



# PeopleStrong

## Mobile App – Leave & Attendance



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



All new leave requests/ approved leaves' cancellation requests will go to L1 manager for approval

HR or L1 can also apply leave on behalf of employee. The same would be auto approved

Holiday Calendar: Calendar Year (1 Jan to 31st Dec)

Carryover – CL can be carry forward to next calendar as per maximum capping based on entitlement.



# Mobile App Installation

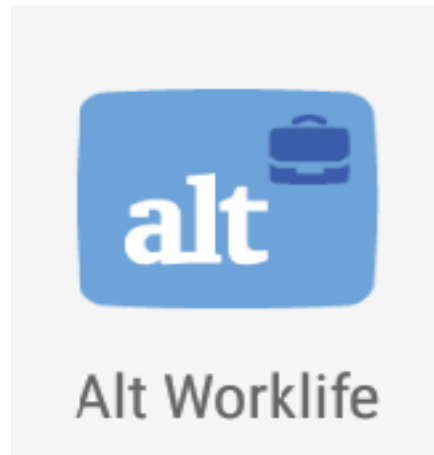
- Go to Play store
- Search for Alt Worklife
- Download the App and Install





# Mobile App Installed

Once the Mobile app has been installed, it appears with the below icon on the mobile screen.





# Login into Application Domain

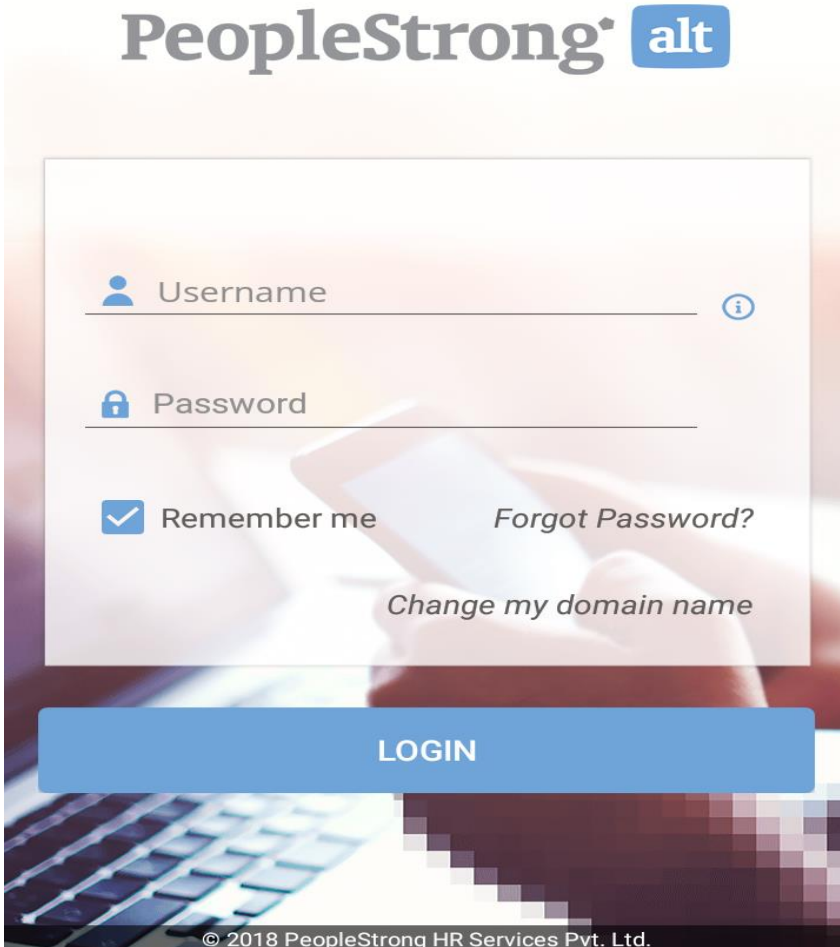
- Open the application
- Domain name: altran.peoplestrong.com

The screenshot displays the PeopleStrong alt login page. At the top, the 'PeopleStrong alt' logo is visible. A modal window titled 'Change Domain Name' is open, featuring a text input field containing 'dynacons.peoplestrong.com' and a blue 'SUBMIT' button. Below the modal, a 'LOGIN' button is present. The footer of the page includes the copyright notice '© 2018 PeopleStrong HR Services Pvt. Ltd.'.

# Login Credentials


Username is the E-mail of employee

Windows / AD Password



The image shows the login interface for PeopleStrong alt. At the top, the logo "PeopleStrong" is in a dark grey font, followed by "alt" in a white font inside a blue rounded rectangle. Below the logo is a white login form with a light blue border. The form contains three input fields: "Username" with a person icon on the left and an information icon on the right; "Password" with a lock icon on the left; and a "Remember me" checkbox with a checkmark icon. To the right of the checkbox are two links: "Forgot Password?" and "Change my domain name". Below the form is a large blue button with the text "LOGIN" in white. At the bottom of the page, there is a copyright notice: "© 2018 PeopleStrong HR Services Pvt. Ltd." The background of the interface is a blurred image of a person's hands holding a tablet over a laptop keyboard.

PeopleStrong<sup>®</sup> alt

Username 

Password

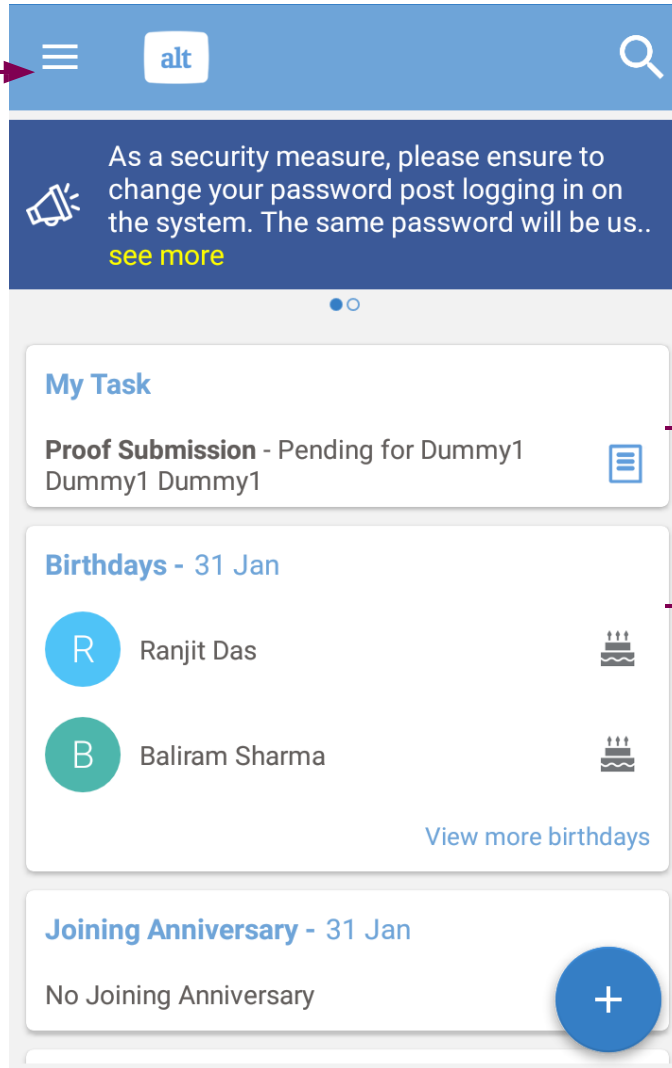
☒ Remember me [Forgot Password?](#) [Change my domain name](#)

LOGIN

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# Homepage

Click on these three lines for more options/actions.



Announcement appears on the top of the mobile page

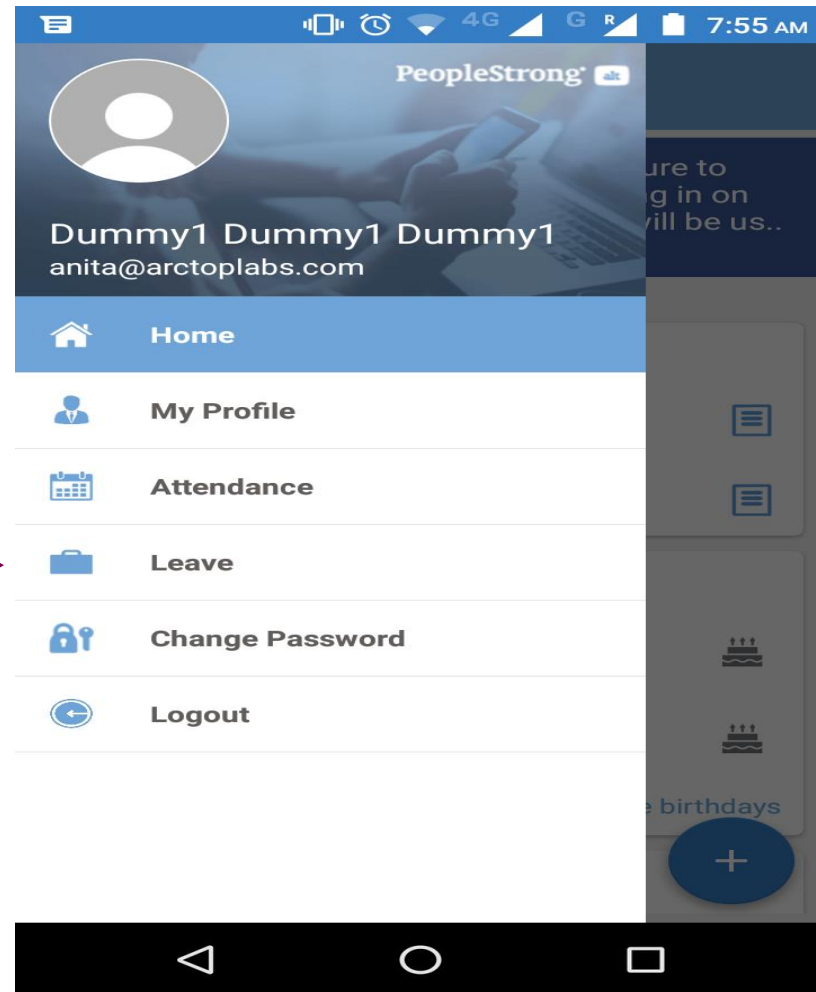
Any pending task will appear here.

Birthday, Joining Anniversary, New Joiners will appear here.



# Business Process Options

Leave option available to apply for leave.







# Leave Application

Leave application form appears which needs to be filled in as per the next slide.

← Leave

New Leave My Leaves

	S	M	T	W	T	F	S
Feb	28	29	30	31	1	2	3
22	4	5	6	7	8	9	10
2018	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28			

New Leave

Leave Type ▼

Leave Reason ▼

Leave Duration ▼

Start Date End Date

Any Other Reason



# Filled Application Form

Fill the form and click SUBMIT

The screenshot shows a mobile application interface for submitting a leave request. The top status bar displays various icons and the time 7:56 AM. The app header is blue with a back arrow and the title "Leave". Below the header are two tabs: "New Leave" (active) and "My Leaves". The main content area features a calendar for February 2018, with the date 22 highlighted. Below the calendar are three dropdown menus: "ELB (6.00)", "Not Well", and "Half Day". There are two date pickers, both set to "1-2-2018". A text input field labeled "Any Other Reason" contains the letter "n". At the bottom is a blue "SUBMIT" button. The bottom of the screen shows the Android navigation bar.

	S	M	T	W	T	F	S
Feb	28	29	30	31	1	2	3
22	4	5	6	7	8	9	10
2018	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28			

ELB (6.00) ▼

Not Well ▼

Half Day ▼

1-2-2018 1-2-2018

Any Other Reason  
n

SUBMIT

# My Leaves

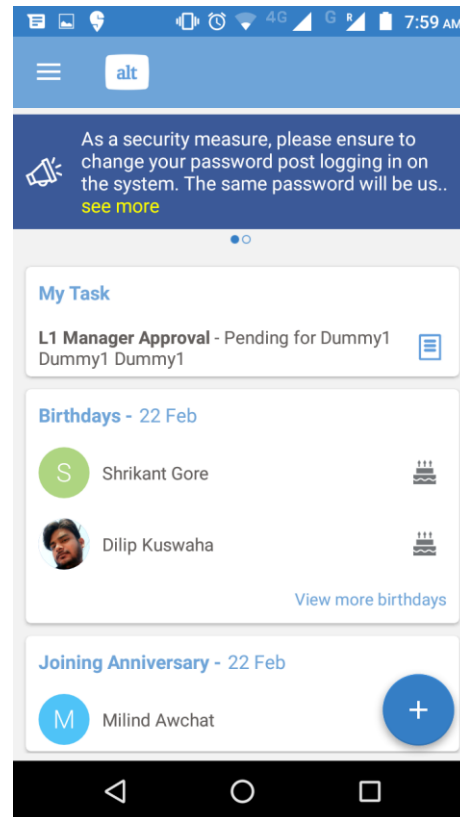
All the applied leaves will appear here.

The image is a screenshot of a mobile application titled "My Leaves". At the top, there is a blue header bar with a back arrow on the left and the word "Leave" in the center. Below the header, there are two tabs: "New Leave" and "My Leaves", with "My Leaves" being the active tab. The main content area is divided into two sections. The first section, titled "Leave Balance", contains a table with three columns: "ELF", "ELB", and "Comp Off". Each column has two rows of data: "Annual Quota" and "Current Balance". The values for ELF are 21.0 and 7.00; for ELB, they are 21.0 and 6.00; and for Comp Off, they are 52.0 and 2.00. The second section, titled "Leave History", lists four leave requests. Each entry includes the leave type and duration (e.g., "ELB | Personal Work 0.5 Day"), the dates (e.g., "28-02-2018 to 28-02-2018"), and the status (e.g., "Completed" in red text). The statuses are "Completed" for the first, third, and fourth entries, and "Rejected" for the second entry. The bottom of the screen shows the standard Android navigation bar with back, home, and recent apps icons.



# Leave Approval By L1

Leave pending for approval will be visible on home page of L1 manager.





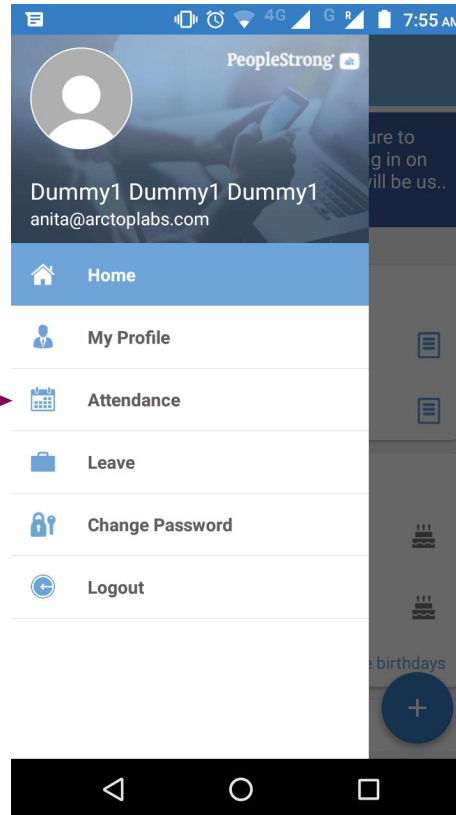
# Attendance

- Attendance module captures In & Out time records based on punches (through Web and Mobile app both) and records the working hours based on In & Out time calculations.
- An employee can regularize attendance records in case of any missed attendance or any other attendance issues.
- Attendance regularization is not required on Holidays, Weekly off and leave
- Attendance Punch-In happens once but Attendance Punch-Out can be marked any time, Attendance system takes only first & last time logs for work hour calculation
- The regularization request needs to be approved by L1 manager.



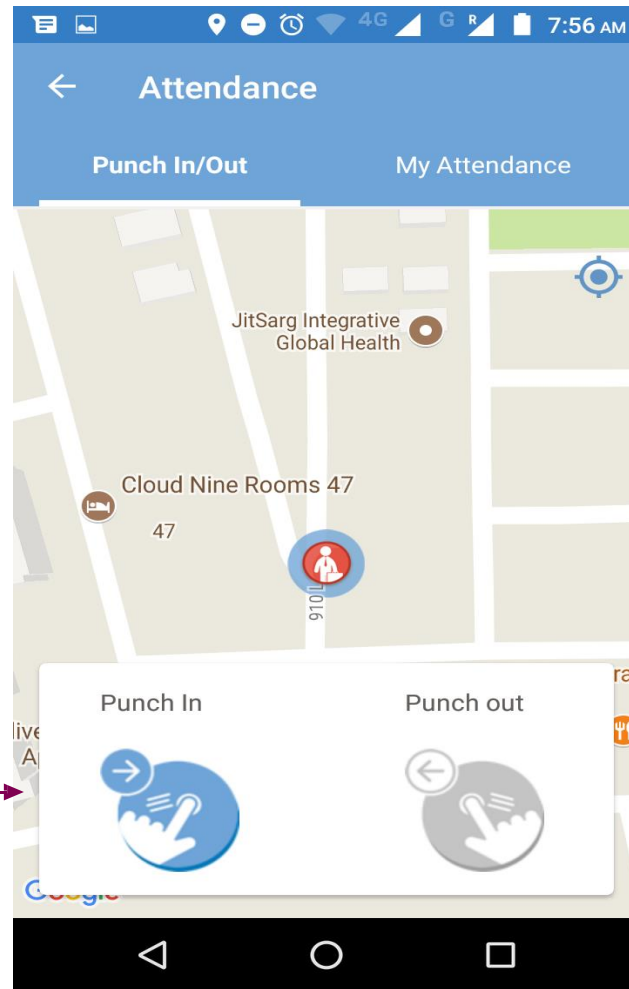
# Attendance Option

Attendance menu enabled.  
Employee can mark the  
attendance on mobile.





# Mark Attendance

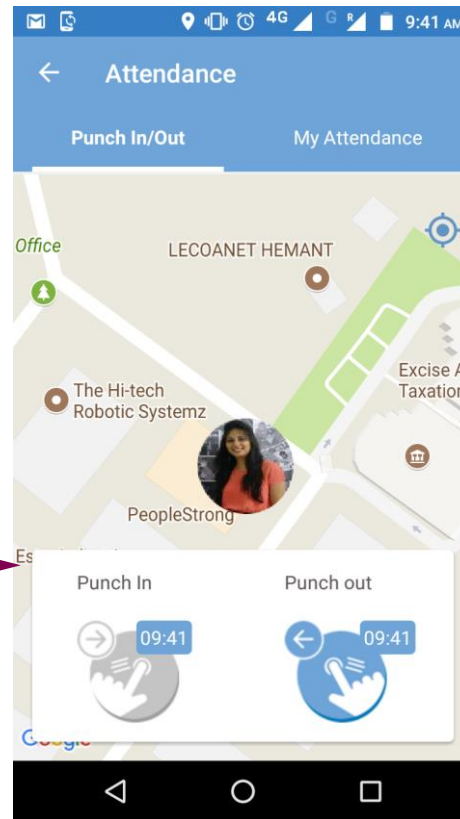


Employee will be able to mark the attendance but the GPS should be on.



# Timing of Attendance

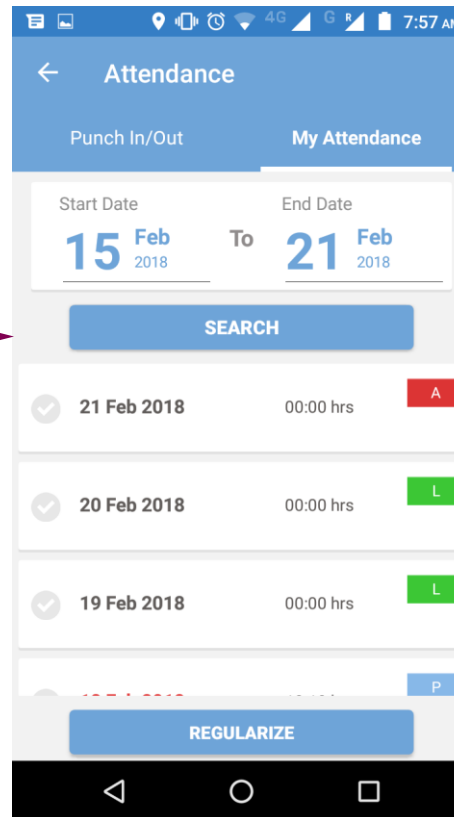
Once the employee marks the attendance through mobile, In time and Out time will appear.





# My Attendance

Select the date for which attendance needs to be regularized.  
Click on regularize



The screenshot shows the 'My Attendance' screen in the PeopleStrong app. At the top, there's a blue header with a back arrow and the title 'Attendance'. Below the header, there are two tabs: 'Punch In/Out' and 'My Attendance'. The 'My Attendance' tab is selected. Under this tab, there are fields for 'Start Date' and 'End Date'. The 'Start Date' is set to '15 Feb 2018' and the 'End Date' is set to '21 Feb 2018'. Below these fields is a blue 'SEARCH' button. Under the search button, there is a list of attendance records for the selected date range. Each record shows a date, a time (00:00 hrs), and a status (A, L, or P). The records are for 21 Feb 2018 (A), 20 Feb 2018 (L), and 19 Feb 2018 (L). At the bottom of the screen, there is a blue 'REGULARIZE' button. A red arrow points from the text box on the left to the date selection area.

Date	Time	Status
21 Feb 2018	00:00 hrs	A
20 Feb 2018	00:00 hrs	L
19 Feb 2018	00:00 hrs	L



# Attendance Regularization

Employee will fill the form with In time and Out time. Employee Note will be the reason of regularization.

Regularization

In Date	In Time
16-02-2018	07:57
Out Date	Out Time
16-02-2018	00:00

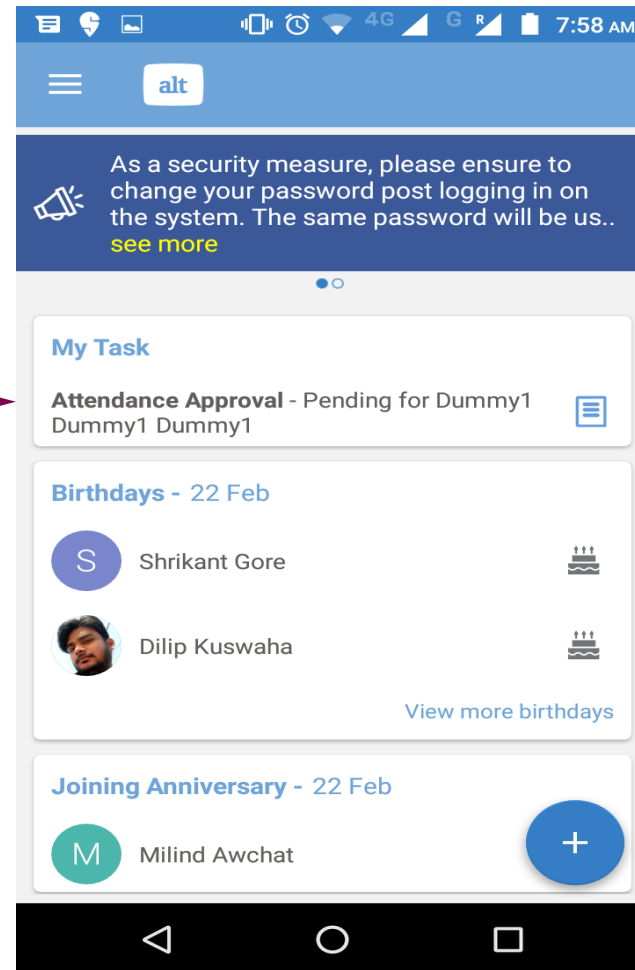
Emp. Note

REGULARIZE



# Regularization Approval

Pending request of attendance will appear on the home page of L1 Manager





# #SimplifyWorklife

## Corporate Office

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