Attendance

Winners of the HRO today APAC award for two consecutive years.

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
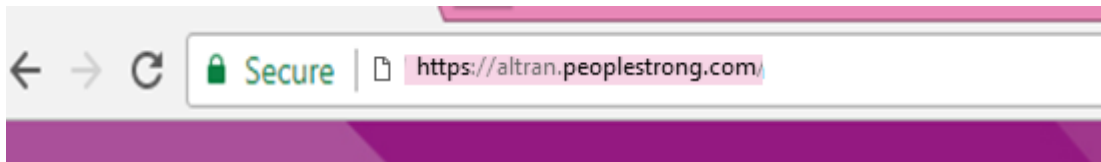
Login Page

ALTRAN

Sign in with your organizational account

Password

Sign in

Sign-in to Altran requires device registration. Use your login like europe\yourlogin.

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Homepage

Active modules will appear here on this bar

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

Demo Demo
Last Login : 06 Nov 2017, 12:18

alt worklife

HOME   HRIS   LEAVE   ATTENDANCE

ANNOUNCEMENT

As a security measure, please ensure to change your password post logging in on the system. The same password will be used to login to the mobile application.

IMPORTANT LINKS

MyDocuments

WELCOME

User friendly interface, easily comprehensible FAQs and tool tips will help you navigate through the screens with ease. Portal is divided into various sections : -

Profile – Here you get an insight to your personal and employment information. You will have the rights to make/initiate changes to this information. Tool tips have been provided in the relevant fields to guide you through the process of making changes. Guideline Tab in profile section gives information on the types of changes you can do and attach documentation for the same.

HRIS – HRIS will be accessible to people managers. Managers will be able to view the profile information of their team in this section.

Leave & Attendance – This module is accessible for all employees. You can view leave balances and raise leave request under this section. Managers will be able to view / approve / reject leave requests initiated by their teams.

We wish you a wonderful experience.

MY TASKS

Task Code ⇕	Employee Name ⇕	Stage ⇕	Status ⇕
L02731509949005034	Demo mm Demo	L1 Manager Approval	Pending
L02731509944114592	Demo mm Demo	L1 Manager Approval	Pending
L02731509945326355	Demo mm Demo	L1 Manager Approval	Pending

Detail View

EVENTS

	November 2017					
SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

BIRTHDAYS - NOV 06

No Event

WORK ANNIVERSARIES - NOV 06

No Event

NEW JOINERS

No Event

Pending action will appear on homepage for action

Birthday and Joining Anniversary details will appear here

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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

View Attendance

To view attendance : Click on attendance menu→ My Attendance

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.

Edit Attendance

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

| HOME | HRIS | LEAVE | ATTENDANCE | PAYROLL |

SELF SERVICE
My Regularization
My Roster
My Attendance

MANAGER SELF SERVICE
Configuration▸
Task Reassign
Attendance Status
Bulk Task
Attendance Records

ATTENDANCE DURATION

| Start Date | Jun 30, 2017 | | End Date: | Jul 30, 2017 | | REFRESH |

ATTENDANCE DETAILS

Check Box	Date ⇕	Shift	Actual In Time	Actual Out Time	Work Hours	Status
☐	30 Jul 2017	PNQ - M4(8:30-17:30)	NA	NA	NA	A
☐	29 Jul 2017	WOFF(00:00-00:00)	NA	NA	NA	WO
☐	28 Jul 2017	WOFF(00:00-00:00)	NA	NA	NA	WO
☐	27 Jul 2017	Leave	NA	NA	NA	L
☐	26 Jul 2017	PNQ - M4(8:30-17:30)	NA	NA	NA	A
☐	25 Jul 2017	Leave	NA	NA	NA	L
☐	24 Jul 2017	PNQ - M4(8:30-17:30)	NA	NA	NA	A
☐	23 Jul 2017	PNQ - M4(8:30-17:30)	NA	NA	NA	A
☐	22 Jul 2017	WOFF(00:00-00:00)	NA	NA	NA	WO
☐	21 Jul 2017	WOFF(00:00-00:00)	NA	NA	NA	WO
☐	20 Jul 2017	PNQ - M4(8:30-17:30)	NA	NA	NA	A
☐	19 Jul 2017	PNQ - M4(8:30-17:30)	NA	NA	NA	A
☐	18 Jul 2017	PNQ - M4(8:30-17:30)	NA	NA	NA	A
☐	17 Jul 2017	PNQ - M4(8:30-17:30)	NA	NA	NA	A
☐	02 Jul 2017	PNQ - M4(8:30-17:30)	NA	NA	NA	A
☐	01 Jul 2017	WOFF(00:00-00:00)	NA	NA	NA	WO
☐	30 Jun 2017	WOFF(00:00-00:00)	NA	NA	NA	WO

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

REGULARIZE

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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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.

Regularization Request Details

Capture comments against each regularization request.

REGULARIZE ATTENDANCE

Date	Status	Sys In Time	Sys Out time	Modify In Time	Modify Out Time	Reason List	Employee Comment
30 Jul 2017	A	NA	NA	Jul 30, 2017 00:00	Jul 30, 2017 00:00	Please ▼	
29 Jul 2017	WO	NA	NA	Jul 29, 2017 00:00	Jul 29, 2017 00:00	Please ▼	

SUBMIT   CANCEL

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.

REGULARIZE

10 Jul 2017		A
09 Jul 2017		A
08 Jul 2017		WO
07 Jul 2017		WO
06 Jul 2017		A
05 Jul 2017		A
04 Jul 2017		A
03 Jul 2017		A
02 Jul 2017		A
01 Jul 2017		WO
30 Jun 2017		WO

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.

My Regularization

MY REGULARIZATION LIST

Attendance Reg Code	Application Date	Stage	Status
EA02621501508982967	31 Jul 2017	L1 Approval	Pending

Click on the regularization code for the transaction details

Here he can track the status of the regularization request.

MY REGULARIZATION LIST

Attendance Reg Code	Application Date	Stage	Status
EA02621501578135296	01 Aug 2017	L1 Approval	Pending
EA0262150			Approved
EA0262150			Approved
EA0262150			Approved

REGULARIZE ATTENDANCE

Selected Date	Actual In Time	Actual Out Time	In Time	Out Time	Reason	Comment	Approver Comment
23 Jul 2017	00:00	00:00	23 Jul 2017 09:00	23 Jul 2017 18:00	Site/Internet Not wo ▼	ok	

CLOSE

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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

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

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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.

Attendance Status/Proxy Attendance for Team

HOME **HRIS** **LEAVE** **ATTENDANCE** **PAYROLL**

SELF SERVICE

My Regularization

My Roster

My Attendance

MANAGER SELF SERVICE

Configuration ▶

Task Reassign

Attendance Status

Bulk Task

Attendance Records

SELECT EMPLOYEE

Employee Name: Demo D

Start Date: Jul 01, 2017   End Date: Jul 31, 2017

REFRESH

ATTENDANCE DETAILS

Check Box	Date ⇕	Shift ⇕	Actual In Time	Actual Out Time	Work Hour	Status
☐	31 Jul 2017	Leave	NA	NA	NA	L
☐	30 Jul 2017	PNQ - M4(8:30-17:30)	NA	NA	NA	A
☐	29 Jul 2017	WOFF(00:00-00:00)	NA	NA	NA	WO
☐	28 Jul 2017	HO 1	09:00	18:00	09:00	P
☐	27 Jul 2017	Leave	NA	NA	NA	L
☐	26 Jul 2017	HO 1	NA	NA	NA	A
☐	25 Jul 2017	Leave	NA	NA	NA	L
☐	24 Jul 2017	HO 1	NA	NA	NA	A
☐	03 Jul 2017	HO 1	NA	NA	NA	A
☐	02 Jul 2017	WO	NA	NA	NA	A
☐	01 Jul 2017	WO	NA	NA	NA	A

REGULARIZE

Present Days 1   Absent Days 26   Half Days 0   Miss Punch Out 0   Leave 3   Holiday 0   Half Day Leave 0   Late Arrival 0   Early Exit 0

Present : P   Absent : A   Half Day : HD   Miss Punch Out : MIS   Weekly Off : WO   Holiday : H   Leave : L   HalfDay Leave : HDL   Late Arrival : LA   Early Exit : EE   Not Available : NA

CANCEL

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.

| HOME | HRIS | LEAVE | ATTENDANCE | PAYROLL |

SELF SERVICE

My Regularization

My Roster

My Attendance

MANAGER SELF SERVICE

Configuration ▶

Task Reassign

Attendance Status

Bulk Task

Attendance Records

ATTENDANCE DURATION

Start Date [   ] 📅   End Date [   ] 📅   **REFRESH**

Select	Task Code	Employee Name	Employee Code	STAGE	STATUS	MOREINFO
☐	[ ]	[ ]	[ ]	[ ]	[ ]	

You have no open task

REMARKS

APPROVERCOMMENTS [   ]

ATTENDANCEAPPROVE **ATTENDANCEREJECT**

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.

Task Reassign – L1 Manager

Select	Code ⬍	Employee Name ⬍	Employee code ⬍	Approver Name ⬍	Role Name ⬍	Stage ⬍	Status ⬍
☐	EA02621501578135296	Demo D	Dummy1	Demo	L1 Manager	L1 Approval	Pending
☐	EA02621501510988935	Demo D	Dummy2	Demo	L1 Manager	L1 Approval	Pending

Click on this code to reassign the task to new manager or any other 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.

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

| HOME | HRIS | LEAVE | ATTENDANCE | PAYROLL |

SELF SERVICE

My Regularization

My Roster

My Attendance

MANAGER SELF SERVICE

Configuration ▶

Task Reassign

Attendance Status

Bulk Task

Attendance Records

SECTION

Select	Code ⬍	Employee Name ⬍	Employee code ⬍	Approver Name ⬍	Role Name ⬍	Stage ⬍	Status ⬍
☐							

No records found.

⏮ ◀◀ ▶▶ ⏭ 10 ▾

Rosters

Assign Roster by Employee

Assign Roster

Assign Roster by Employee

Upload Shift Details

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

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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

HOME	HRIS	LEAVE	ATTENDANCE	PAYROLL

SELF SERVICE

My Regularization

My Roster

My Attendance

MANAGER SELF SERVICE

Configuration ▶

Task Reassign

Attendance Status

Bulk Task

Attendance Records

SEARCH

Employment Type: Please Select ▼

Employee Status: Please Select ▼

Employee List

Select	Employee Code ⇕	First Name ⇕	Last Name ⇕	Designation ⇕	Current Roster ⇕
☐	134231	J.	Saravanan	Sr. Sales Executive	Organizaiton Default : HO 1
☐	133880	Nandan	Singh	Sr. Sales Executive	Organizaiton Default : HO 1
☐	133510	Sandip	Dutta	Sr. Sales Executive	Organizaiton Default : HO 1
☐	69638	M.	Sangamesh	Sr. Sales Executive	Organizaiton Default : HO 1
☐	73222	Kartik	Bhagat	Sr. Sales Executive	Organizaiton Default : HO 1
☐	79453	Suman	Rai	Sr. Sales Executive	Organizaiton Default : HO 1
☐	80070	Piyush	Vadoliya	Sales Executive	Organizaiton Default : HO 1
☐	79052	Amit	Ghosh	Sr. Sales Executive	Organizaiton Default : HO 1
☐	133890	Sudipta	Dhar	City VM - East	Organizaiton Default : HO 1
☐	74358	Manoj	Karmekar	Sales Executive	Organizaiton Default : HO 1
☐	70401	Md.	Nayeem	Assistant Store Manager	Organizaiton Default : HO 1

|◄ ◄◄ **1** 2 3 4 5 6 7 8 9 10 ►► ►| 10 ▼

ASSIGN ROSTER   BACK

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

Click on this option to upload the shift data

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

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Attendance Shift Upload

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SELF SERVICE

My Regularization

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MANAGER SELF SERVICE

Configuration▸

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UPLOAD SHIFT DETAILS

Select Excel file to upload :   + Upload File   Download template

SAVE   CANCEL

Download the Template fill the Employee code and shift Name and then upload the shift. We can change current date shift also by using this option.

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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