Attendance

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Guide –Attendance

- Mark attendance
- Regularize attendance for past dates when out for a meeting or forgot to mark attendance
- Check Roster Details
- Approve regularization request for team
- Check Attendance Status for team
- Bulk Approval for Pending Task – L1 Manager
- Task Reassign – HR Manager
- Assign Roster – For all Employees
- Upload Shift in one go for all the employees.

Login URL

Enter below URL for system login:

Copy URL: https://altran.peoplestrong.com

Login Page

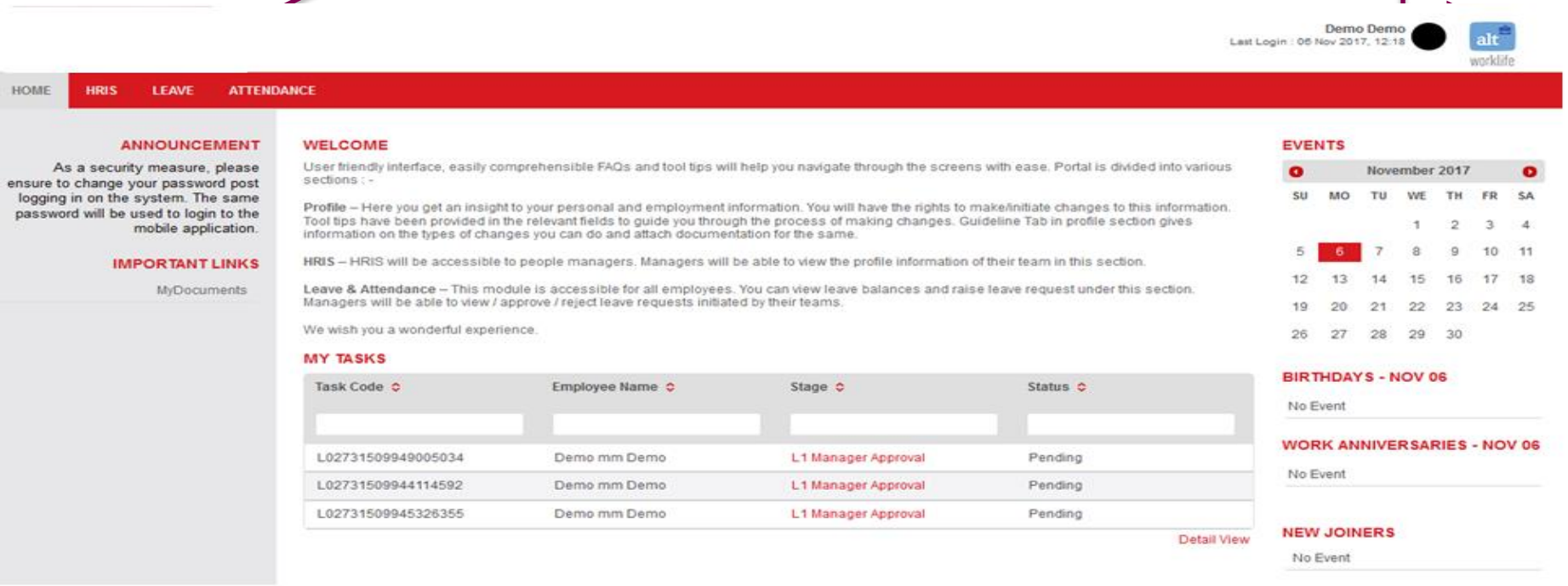
Username is the Email of employee

Windows password

Homepage

Active modules will appear here on this bar

System will show employee's name with details of last login



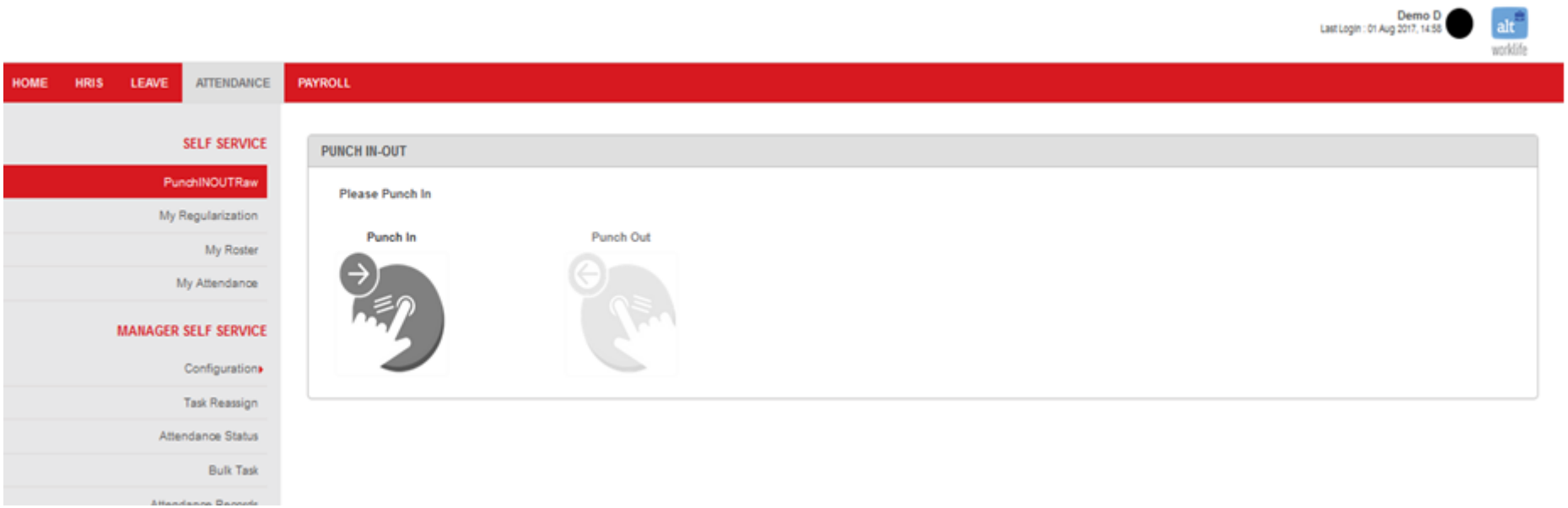
Pending action will appear on homepage for action

Birthday and Joining Anniversary details will appear here

Mark Attendance

Attendance can be marked in through Mobile Application or Web punch in/out or Access card Punch-In.

Click on Attendance menu on Home page→ Punch In Out.
Click on Punch In to mark in attendance
Click on Punch Out to mark out attendance



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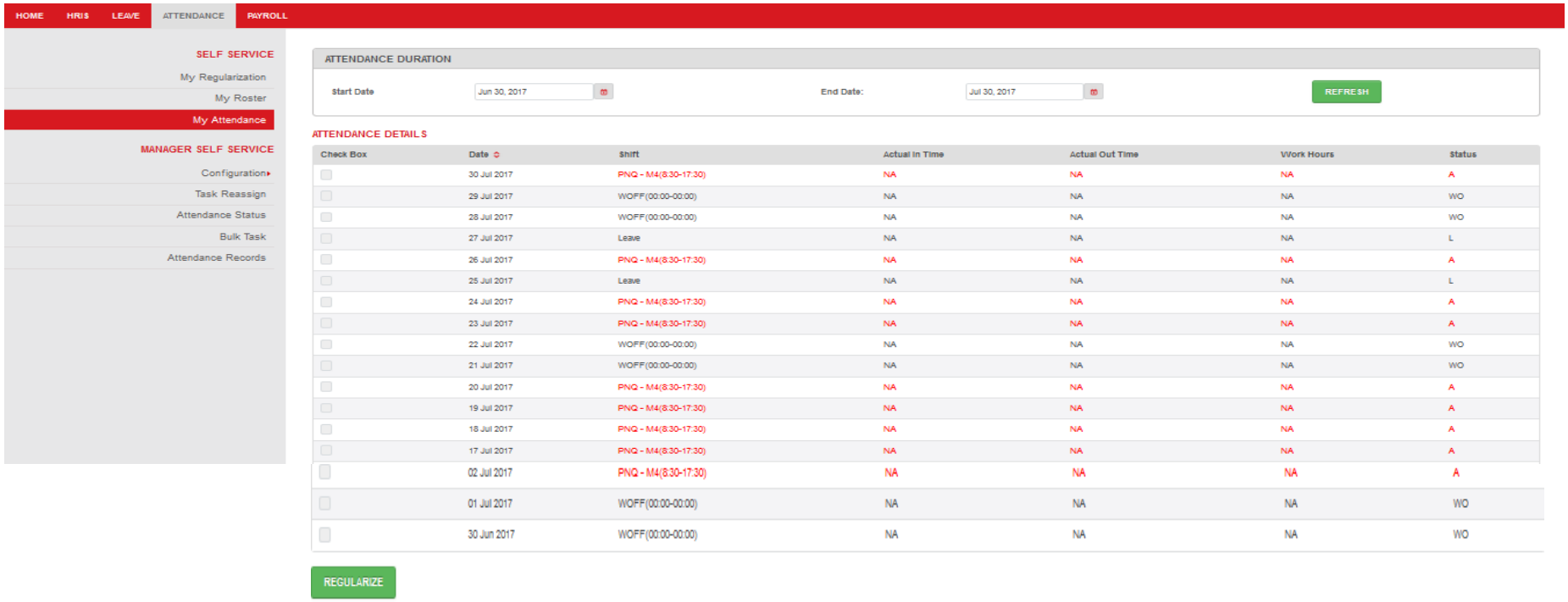
View Attendance



To view attendance : Click on attendance menu→ My Attendance

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Edit Attendance

To edit the attendance follow below mentioned steps:

1) Click on Attendance tab → My Attendance
2) System will show past 30 days attendance
3) Enter the Start date and End date option can be used to view attendance for a particular duration and click on Refresh.
4) Select the dates for which attendance needs to be edited
5) Click on Regularize.

Note: Screenshot has been attached in next slide for reference.

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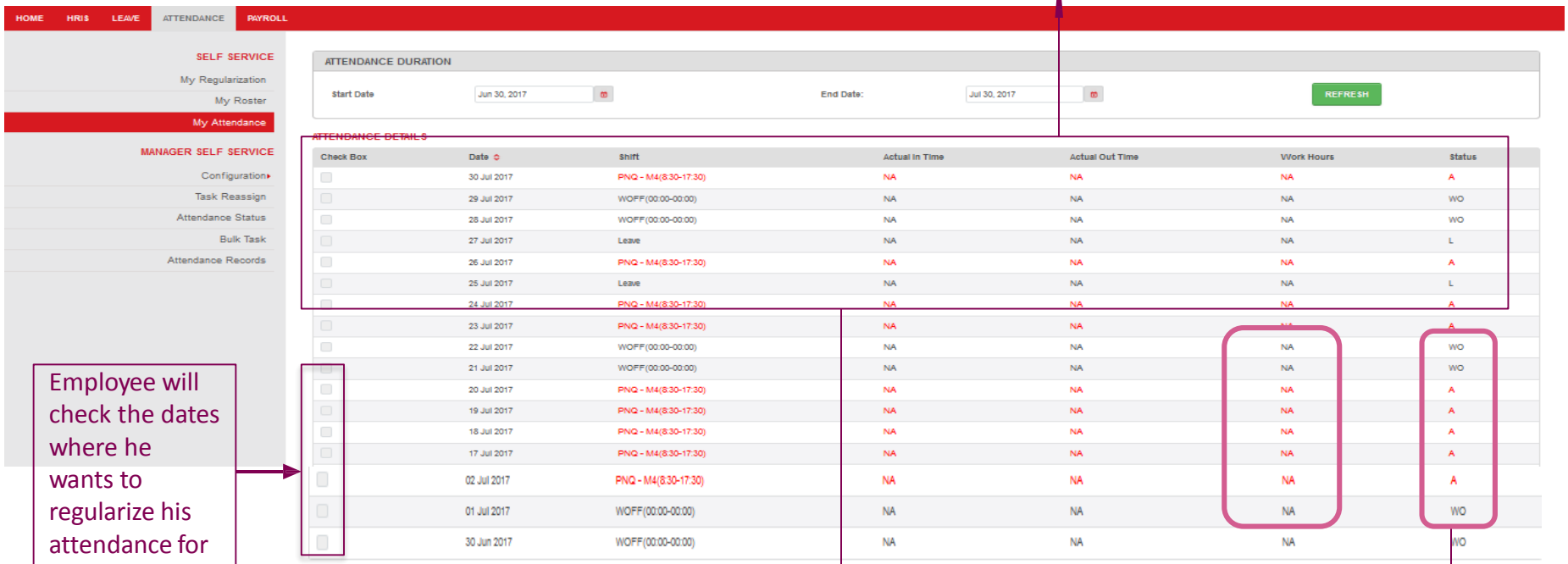
Edit Attendance

By default attendance status for last 30 days will appear, employee can refresh it as per desired dates



Employee will check the dates where he wants to regularize his attendance for past days

Click here on Regularize button to regularize the attendance.

Day wise shift details will appear here

Day wise attendance status and work hours will reflect here

After Clicking on Regularize:

After clicking on regularize button, a window pops up. Fill in the below mentioned details for the selected dates:

1) Modify In Time
2) Modify Out Time
3) Reason List
4) Employee Comment if any

Click on submit.
Screenshot for reference has been attached.

Note: The request has been submitted to L1 Manager for approval. Once the manager approves then only the changes will reflect on portal.

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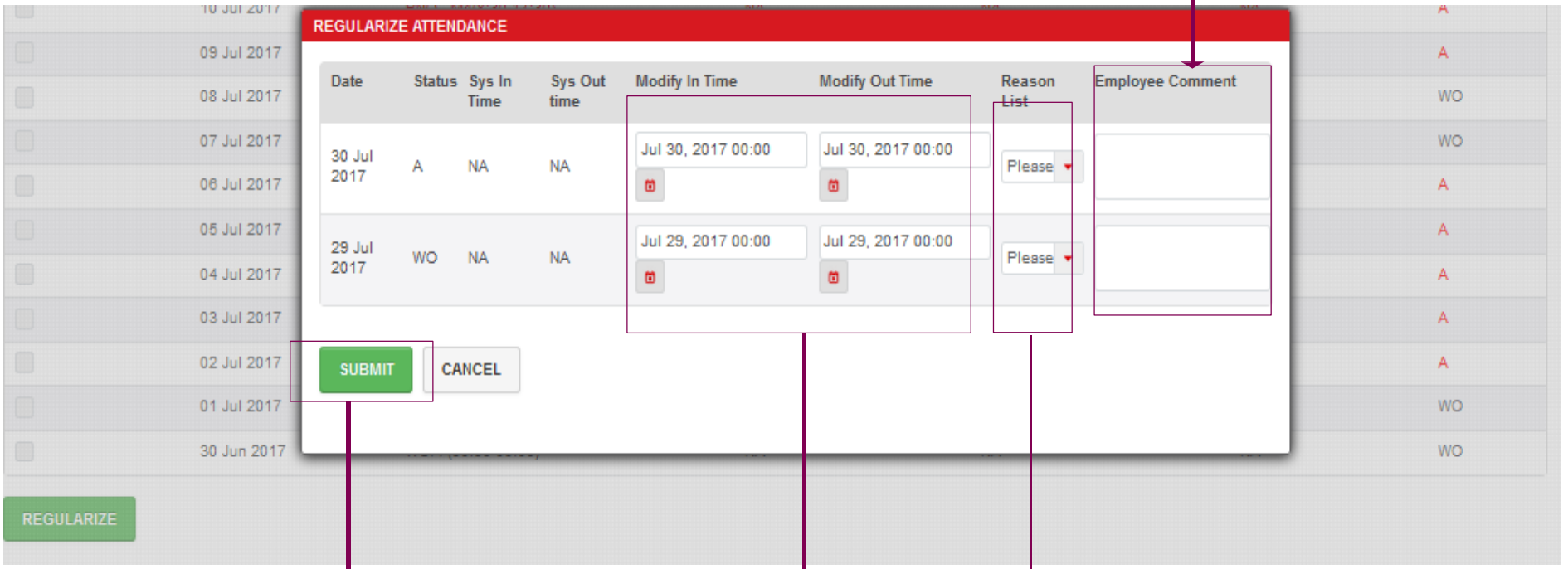
Regularization Request Details

Capture comments against each regularization request.



Click on Submit button after selecting all details

Select the modified in /out time here in this sections

Select the reason for regularization. Reason for past and future dates will be different.

Check status of Regularization request

Once the regularization has been submitted, employee can view the status of request:
1) Click on Attendance menu on Home page → My Regularization

This page will show the status of all regularization requests created.
2) Click on the Attendance Reg Code to view the details.

Attached is the screenshot in next slide.

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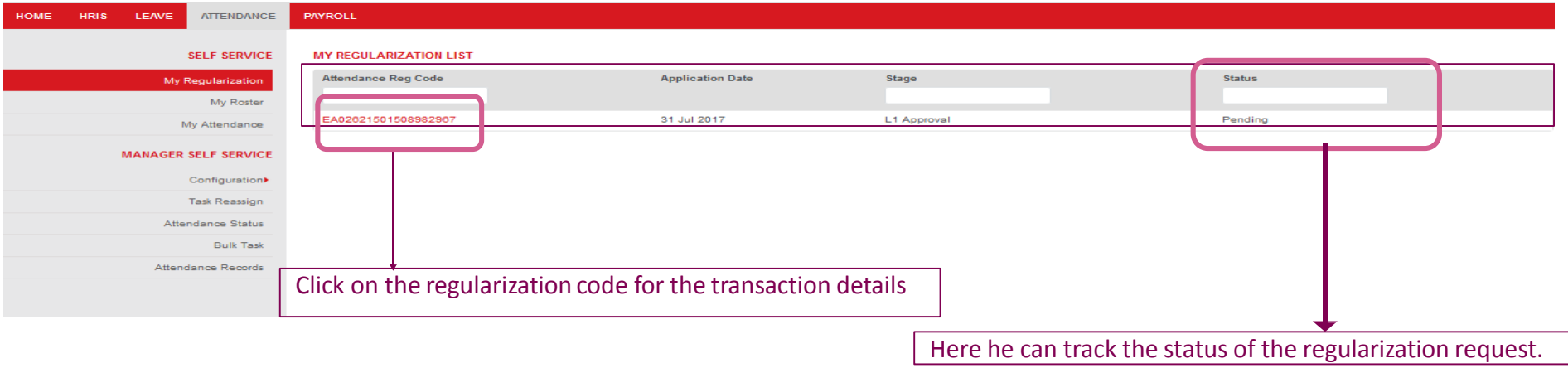
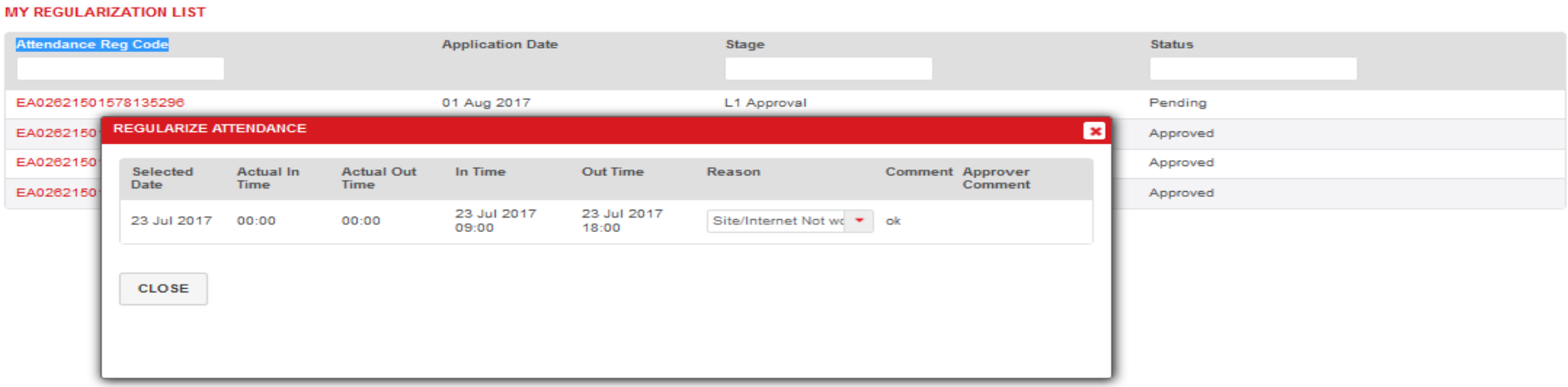
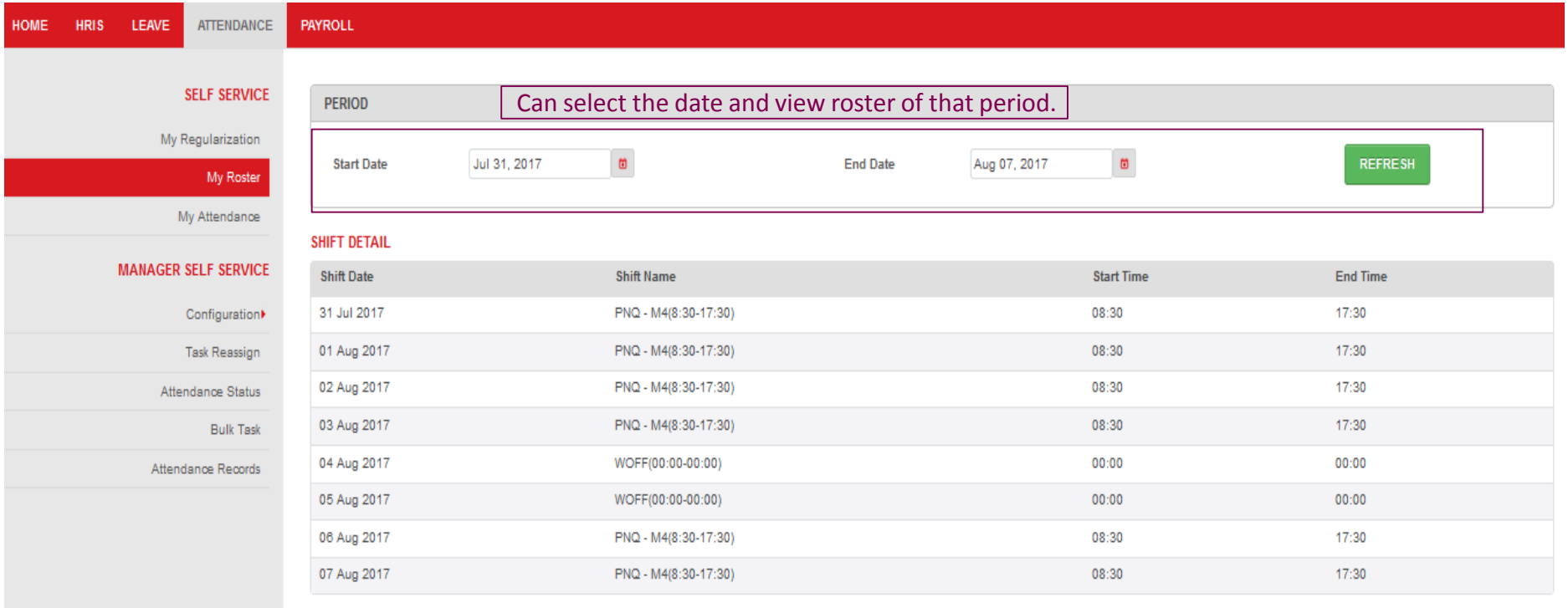
My Regularization





View roster for particular dates

Employee can view their roster for any particular dates to check the week off and working days



As L1 Manager /HR

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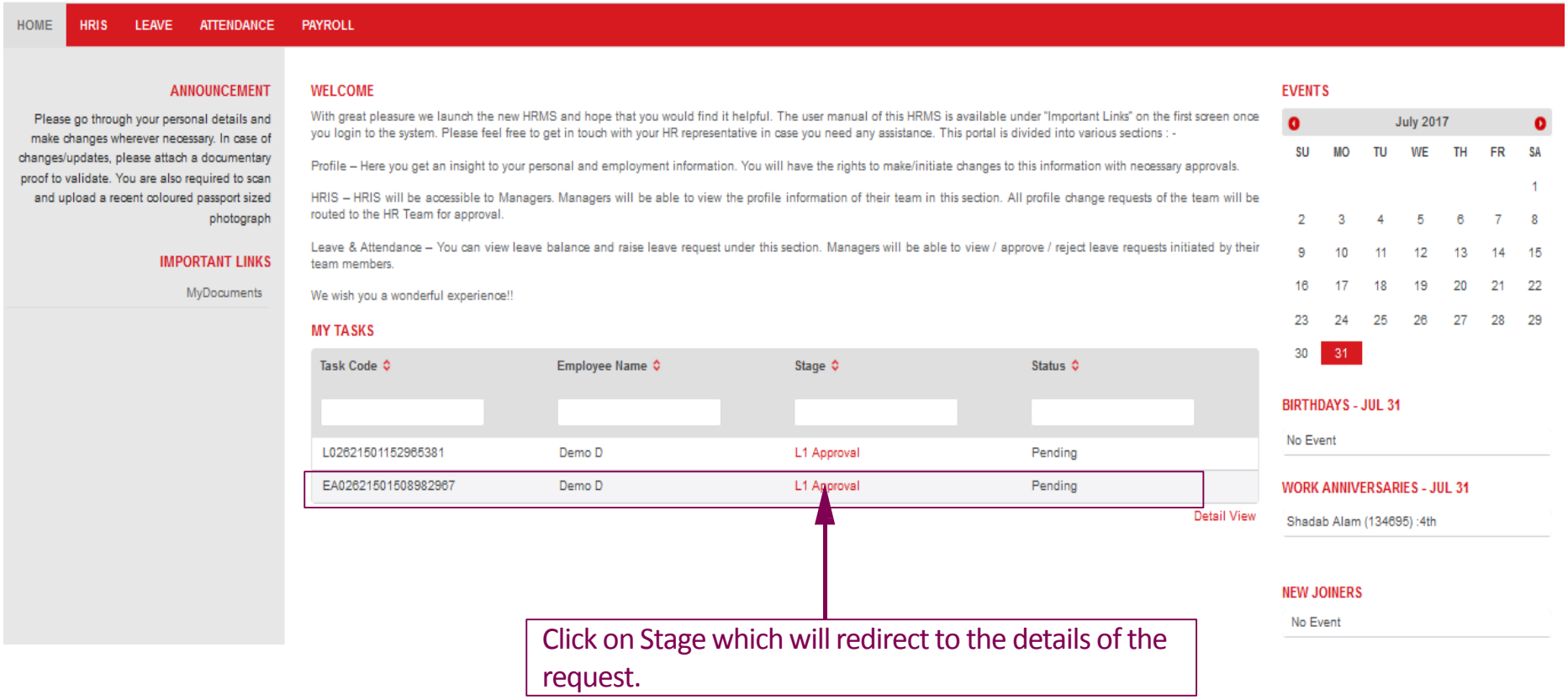
Regularization Request to L1 Manager



Click on Stage which will redirect to the details of the request.

The regularization request submitted by employee will appear on Home page of respective L1 Manager

Approve/Reject the request

Once the stage is clicked by L1 Manager, it redirects to the attendance regularization details submitted by the employee.
Manager can approve/reject the request and mention the comments for the action taken.
If approved, same will reflect in employee's attendance, else no changes will be made.

Attached is the screenshot in next slide for reference

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Approval Page after clicking on Stage

EMPLOYEE INFORMATION

Employee Code:	Dummy1	**Employee Name:**	Demo D
Date Of Joining:	05/06/2016	**Designation:**	Sales Executive
Grade:	1A	**Location:**	CT-Mumbai-Goregaon-Oberoi Mall->Mumbai->Maharashtra->Store->West
Org Unit:	Sales Operations - Retail->Sales Operations - Retail->Celio->Celio Future Fashion Private Ltd.	**L1 Manager:**	Demo D
L2 Manager:	Demo D	**HR Manager:**	Demo D
Official Email ID:	ankit.saini@peoplestrong.com	**Personal Email ID:**	r@gmail.com

Attendance Detail

Date	Sys In Time	Sys Out time	Expected In Time	Expected Out Time	Modify In Time	Modify Out Time	Approver Comment
30 Jul 2017	00:00	00:00	08:30	17:30	Jul 30, 2017 09:00	Jul 30, 2017 18:00	
29 Jul 2017	00:00	00:00	00:00	00:00	Jul 29, 2017 09:00	Jul 29, 2017 18:00	

APPROVE REJECT

History

Date	In Time	Out Time	Stage	Approver Comment
29 Jul 2017	29 Jul 2017 00:00	29 Jul 2017 00:00	Initial	
30 Jul 2017	30 Jul 2017 00:00	30 Jul 2017 00:00	Initial	

Approval manager will approve or reject the attendance transactions

Attendance Status/Proxy Attendance for Team

In case employee is not able to mark his/her attendance, L1 manager can mark the proxy attendance using “Attendance Status” tab.

L1 Manager can select the employee for whom attendance needs to be regularized.
Select the dates for which regularization needs to be done.
Click on regularize.
Fill in the In Time and Out time→ Click on Submit
This will get reflected in that employee’s attendance.

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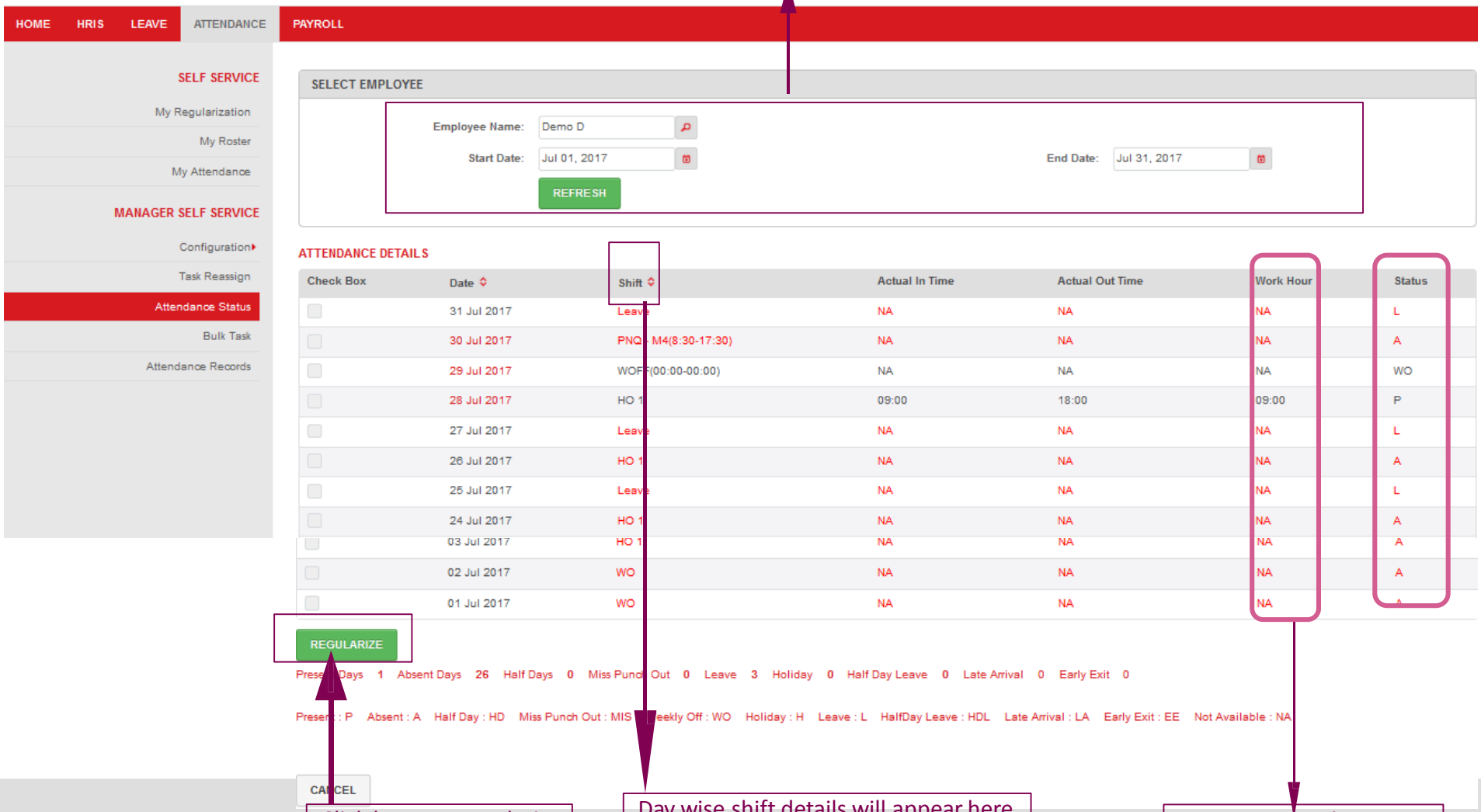
Attendance Status/Proxy Attendance for Team

By default attendance status for last 30 days will appear, employee can refresh it as per desired dates



Click here on Regularize button to regularize the attendance.

Day wise shift details will appear here

Day wise attendance status and work hours will reflect here

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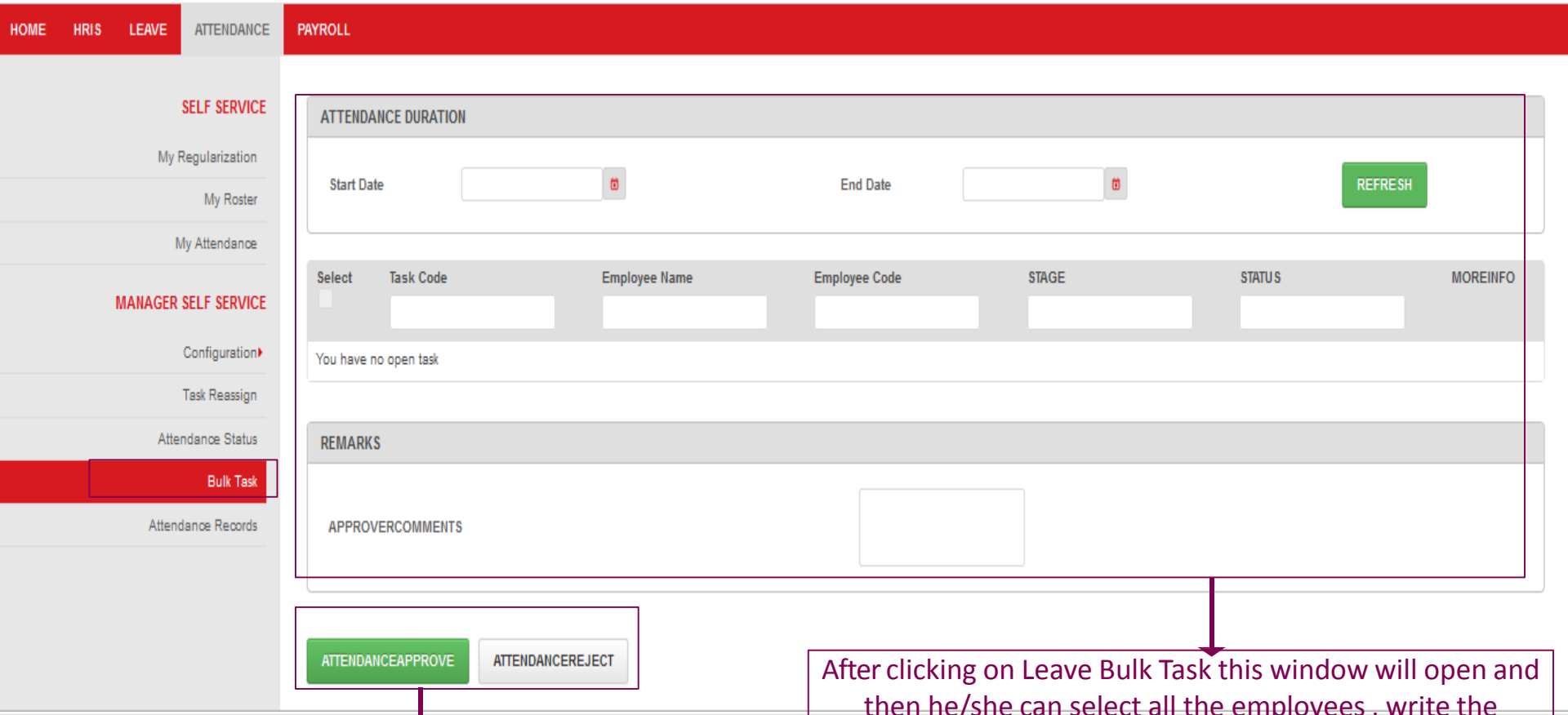
Attendance Bulk Task – L1 Manager

L1 Manager can approve the pending task in bulk by using this Option.



After clicking on Leave Bulk Task this window will open and then he/she can select all the employees , write the comment and take necessary action.

Click on Approve button , if they want to approve all the request pending or can click on Reject the same.

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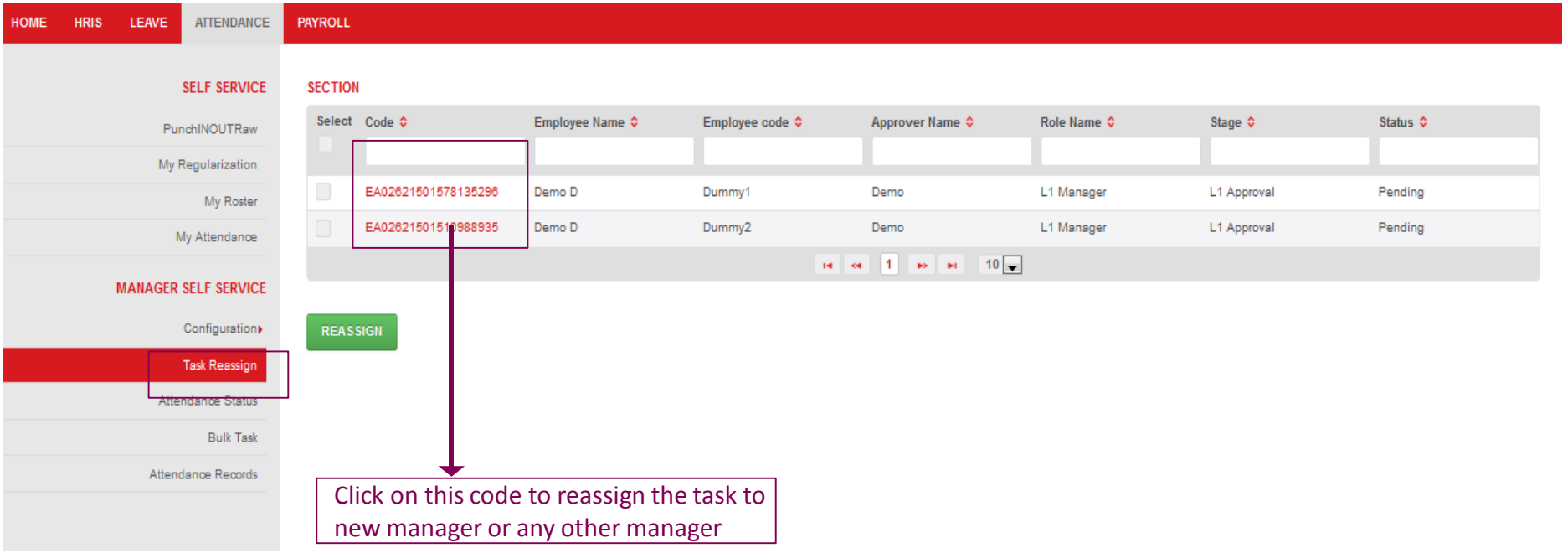
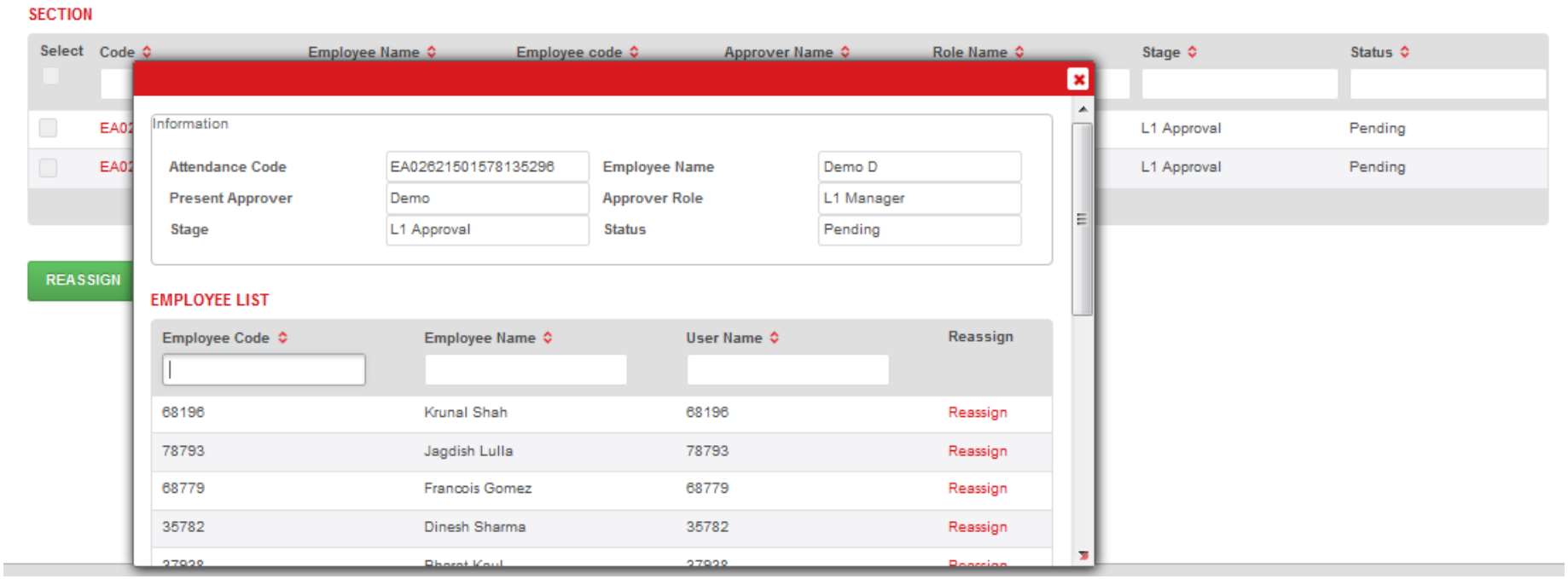
Task Reassign – L1 Manager



In case an L1 manager thinks that someone else should be take the action on regularization request submitted by the employee then that task can be reassigned.

Task Reassign



1) Click on code
2) Details of request will get open
3) Choose the owner who will take action. Click on Submit.
4) Request will go to that employee to take action.

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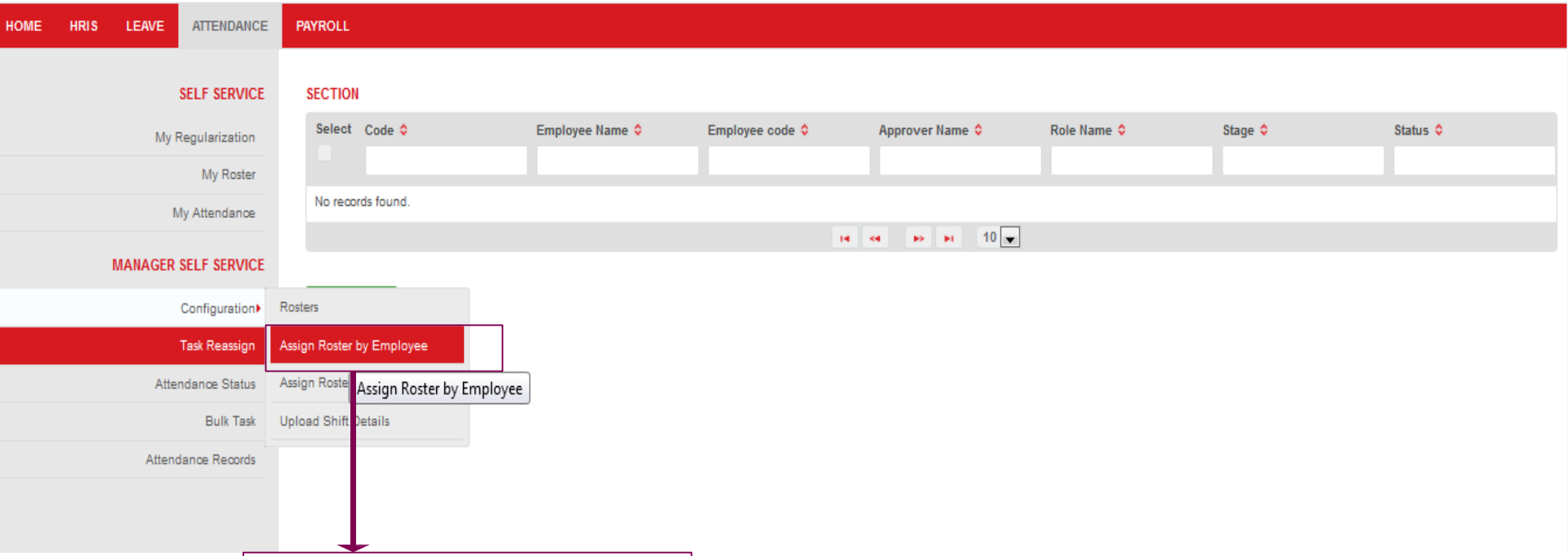
Assign Roster by Employee –L1 Manager

The L1 manager can assign roster employee wise depending on the shifts and working days.
Attendance→ Configuration→ Assign roster by Employee



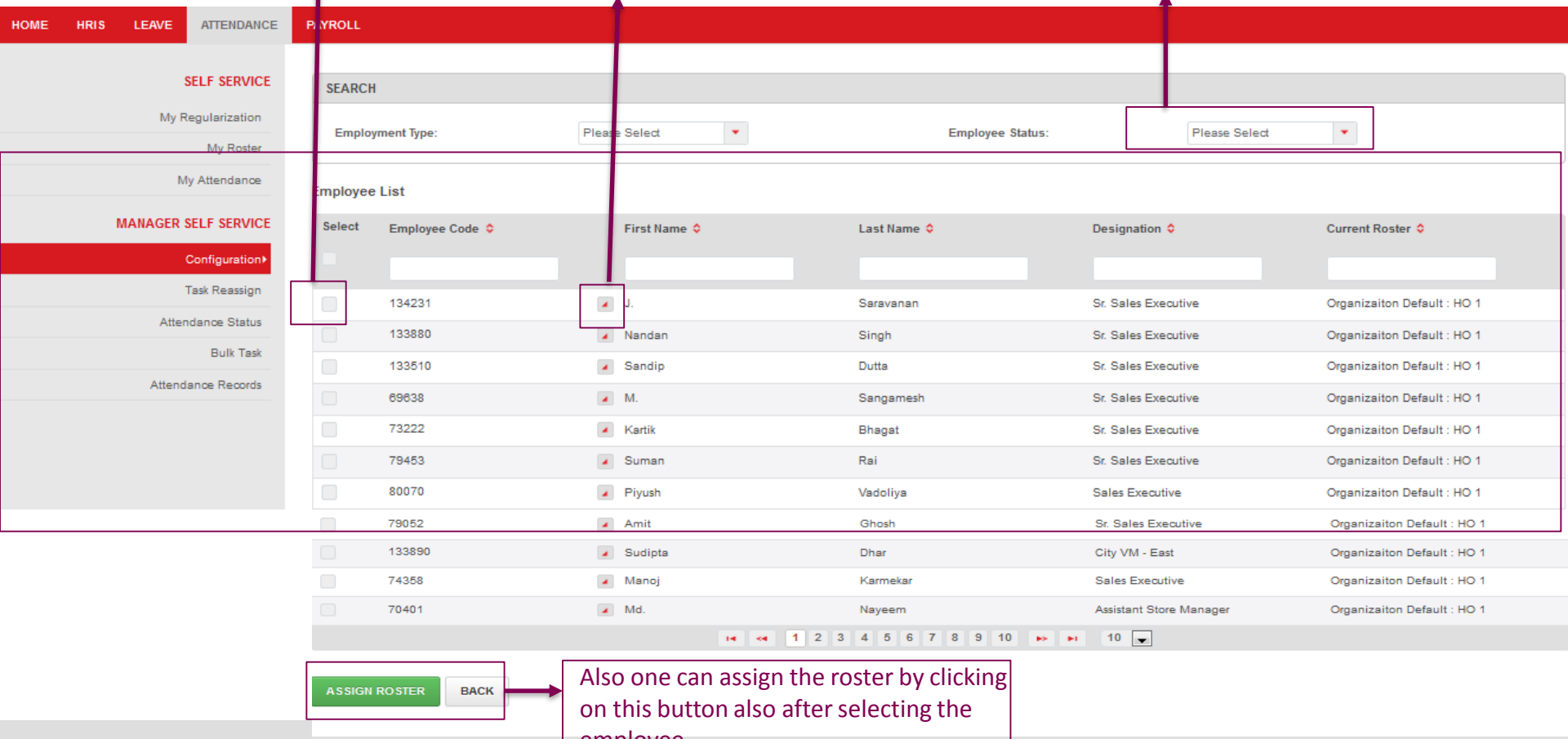
Click on this option to Assign roster One by One to the employees.
System will Assign roster post current date and can be assigned for minimum 8 days

How to Assign roster

Click on this to select the employee for whom roster has to be assigned

Click on this button and select Assign Roster option to assign roster.

Click on these options to select the Employee on below parameters



Also one can assign the roster by clicking on this button also after selecting the employee

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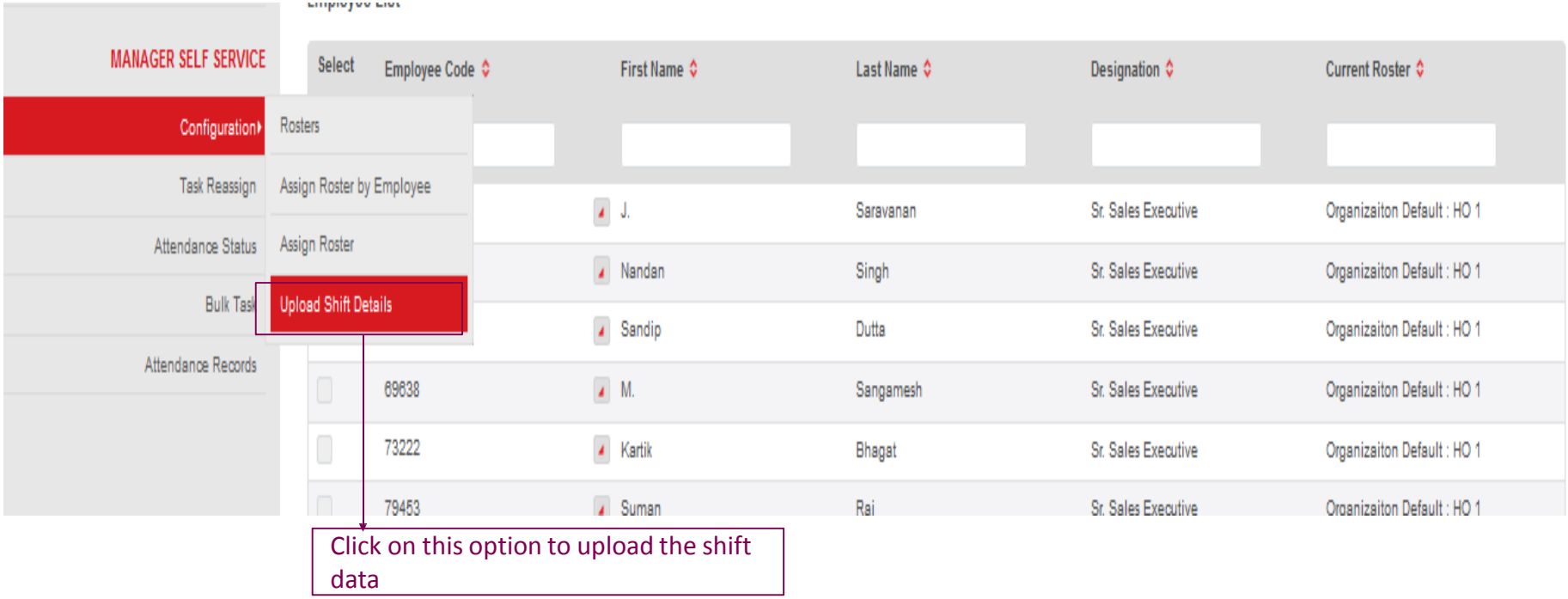
Note : When we are using Assign Roster By Employee we can assign only roster prior to current date.

Attendance Shift Upload

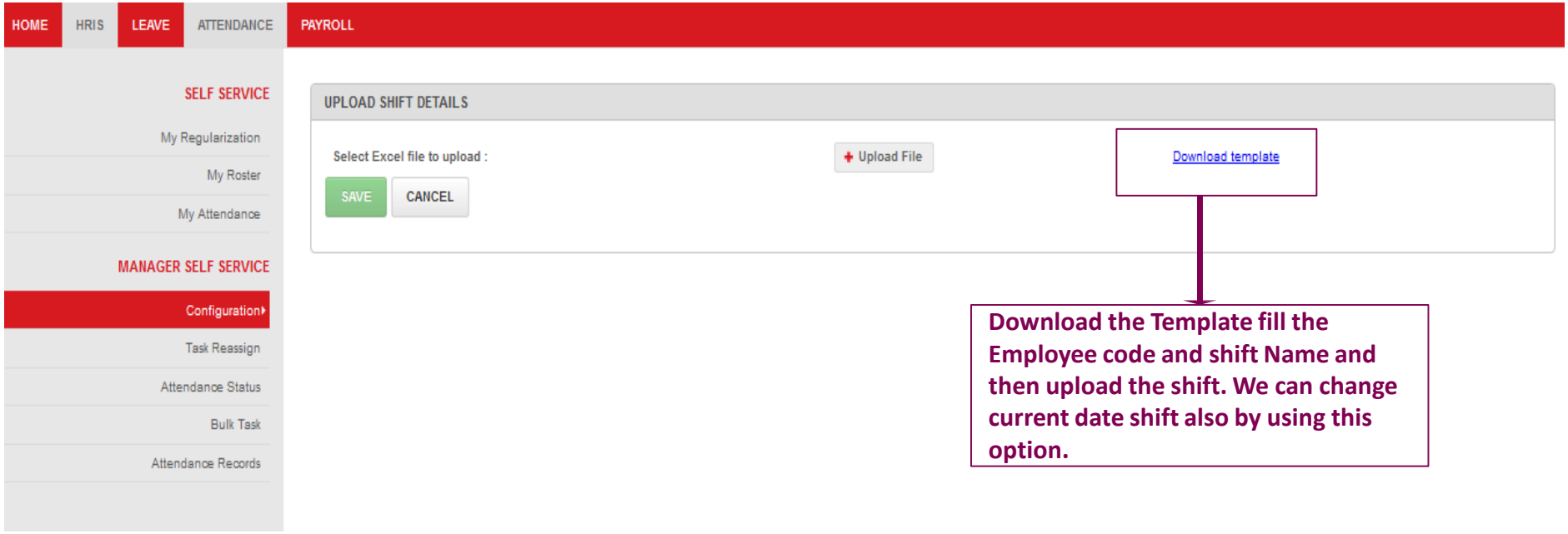
Attendance>>Configuration>>Upload Shift Details



L1 Manager can upload shift for employees if there are any changes in timings.

Attendance Shift Upload

Attendance>>Configuration>>Upload Shift Details



To upload shift, Excel can be downloaded, filled and uploaded for 1 month data which will appear in Employee roster tab.

#SimplifyWorklife

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