**ATTENDENCE MODULE**

for

**Ecom Express Private Limited**

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# **Employee master data maintenance:**

* DATA will be maintained in the system by HR team. Data will be maintained by an unique key i.e. Employee ID
* Authorised users in HR team will be allowed to make changes in the employee master database.
* For bulk changes/update/insert Excel/csv uploads will be provided in the system. If the Employee ID already exit it will update the details of Employee otherwise it will create a new Employee in our Database.
* Changes to existing employee data should be made available via onscreen changes. As part of employee master following fields will be maintained.
* The formate and data of Employee to be uploaded to the system given below
  + Name
  + DOJ
  + Region
  + Grade
  + Designation
  + Location/Branch
  + Email Address
  + Mobile Number
  + Role (DC head/Supervisor/Cluster Manager etc.) Based on this access will be allowed.
  + Reporting Manager
  + Status (Active/Resigned/Terminated/Termination Warning Letter issued/No-Info)
  + *Please complete the list…*

## **New Joiners:**

* Initial data will be provided by HR tram in Excel/csv which will be uploaded to the system.
* All attributes mentioned above should be there in the initial data set.
* Thereafter on weekly basis HR team will be uploading data for new joiners via Excel upload.

## **Attendance Marking by Reporting Managers:**

* Every reporting manager will see the list of his/her direct reports on a panel. User will be able to mark attendance for all employees in the list on daily basis.
* Available options will be:
  + Present
  + On Leave (*This will have further flow*)
    - SL
    - CL
    - PL
  + LWP
  + No-Info
  + Absent (*By default this will be marked for everyone*)
* In case any employee has been marked “Absent” or no attendance has been marked at all then automatically after X days that employee will be marked as “No-info”
* Any employee whose status is “No-Info”, for X number of days then they will be going to be defaulter.
* If any employee marked present after certain period of No-Info then all the Np-Info automatically convert into Absent.
* HR users will get an email on daily basis for the list of all “No-Info” employees for further action.
* Cluster heads (Skip level manager) will have an option to mark back date attendance
* No In-Time/Out-time to be captured

## **Termination:**

* HR users will have an option to change the status of an employee from “No-Info”.
* “A Warning Letter Issued”. After X number of days. If nothing change then “Termination Letter Issued” after X days.
* HR users can change the status from “Termination Letter Issued” to “Terminated” or Automatically marked as Terminated after Letter being issued.
* After an employee is marked as “Terminated” no information regarding that employee should be visible on the system.

## **Resigned/No-Info cases:**

* If resigned, Reporting manager will update the status to resign. He/she has to upload scanned image of resignation letter.
* HR users will have an option to download all “No-info”/”Resigned” cases and provision will be there to change the status and upload the same file in the system to change status.

## **Validations:**

* There will be an exception report for employees who are marked present but not claimed fuel reimbursement or not having any delivery (OFD) record in EEPL or no Shipment scanned under his/her name

## **Fuel Reimbursement:**

* Excel upload for fuel reimbursement claims with fields like starting KM, Ending KM, date etc.

## **Reports:**

* HR to specify reports needs to be generated