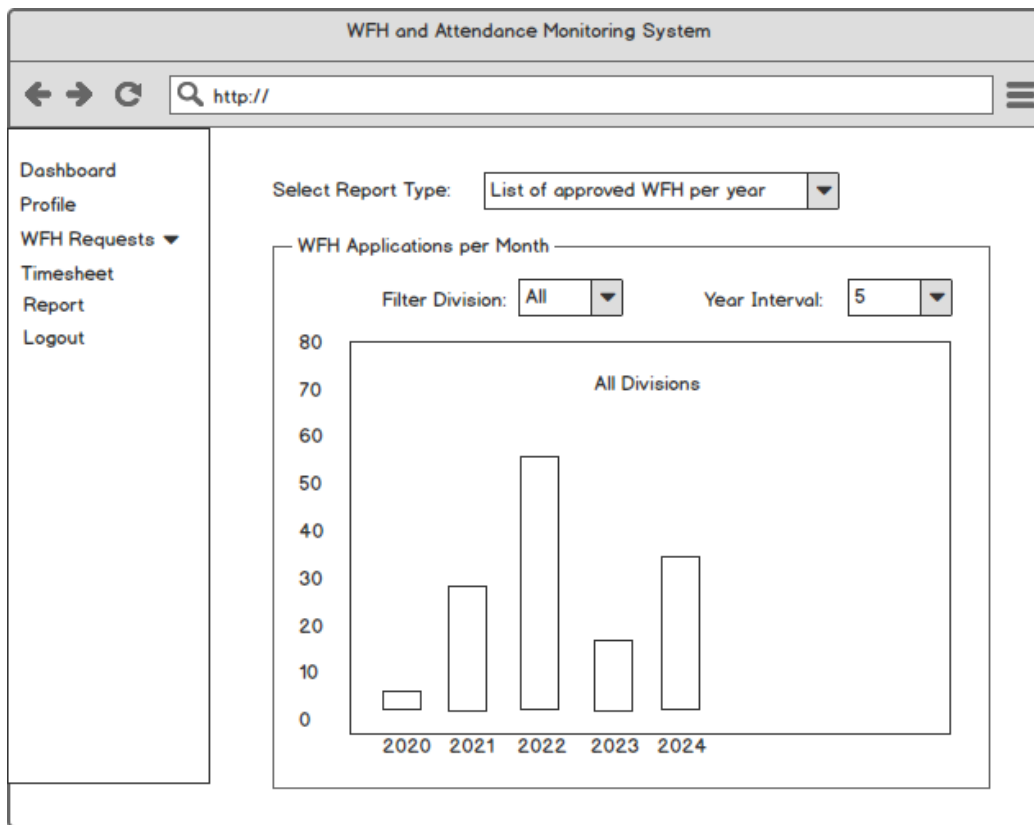20
10
0

All Divisions

2020 2021 2022 2023 2024

Fig.21. *Supervisor: WFH Applications per Year Report*
The report window is also available to HR. Basically, this window shows a graphical report on WFH-related data of PCW per year. The report can also be filtered by per Division and per Year interval. The different reports can be printed either in spreadsheet format or in PDF.
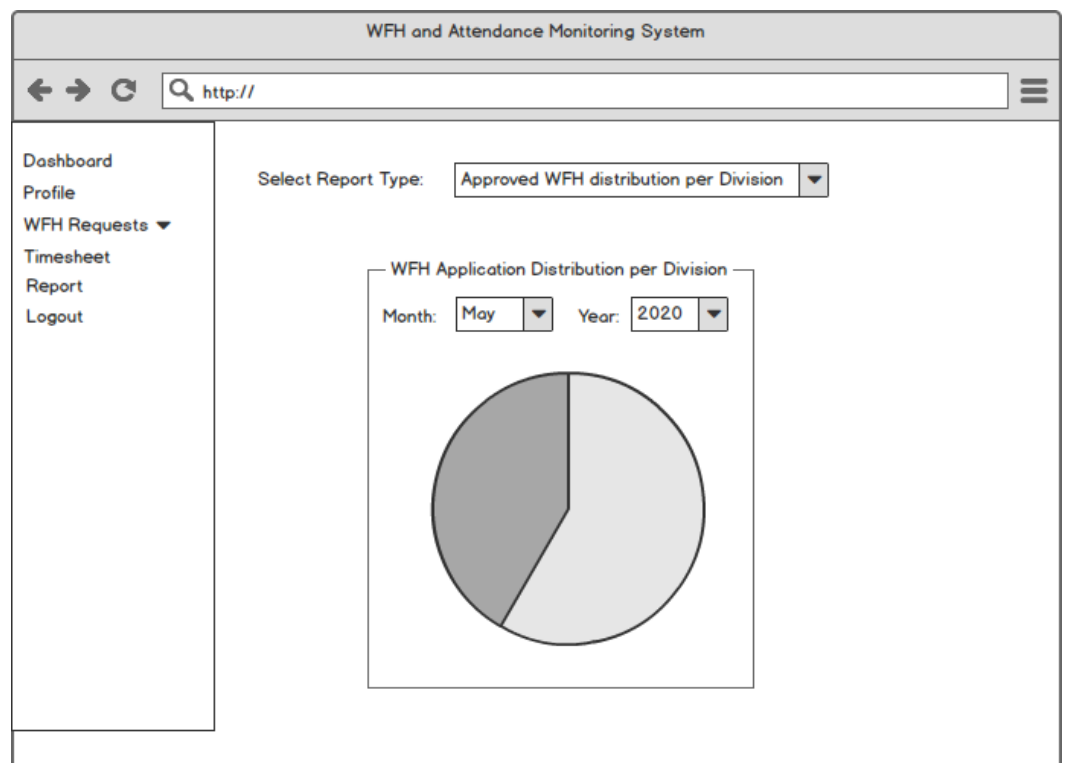
Fig.22. *Supervisor: WFH Distribution per Division*
The report window is also available to HR. Basically, this window shows a graphical report on approved WFh distribution per division. The report can also be filtered by per Month and per Year interval. The different reports can be printed either in spreadsheet format or in PDF.

WFH and Attendance Monitoring System

← → C Q http:// ≡

Dashboard
Profile
WFH Requests ▼
Timesheet
Report
Logout

Select Report Type: [Approved WFH distribution per Division ▼]

┌─ WFH Application Distribution per Division ──┐
Month: [May ▼]   Year: [2020 ▼]

HR: Dashboard
The dashboard of the HR is almost the same with the Regular User with additional menu and functionalities.
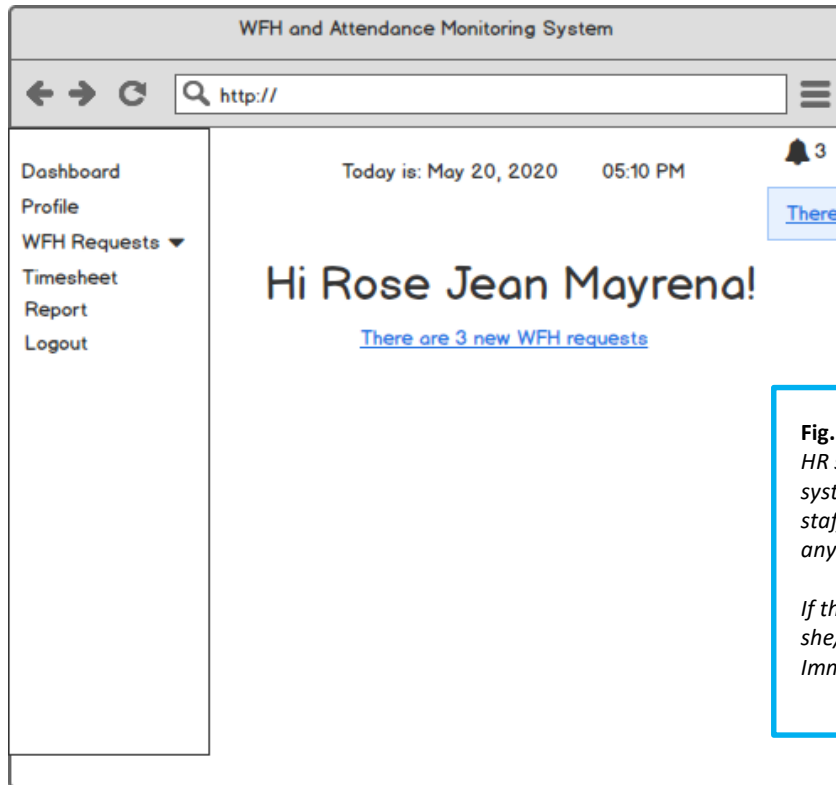

Fig.23. *HR: Dashboard*
HR should be notified thru email as well as in the system if there's a new WFH requests from a staff. Though staff does not need to approve anything from the system.

If the HR is also registered as Regular User then she/he can also apply for WFH subject for the Immediate Supervisor's approval.
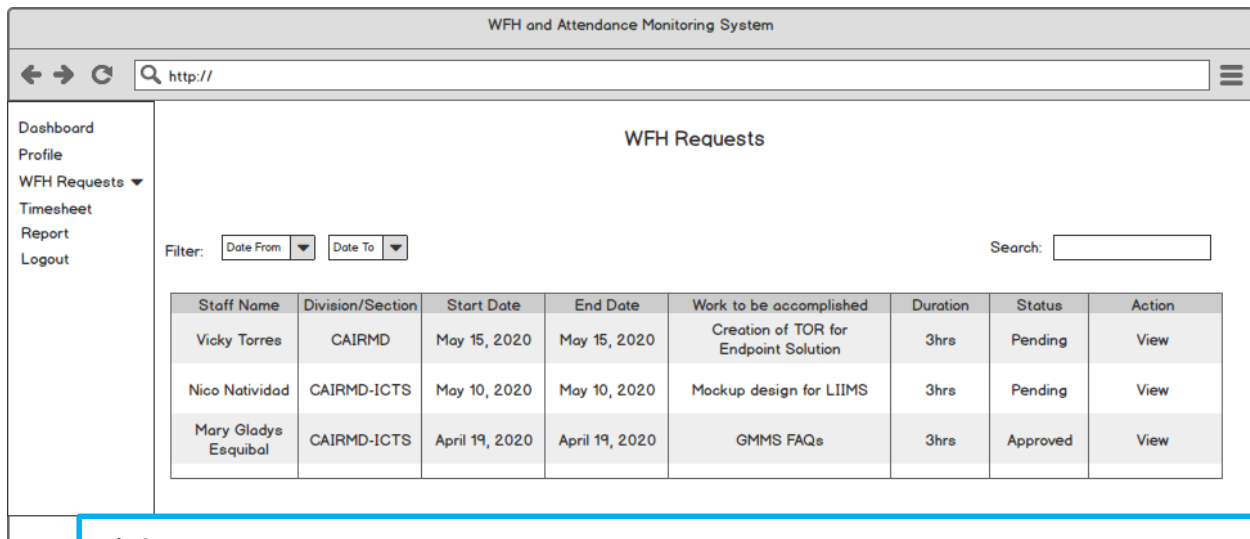

Fig.24. *HR: WFH Requests*
Same with the supervisor's account, HR can also access the WFH requests window. However, the Action is only limited to View. As the approval is done by the supervisor (Section Head, Division Chief and Director)

View WFH   ✕

Staff Name: Joseph Beaniza

Division/Section: CAIRMD-ICTS
Purpose/Reason for WFH: Development of LIIMS
WFH Duration: May 19, 2020 - May 20, 2020

Proposed Schedule Details

	Target			Actual Accomplishment		
Start Date	End Date	Work to be accomplished	Duration	Date	Accomplishments /Update	Remarks
April 19, 2020	April 19, 2020	Creation of database structure and design	4 hrs	April 19, 2020	Database structure and design created	
April 19, 2020	April 19, 2020	Mockup for Admin Module	4 hrs			
April 20, 2020	April 20, 2020	Coding Admin Module	8 hrs			

[Print]

							Action
							View
Nico Natividad	CAIRMD-ICTS	May 10, 2020	May 10, 2020	Mockup design for LIIMS	3hrs	Pending	View
Joseph Beaniza	CAIRMD-ICTS	April 19, 2020	April 20, 2020	Development of LIIMS	16hrs	Approved	View

[Print]

Fig.25. *HR: View WFH Requests*
HR can view the content of each staff's WFH requests.

Admin: Dashboard

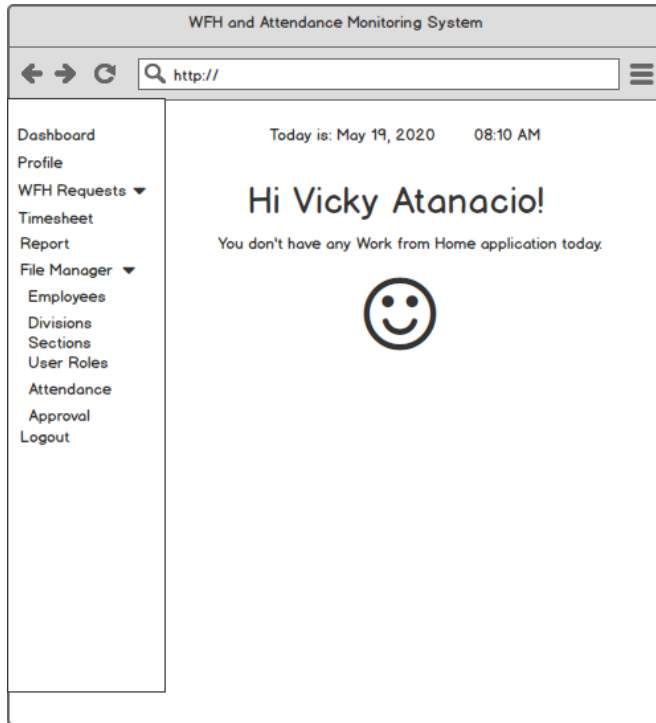All WFH controls are present on the Admin's dashboard. The admin user role manages all necessary WFH setups in the system.

Fig.26. *Admin: Dashboard*

If the Admin is also registered as Regular User then she/he can also apply for WFH subject for the Immediate Supervisor's approval.
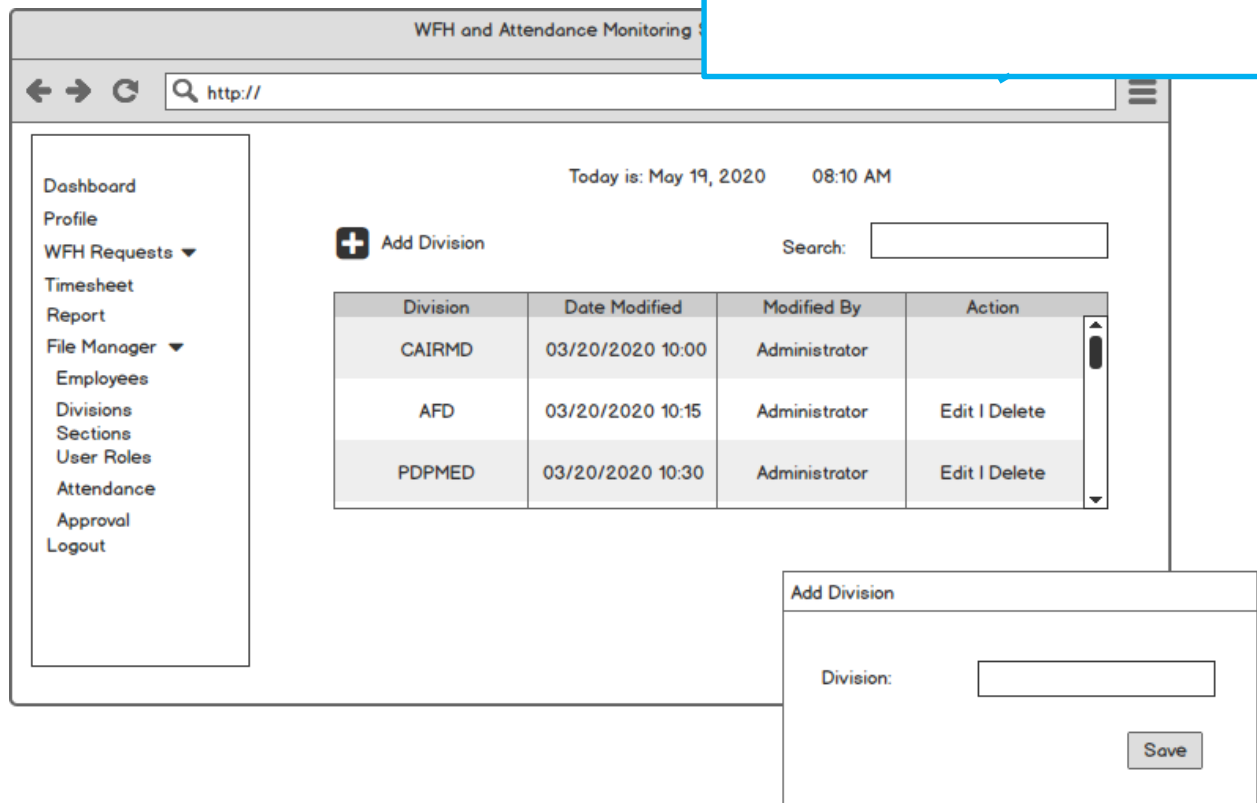
Fig.27. *Admin: File Manager - Division*

One of the menus not present to other user roles is the File Manager.

File Manager – Division is used by admin to setup the Division details which is linked to each staff.
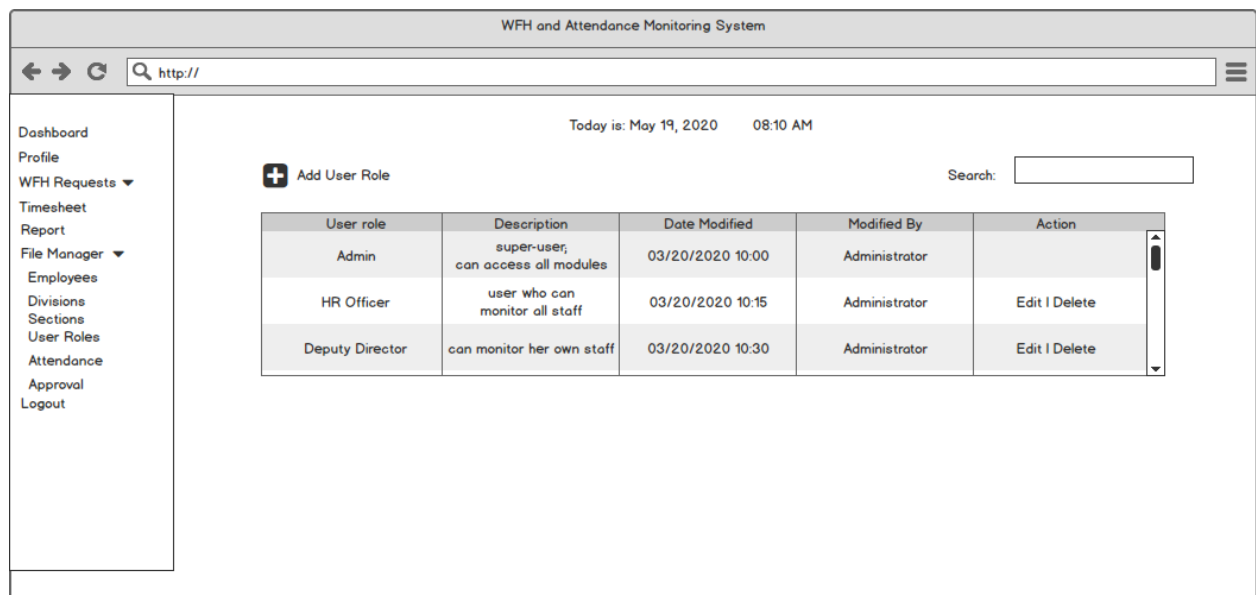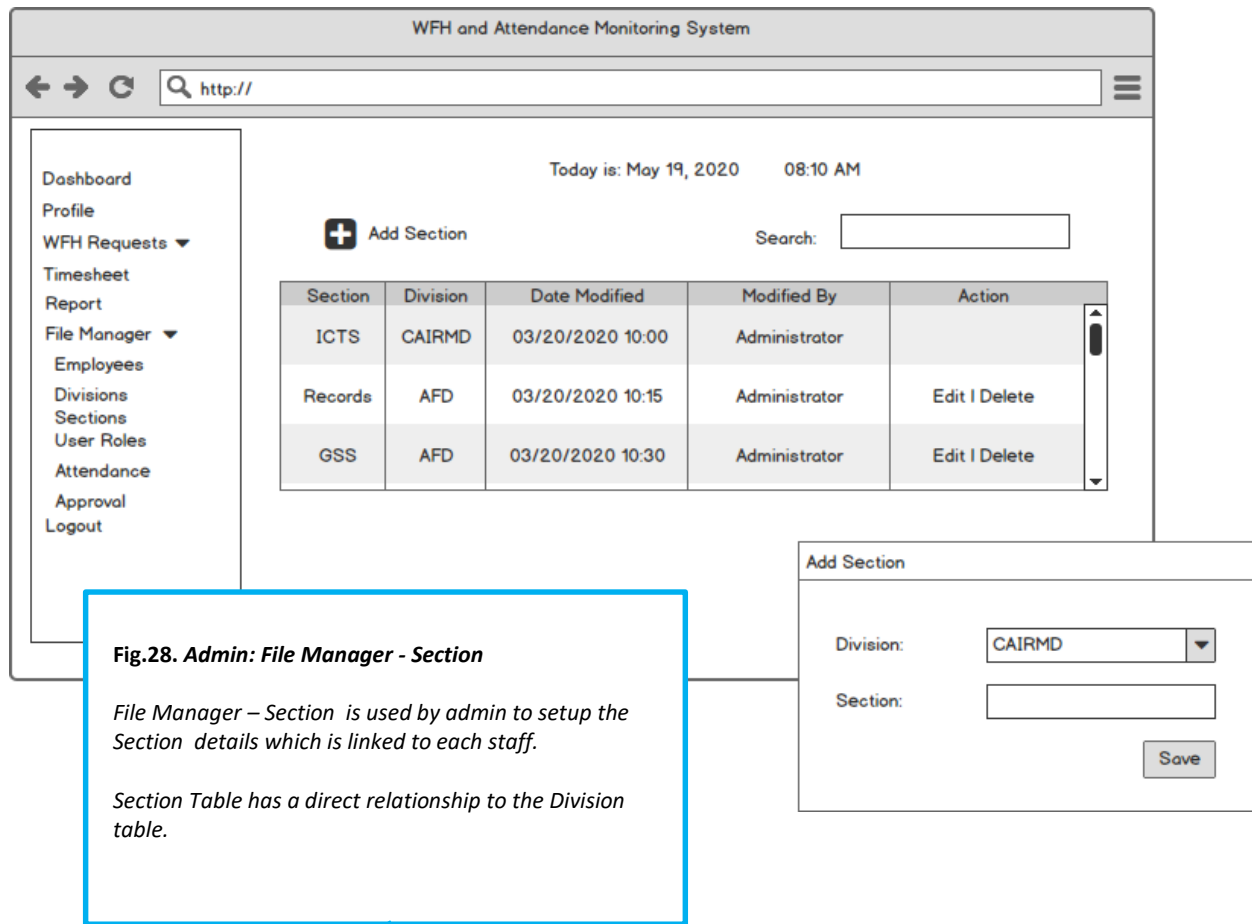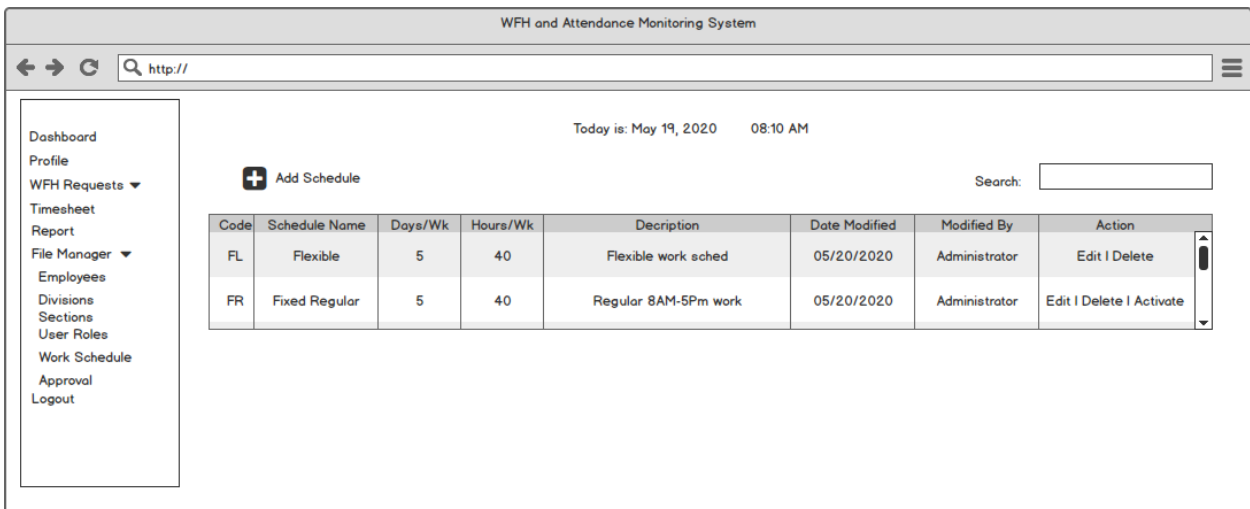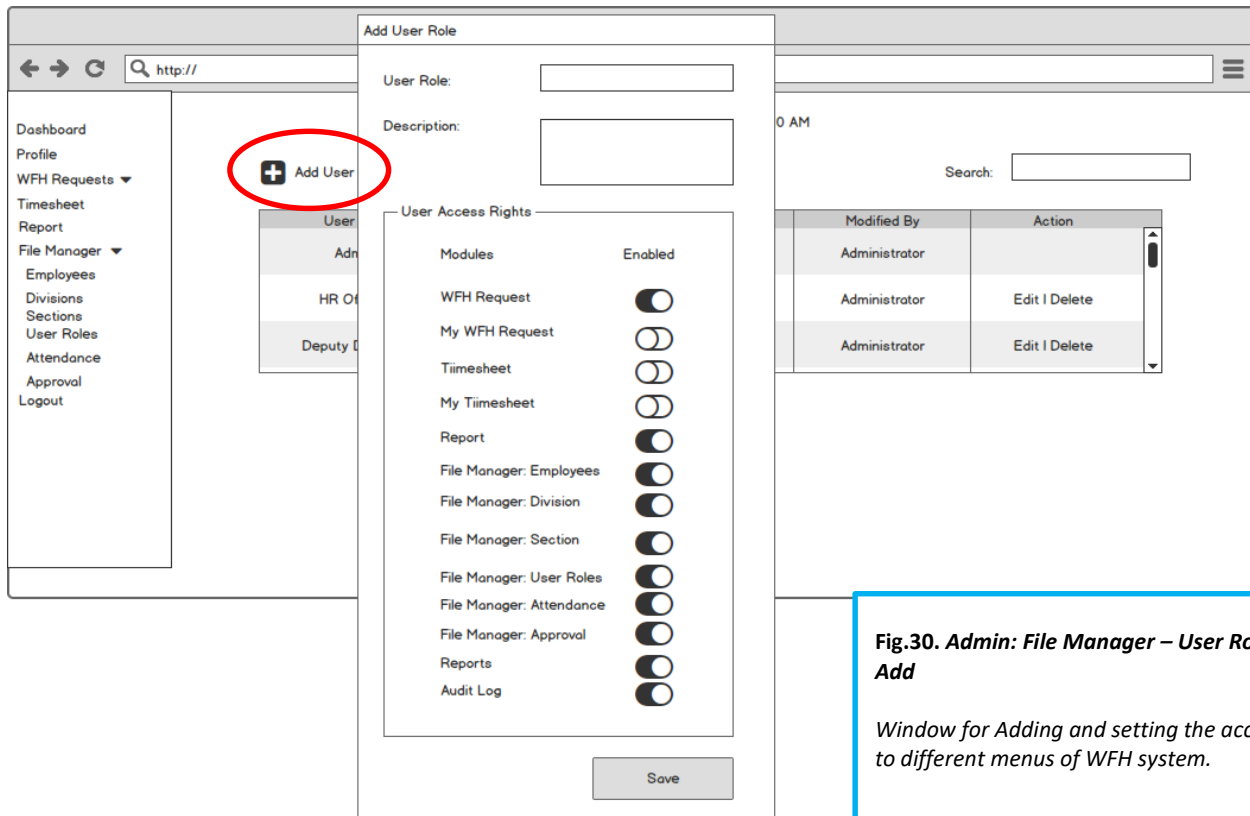
WFH and Attendance Monitoring System

http://

Dashboard
Profile
WFH Requests ▼
Timesheet
Report
File Manager ▼
  Employees
  Divisions
  Sections
  User Roles
  Attendance
  Approval
Logout

Today is: May 19, 2020   08:10 AM

➕ Add Section

Search:

Section	Division	Date Modified	Modified By	Action
ICTS	CAIRMD	03/20/2020 10:00	Administrator	
Records	AFD	03/20/2020 10:15	Administrator	Edit I Delete
GSS	AFD	03/20/2020 10:30	Administrator	Edit I Delete

Add Section

Division: CAIRMD ▼

Section:

Save

Fig.28. *Admin: File Manager - Section*

File Manager – Section is used by admin to setup the Section details which is linked to each staff.

Section Table has a direct relationship to the Division table.

WFH and Attendance Monitoring System

http://

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WFH Requests ▼
Timesheet
Report
File Manager ▼
  Employees
  Divisions
  Sections
  User Roles
  Attendance
  Approval
Logout

Today is: May 19, 2020   08:10 AM

➕ Add User Role

Search:

User role	Description	Date Modified	Modified By	Action
Admin	super-user; can access all modules	03/20/2020 10:00	Administrator	
HR Officer	user who can monitor all staff	03/20/2020 10:15	Administrator	Edit I Delete
Deputy Director	can monitor her own staff	03/20/2020 10:30	Administrator	Edit I Delete

Fig.29. *Admin: File Manager – User Role*

File Manager – User Role is used to create a role with different access level to each WFH module or menu.

Fig.30. *Admin: File Manager – User Role Add*

Window for Adding and setting the access to different menus of WFH system.

Fig.31. *Admin: File Manager – Work Schedule*

Used to set working schedule that will be used for WFH arrangement.

Fig.32. *Admin: File Manager – Adding Work Schedule*

Schedule can be added by specifying the no. of days per week, hours per week as well as if the working hour is flexible or not. If flexible, admin should define the earliest time-in and latest time-in that will later be used by the system in computing the staff's accumulated hour and will also be used in determining if the staff is late or undertime based on the TiTo details.