 **PAYWHEEL HELP DOCUMENTATION**

**VER 2.0.2.1**

Hello Fellow Triconites,

I believe you need a guide to show you the way of solving your Attendance Conflicts and Approving/Rejecting Attendance Conflicts for your subordinates.

This Product documentation will help you in resolving the above mentioned issues.

This document is divided into two sections.

1. **For all Employees** – This section teaches you how to solve your own Attendance Conflicts.
2. **For Managers** – This section teaches you how to approve/reject Attendance Conflicts for your subordinates.

**For All Employees:**

When you login to PayWheel with your username and password, you reach PayWheel’s Homepage.

PayWheel’s Homepage contains a dashboard full of boxes and clickable items.

Since we are dealing with your Attendance Conflicts,

You can do one of the three things listed below:

1. Go to the  box on the dashboard and click on the row you want to edit.
2. Go to the  box on the dashboard and click on the  link on the upper-right corner.
3. Go to the  Tab in the Menu Bar and click on.

All the links will take you to the same page that is, “**Edit Attendance – Employee Wise**”. Once you reach the page, do the following:

1. In the table below, you need to identify the cause of the conflict. Based on the cause, do the following:
   1. **In case of Work Hours Discrepancy:**

Work Hour discrepancy may arise if employees are gone for client meetings or working from home or working from client’s place. Go to the table displayed below and under the  column, click on the blue link. You will be taken to another page known as “**Attendance Request**”. In this page, do the following:

**Shifts** are a combination of one “**In Time**” and one “**Out Time**”. After identifying the cause of conflict in the “**Shifts**”, you can add or update shifts.

* + 1. To add a new Shift, Enter the “**In Time**” and “**Out Time**”, leave an appropriate comment and press the Button.
    2. To update the “**In Time**” and “**Out Time**” for a particular shift, click on the respective ‘Shift” in the table with an appropriate comment and click the  button.
    3. After this is done, click on the  button. This will send an attendance request to your managers, for approval.
  1. **In case of Leave:**

In case, there is no correction to be made in the “**Attendance Request”,** and the conflict persists because you were absent or on leave, then click on the (blue link) under the  column.

This will take you to the “**Leave Request**” page, where you can apply leaves in the conventional way.

**IMPORTANT NOTE:** Following the above mentioned steps will NOT resolve your conflicts. Resolving Conflicts need approval for attendance as well as for leave from your respective manager.

**For Managers:**

To solve your own conflicts, you can refer to the above section. Managers don’t need approvals and can resolve their conflicts just by changing and updating the Work Hours. Any addition or update is final and does not require any confirmation in “**Edit Work Hours**” page.

There are two ways to do things:

1. **Approving Attendance Requests:** If your subordinates have applied for attendance approval, you can both go to your dashboard,  box and click on the blue “**Employee Code**” link or Go to the  Tab in the Menu Bar and click on.
   1. **Clicking the blue “Employee Code” link:**
      1. On clicking the blue  link, you will be directly taken to “**Attendance Approval/Rejection**” page for the employee related to the particular Employee code.
      2. Click on the Shifts with comments in the table underneath, write an “**Approver’s Comment**” in the specified area, click the  button and then click  or  button based on your choice.
   2. **Clicking on the “Attendance Request List” menu option**

**Or clicking on more link in List of Attendance Request:**

* + 1. If you chose to go to  from the menu-bar or  link, you will be taken to “**Attendance Request List**” page where you will be able to see all the attendance requests, sent by all your subordinates. Click on the blue “**Employee Code**” link for a particular employee and rest of the procedure is same as **1.1**.

1. **Manually Solving Conflicts:** In case, your subordinate is not available or has not submitted a request, you can manually solve the conflicts as well by editing their work hours or apply for their leaves yourself. For this, you have to go to the  box on the dashboard. Now, there are two options.

You can either click on the blue “**Employee Name**” links or click on.

* 1. **Clicking on the blue “Employee Name” link:**
     1. Clicking on the blue “**Employee Name**” link will take you to “**Edit Attendance – Employee Wise**” page.
     2. Next step is to go to the table displayed below and under the “**Work Hours**” column, click on the blue link. This will take you to “Attendance Request”, in this page, do the following

**Shifts** are a combination of one “**In Time**” and one “**Out Time**”. After identifying the cause of conflict in the “**Shifts**”, you can add or update shifts.

* + 1. To add a new Shift, Enter the **“In Time”** and **“Out Time”**, leave an appropriate comment and press the  Button.
    2. To update the “**In Time**” and “**Out Time**” for a particular shift, click on the respective ‘Shift” in the table with an appropriate comment and click the button.
    3. After this is done, enter an approver comment and click on the  button this will confirm the updated work hours.
  1. **Clicking on the**  **button:**
     1. This will take you to the “**Edit Attendance**” Page. You can reach this page by going to the  Tab in the Menu Bar and click on  menu option. Here, you can see all attendance for a particular day based on the specified “**Status**”.
     2. Next step is to go to the table displayed below and under the  column, click on the blue link for the employee in question. This will take you to “**Attendance Request**”, in this page, do the following:

**Shifts** are a combination of one “**In Time**” and one “**Out Time**”. After identifying the cause of conflict in the “**Shifts**”, you can add or update shifts.

* + 1. To add a new Shift, Enter the “In Time” and “Out Time”, leave an appropriate comment and press the  Button.
    2. To update the “**In Time**” and “**Out Time**” for a particular shift, click on the respective ‘Shift” in the table with an appropriate comment and click the button.
    3. After this is done, enter an approver comment and click on the  button this will confirm the updated work hours.